

**WORKFORCE DEVELOPMENT BOARD MEETING**  
**Wednesday, September 18<sup>th</sup>, 2019 – 1:00 P.M.**  
**Madren Conference Center – Seminar Room II – Clemson, SC**

**AGENDA**

- |   |                                    |
|---|------------------------------------|
| <b>I. Call to Order/Introductions</b>                           | Stephanie Collins, Board Chair     |
| <b>II. Approval of Minutes (06/05/2019)*</b>                    | Stephanie Collins                  |
| <b>III. Director's Report</b>                                   | Trent Acker, WorkLink              |
| 1) Draft Monitoring Report                                      |                                    |
| 2) PY 18 Summary  |                                    |
| 3) Rapid Response   |                                    |
| 4) WDB By-laws*   |                                    |
| <b>IV. Committee Reports</b>                                    |                                    |
| <b>A. Executive Committee</b>                                   | Stephanie Collins                  |
| 1) Report of Actions*   |                                    |
| <b>B. Finance Committee</b>                                     | Stephanie Collins                  |
| 1) WorkLink Grants  |                                    |
| a. PY 18 Adult/DW/Operator Final                                |                                    |
| b. PY 18 Youth Final  |                                    |
| c. PY 19 Adult/DW/Operator                                      |                                    |
| d. PY 19 Youth  |                                    |
| 2) In-House Budgets*  |                                    |
| 3) Ongoing Grants   |                                    |
| a. PY 18 IWT Grants   |                                    |
| b. Rapid Response IWT   |                                    |
| c. On-the-Job Training  |                                    |
| d. Technology Grant   |                                    |
| e. Website Provider*  |                                    |
| <b>C. Youth Committee</b>                                       | Kristi King-Brock, Committee Chair |
| 1) PY18 (Final) PYC New Enrollment Report- Information          |                                    |
| 2) PY19 PYC New Enrollment Report- Information                  |                                    |
| 3) Next Scheduled Youth Committee Meeting- Oct. 8 <sup>th</sup> |                                    |
| 4) 2019 YC Meeting Dates: 01/21,03/03,05/05,08/04, & 10/13*     |                                    |
| <b>D. OneStop Operations Committee</b>                          | Ed Parris, Committee Chair         |
| 1) Usage Reports  |                                    |
| 2) ETPL Applications*   |                                    |
| <b>E. Priority Populations Committee</b>                        | Lisa Gillespie, Committee Chair    |
| <b>V. Other Business</b>  | Board Chair                        |

**NEXT MEETING –NOVEMBER 6, 2019 @ 1:00 PM**  
**MADREN CONFERENCE CENTER AT CLEMSON UNIVERSITY**  
**LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON**

**WORKFORCE DEVELOPMENT BOARD**

**BOARD MEETING**

**June 5, 2019 Minutes**

**Board Room – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Jeromy Arnett  
Stephanie Collins  
Grayson Kelly  
Patrick Pruitt

David Bowers  
Billy Gibson  
Kristi King-Brock  
Shonna Williams

Danny Brothers  
Lisa Gillespie  
Melanie McLane

Edgar Brown  
Emily Hodge  
Ed Parris

**Members Absent:**

Cheryl Allmon  
Teri Gilstrap

David Collins  
Robert Halfacre

Allen Fain  
Jennifer Lannom

Brooke Garren  
Mike Wallace

**Staff Present:**

Trent Acker  
Meredith Durham

Jennifer Kelly

Windy Graham

Sharon Crite

**Guest Present:**

Steve Riddle  
Matt Fields  
Daniel Ellzey

Renee Alexander  
Steve Pelissier  
Mark Hendrick

Karen Hamrick  
Zach Nickerson

Karen Craven  
Melissa Rogers

**I. Call to Order**

The meeting was called to order at 1:00 pm. Ms. Stephanie Collins announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes.

**II. Special Presentation**

Mr. Daniel Ellzey, Executive Director of Department of Employment and Workforce presented to the Board. Mr. Ellzey shared his vision and plan for leading the agency. DEW plans to focus on a Rural Initiative as a high priority, including transportation barriers for jobseekers.

**III. Approval of Minutes**

The minutes from the April 17, 2019 meeting were emailed with the meeting notice and included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Danny Brothers made a motion to approve the minutes as presented, second by Jeromy Arnett. The motion carried with a unanimous voice vote.**

#### **IV. Director's Report**

##### **A. PY19 Local Allocations**

Mr. Trent Acker referred to page 6 , which showed a comparison of South Carolina's allocations for PY'19 vs. PY'18 allotments. WorkLink received a \$52,000 year-over-year decrease for the Adult fund stream, \$151,000 year-over-year increase for Dislocated Worker, and a year-over-year increase of \$32,000 for Youth.

##### **B. Rapid Response Events Overview**

Mr. Acker provided a Rapid Response events summary for Shaw Industries and Plastic Omnium on page 7 of the Board packet. Several events, including group orientation sessions, job fairs, and SC Works/ Unemployment registration sessions have been provided for both companies. The SC Works Career Coach bus was on-site at Shaw Industries to assist in registrations.

##### **C. Quarterly Performance**

On pages 8-11, Mr. Acker reviewed WorkLink's quarterly performance data. The performance provided was PY'18 3<sup>rd</sup> Quarter Rolling-4 . WorkLink passed all performance measures in Adult, Dislocated Worker, and Youth programs.

##### **D. Early Center Closures**

Mr. Acker referred to page 12 in the packet, which showed proposed SC Works Center Closures for PY19.

- On Thursday, August 29, 2019, the Clemson SC Works Center will close at noon due to traffic concerns from Clemson University's first home game.
- On Friday, October 18, 2019, all locations will close at 11:30 a.m. for staff training on Partner Programs.
- On Friday, November 22, 2019, all locations will close at noon for staff training on SC Works policies and procedures and the annual thanksgiving meal.
- On Friday, April 3, 2020, all locations will close at 11:30 a.m. for staff training on Sensitivity and Etiquette training.
- 

**BOARD ACTION TAKEN: Edgar Brown made a motion to accept the PY19 center closures as presented, second by Melanie McLane. The motion carried with a unanimous voice vote.**

##### **E. Voluntary Reallocation**

Mr. Acker stated that WorkLink has been given an opportunity to accept \$100,000 in Dislocated Worker funds from the Midlands Workforce Development Board. This would become part of WorkLink's formula Dislocated Worker funds. \$90,000 will be available in program funds, and \$10,000 is available in administrative funds.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to accept \$100,000 in Dislocated Worker funds from Midlands Workforce Development Board, second by Ed Parris. The motion carried with a unanimous voice vote.**

*F. PY 2019 Chair and Vice Chair*

**BOARD ACTION TAKEN: Danny Brothers made a motion to table the vote and allow Stephanie Collins and Jennifer Lannom to continue in their respective roles as Chair and Vice Chair until the September, 18, 2019 Board meeting, second by Edgar Brown. The motion carried with a unanimous voice vote.**

**V. Committee Reports**

**A.) Executive Committee**

- i.) Chair Collins reviewed the actions taken by the Executive Committee since the last Board meeting. Chair Collins read a summary of the actions taken:

On 5/29/19, the Executive Committee voted to approve the Local and Regional plan modifications.

**BOARD ACTION TAKEN: Grayson Kelly made a motion to ratify the actions taken by the Executive Committee, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

**B.) Finance Committee**

**1) PY 18 Budget Overview**

**a. WorkLink Grants**

**i.) Adult, DW, Operator**

Ms. Renee Alexander referred to the following as of April 2019:

- Page 13: Adult Program budget— 71.5% of the Adult Program budget expended.
- Page 14: Dislocated Worker Program budget – 59.1% of the DW program budget expended. The indirect cost shows at 100% currently, but Modification 3 will remedy this line item.
- Page 18: Operator Adult budget – 75.7% of the Operator Adult budget expended.
- Page 19: Operator DW budget—78.5% of the Operator DW budget expended.
- Page 15: Rapid Response Grant 1—52.9% expended. This grant did not expend as planned, due to most Dislocated Workers returning back to work. The unused funds will be sent back to the state.
- Page 16: Rapid Response Grant 2—23.9% expended. This grant will continue through September 2019.
- Page 17: Obligation Report-- Total vouchers paid is \$271,047.23 and vouchers not paid is \$59,273.73. There is currently \$27,274.71 left in Adult funding and \$66,313.28 in DW

funding. The Obligation Report is a way to track additional training funds that may be needed and to keep track with obligations for the year.

ii.) PY18 Adult, DW, Operator Modification 3

Eckerd has requested a budget modification to move funds from Dislocated Worker to Adult, and to move funds from Staff Salaries and Fringe and Operating to Training and Supportive Services. Eckerd conducted a review and did a true up of costs through April 2019. The requested changes facilitate training and support services needs of participants. There is no overall change to the total contract budget approved in Modification #1 of \$842,000. Ms. Renee Alexander reviewed pages 22-27, which shows Staff and Operating Costs Narrative, Cost and Price Analysis Worksheet, Participant Flow Basis and Projections, and Budget Flow Projections.

**BOARD ACTION TAKEN: David Bowers made a motion to approve PY18 Adult, DW, Operator Modification 3 as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.**

iii.) PY19 Adult, DW, Operator Budgets

Pages 28-30 shows Options A and B for the Adult/Dislocated Worker Budgets submitted for review. Option B was presented to the Board as the recommendation from the Budget Negotiations Committee. A 2% staff increase was built in to Option B. Also, 2 additional staff members will be added directly to the grant. There will be no indirect costs associated with the 2 additional staff members. There is a reduction in Staff Costs and Retirement. There is an increase in workers compensation, health insurance, total fringe, local mileage, and operating costs. Page 31 shows the Participant Flow Basis and Projections. There will be 216 new enrollments (197 Adult and 19 Dislocated Worker) for PY19.

**BOARD ACTION TAKEN: Ed Parris made a motion to approve PY19 Adult and DW program budget Option B as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

Page 32 shows Options A and B for the PY19 One-Stop Operator Budget. Option B was presented to the Board as a recommendation from the Budget Negotiations Committee. Staff Costs, fringe benefits, workers compensation, health insurance, and FICA were increased. There was a reduction in several line items, with overall operating costs being reduced \$2,450.53.

**BOARD ACTION TAKEN: Grayson Kelly made a motion to approve PY19 One-Stop Operator budget Option B as presented, seconded by Jeromy Arnett. The motion carried with a unanimous voice vote.**

iv.) PY18 Youth

Ms. Karen Craven referred to page 34 and stated that 75% of the Youth budget has been expended through April 2019. Ms. Craven pointed to the Work Experience line item and stated that 100% of those funds are mandated to be expended by the end of PY'18. Ms. Craven stated that 65.9% of Work Experience stipends have been expended as of April 2019. Ms. Craven noted that 20 students have entered advanced training in PY18.

v.) PY19 Youth Budget

Ms. Renee Alexander referred to pages 35-36 in the packet for the Youth Budget Comparison chart and notes. Option A was presented to the Board as a recommendation from the Budget Negotiations Committee. There is an increase in staff costs and fringe benefits. There is a reduction in operating costs, training, supportive services, and contract costs. The subtotal contract costs reduction is \$5,037.82.

**BOARD ACTION TAKEN: The Finance Committee made a motion to approve PY19 Youth budget Option A as presented, seconded by Melanie McLane. The motion carried with a unanimous voice vote.**

b. In-House Budget

i.) PY'18 In-house Budget

Mr. Acker referred to the PY'18 In-House budget sheet to note the following:

- The Outreach line item overage was caused from additional necessary advertising costs.
- There are no anticipated challenges in meeting the fund utilization and obligation rate goals.

c. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 current Rapid Response IWT contract with Lakeside Steel and Machine. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 18IWT01: Listed on page 39 is the PY18 IWT grant summary. WorkLink staff will continue to monitor the grant as expenditures are submitted. This is an 18 month grant. There is also another opportunity for additional funding that the IWT committee is in the process of awarding to companies.

ii.) OJT

Mr. Acker referred to page 42 for the OJT Contract summary. There are 2 total active contracts with Patriot Automation and School District of Pickens County, and 1 recently closed with Patriot Automation. Advanced Machining, Michelin, and J. Davis' contracts have been reimbursed. OJT participants have the option to participate in continued services with

their assigned Career Coach after OJT concludes. WorkLink will continue to reach out to employers for OJT.

iii.) Technology Grant

Mr. Acker pointed to page 43 for a summary of items that will be or have been purchased through the Technology Grant, which is set to end at the end of June 2019.

iv.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 41 in the packet, which shows invoices received and ridership numbers through May 29, 2019. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. 46% has been spent through May 2019.

C.) **Youth Committee**

Ms. Stephanie Collins referred to Ms. Kristi King-Brock to review the PY18 PYC New Enrollment Report. Ms. King Brock stated that as of May 2019, there were 157 individuals enrolled in the Youth program. The goal for PY18 is 156 enrollments.

Ms. King-Brock noted that the Eckerd Youth Monitoring report was included on pages 45-60 in the packet. There were no findings. Pages 61-62 highlighted Youth Success Stories. Page 63 showed Youth participant graduates from the Oconee Adult Education ceremony.

The next Youth Committee meeting is scheduled for August 6<sup>th</sup>, 2019.

D.) **OneStop Operations Committee**

Mr. Ed Parris stated that the OneStop Operations committee met on May 22, 2019. Mr. Parris stated that the Employer Services, SC Works Center, and WIOA Program Usage reports were reviewed at the committee meeting.

Mr. Parris stated that WIOA requires the State Workforce Development Board to establish standards for each SC Works Center to meet in order to serve jobseekers, employers, and manage partners. This process must be completed once every three years. The One Stop Operations committee email voted to recommend certification of the Anderson, Clemson, Seneca, and Easley SC Works Centers for the period of July 1, 2019- June 30, 2021. Ms. Jennifer Kelly reviewed the monitoring and documentation collection, as well as the One Stop Operations plan located on pages 92-108. The Business Engagement plan was listed on pages 125-131.

**BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to certify the Anderson, Clemson, Seneca, and Easley SC Works Centers for the period of July 1, 2019- June 30, 2021, seconded by Edgar Brown. The motion carried with a unanimous voice vote.**

Mr. Parris referred to Ms. Windy Graham for information on the ETPL applications. Ms. Graham stated that 3 applications have been received for the Eligible Training Provider List. Pages 132-134 shows a detailed description of the programs.

- Carolina Computer Training was denied, due to not being an in-demand occupation and not in the WorkLink industry cluster.
- ECPI University was approved.
- Key Movement LLC was denied, due to the training not leading to a recognized credential.
- Second Chance Jobs LLC was denied, due to the training not taking place within 100 miles, and not leading to a recognized credential.

**BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to approve ECPI University to be on the Eligible Training Provider List, and to deny Carolina Computer Training's Professional Certification in Marketing, Key Movement LLC, and Second Chance Jobs LLC, seconded by Emily Hodge. The motion carried with a unanimous voice vote.**

The next One Stop Operations Committee meeting will take place August 21, 2019.

**E.) Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 136. The committee met on May 14 to hear from Mike Cannon with Foothills CAN. Margaret Camp, Director of Student Accessibility Services at Clemson University, was approved to be join the Priority Populations Committee. The next Priority Populations meeting is planned for August 13, 2019.

Chair Collins adjourned the meeting at 2:22 pm.

*Respectfully submitted by: Meredith Durham*



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Columbia, SC 29202  
dew.sc.gov



Henry McMaster  
Governor

G. Daniel Ellzey  
Executive Director

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August 16, 2019

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

RE: PY18 WIOA Financial and Programmatic Monitoring – Appalachian Council of Governments

Dear Mr. Pelissier:

From April 24, 2019 through April 26, 2019, staff from the South Carolina Department of Employment and Workforce (SCDEW) visited Appalachian Council of Governments (ACOG) to conduct the annual on-site financial and programmatic monitoring review. Two issues and one observation were identified in the attached monitoring report.

**ACOG should respond to the identified recommendations with a Corrective Action Plan (CAP) within 20 business days after receipt of the accompanying monitoring report.**

We appreciate your cooperation and assistance offered during the visit. Should you have any questions regarding the attached monitoring report, please contact Jake Sherbert, by email: [jsherbert@dew.sc.gov](mailto:jsherbert@dew.sc.gov) or by phone: at (803) 737-3018.

Sincerely,

Jake Sherbert  
Director of Workforce Integrity

cc: Stephanie Collins, WDB Chairperson  
Don Zimmer, ACOG Finance Director  
Trent Acker, Workforce Services Executive Director



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# Appalachian COG

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## Financial and Programmatic Monitoring Review

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PY 2018

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WIOA Programs

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South Carolina Department of  
Employment and Workforce

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**ACOG**  
**Financial and Programmatic Monitoring Report**

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## **Executive Summary**

### **Purpose & Scope**

South Carolina Department of Employment and Workforce (SCDEW) staff performed a financial and programmatic monitoring engagement of the grant recipient, ACOG, on April 24, 2019 through April 26, 2019 in accordance with the Workforce Innovation and Opportunity Act (WIOA), Section 183, Monitoring.

### **SCDEW Staff conducting the Review**

Jake Sherbert, Director of Workforce Integrity  
Sheila Blandon, Financial Monitor  
Kenneth Williams, Senior Programmatic Monitor  
Mary Jefferson, Programmatic Monitor

### **Appalachian COG Staff Representing the Recipient**

Steve Pelissier, ACOG Executive Director  
Trent Acker, Workforce Services Executive Director  
Jennifer Kelly, Program Director  
Sharon Crite, Youth Services Manager  
Windy Graham, WIOA Performance and Reporting Specialist  
Don Zimmer, ACOG Finance Director

## **Financial Monitoring**

### **Current Year Issue:**

- None noted

### **Current Year Observation:**

- None noted

## **Programmatic Monitoring**

### **Current Year Issues:**

- Individual Employment Plans (IEPs) and Individual Service Strategies (ISSs) not in compliance
- Activity code not recorded in SCWOS

### **Current Year Observation:**

- Low enrollment in training services for Youth customer group

## **Financial Monitoring Review**

### **WIOA Programs**

#### **Purpose & Scope**

The purpose of Workforce Innovation and Opportunity Act (WIOA) financial monitoring is to determine if ACOG is using WIOA funds in compliance with applicable laws and regulations, and to determine if ACOG has a sound financial system in place to carry out the WIOA activities. The scope of the monitoring included reviewing and analyzing ACOG's financial records for the period of April 1, 2018 through February 28, 2019.

#### **Review Areas**

SCDEW performed its financial monitoring through reviews and analyses before, during, and after the on-site visit for the following areas:

- Governance and oversight management
- Financial system with fiscal controls and accounting procedures
- Supporting documentation for selected expenditures
- Contracts and records
- Payroll and payroll records
- Property control records
- Subrecipients financial monitoring
- Partner Agreements - MOU/IFA
- Indirect cost rate and indirect cost allocation
- Credit card transactions
- ETA Salary Cap Review

#### **Current Year Issue**

None noted

### Follow-Up of Prior Year Recommendation

During the current year on-site monitoring visit to Appalachian COG, monitors verified and re-evaluated the recommendation that was addressed in the prior year WIOA financial monitoring report. The current status and follow-up of the prior year monitoring recommendation is summarized below.

Follow-Up To PY 17 Monitoring			PY 18 Monitoring
Number	Prior Year Recommendation	Implementation Status	Recommendation noted in current testing
1	Issue - WIOA Personnel cost were allocated based on budgeted estimates-not clear	Completed	No exceptions noted

# **Programmatic Monitoring Review**

## **WIOA Programs**

### **Purpose and Scope**

The purpose of the programmatic review was to ensure that the ACOG programs were compliant with applicable statutes, regulations, and guidelines. The scope of the review included the following areas:

- Governance
- SC Works Delivery System including partner engagement
- Local Board composition
- SC Works Online Services (SCWOS)
- Adult, Dislocated Worker, and Youth Program Activities
- Business Services Activities
- Service Provider Review
- Participant File Management

The programmatic monitoring of PY'18 WIOA activities was accomplished through documentation review, observation of operation, data testing, and interviews with WIOA staff. WIOA monitors traveled to the Seneca, Clemson, Anderson SC Works Centers and applicable service providers. ACOG and sub-recipient staff were interviewed during the course of the monitoring visit. Additionally, we conducted a review of fourteen (14) participant files including corresponding SCWOS information.

### **Current Year Issues**

#### **1. Individual Employment Plans (IEPs) and Individual Service Strategies (ISSs) not in compliance**

We noted that IEPs/ISSs were not in compliance with State Instructions for four (4) participants. The following instances of noncompliance were discovered:

- Review date for one objective had expired with no update to the ISS for one (1) participant, state identification number 3413207.
- There were IEP/ISS updates with no activity codes recorded in SCWOS for two (2) participants, state identification numbers 1999407 and 3424691.
- Supportive service activity code 181(Transportation Assistance) was recorded in SCWOS; however, the supportive service need was not included on the IEP for one (1) participant, state identification number 3404479.

IEPs/ISSs are designed to provide each participant with a plan for successfully using the WIOA program to help attain self-sufficient employment. A fully completed IEP/ISS will give the participant steps to take and goals to achieve along the way. Utilizing SCWOS to detail the steps involved in a participant's IEP/ISS and then giving a printed copy to the participant as a guide to follow will assist the individual in reaching the agreed upon goals. IEP/ISS goals should be specific, measurable, attainable, relevant, and time driven.

State Instruction 18-06 page states, *"The ISS must be reviewed periodically to evaluate the progress of each participant in meeting the identified objectives and must be updated to reflect any changes. Staff must update the ISS on an ongoing basis and document, among other items, the services provided and participant's progress, activities completed, benchmarks reached, and any other accomplishments. Staff must ensure that this information is documented regardless of whether the local youth service provider or a partner organization is providing a program element. Staff should set alerts for all ISS goals and objectives under "My Staff Resources" in SCWOS. These alerts will notify staff when any objective or goal is nearing the estimated review or completion date. The participant should be contacted and the objectives and/or goal must be updated accordingly by the review or estimated date of completion. To ensure each ISSs is being reviewed and updated in accordance with this policy, supervisory staff should monitor alert settings for case managers by running the "Staff Alerts" report under "Detailed Reports" in SCWOS."* State Instruction 18-06 (page 5) states, *"As a participant completes goals and objectives affiliated with a program, those goals and objectives must be closed in the ISS."*

State Instruction Number 18-01 (page 2) states, *"At a minimum, IEPs must include the following elements: Any barriers to employment, supportive service needs, and planned methods to address barriers."*

Refer to State Instructions 18-01 and 18-06 for additional details related to IEPs/ISSs.

**Required Action:** ACOG is required to ensure that clear guidance for documenting case management through IEPs/ISSs is provide to case management staff. Care should be exercised to ensure IEPs/ISSs are completed using the SMART principles as outlined in State Instruction. ACOG must provide a CAP outlining steps taken to ensure staff understand and consistently apply State policies surrounding IEPs/ISSs.



## 2. **Activity code not recorded in SCWOS**

We identified two (2) instances in which an activity code was not properly recorded in SCWOS. An activity code was not properly recorded in the following instances:

- As of 4/23/19, activity code 328 (Occupational Skills – Partner Funded Training) was not recorded in SCWOS for two (2) participants, state identification numbers 3384784 and 3072362.

When WIOA activities are performed, they are required to be entered in SCWOS and corresponding participant files to ensure a traceable record. If activities are not being recorded in SCWOS, the local area and the State are not receiving recognition for the administered activity which could have a potentially negative impact on performance measures as described in WIOA §116. Additionally, activities not being entered in SCWOS and corresponding participant files generate concerns surrounding the potential legitimacy of the activity due to its unrecorded nature.

Activity Code 328 definition states, *“Use this code for Occupational Skills Training where a partner program is paying for the training or is self-paid.”*

Refer to SCWOS policies and procedures for guidance and definitions related to Adult and Youth activity codes.

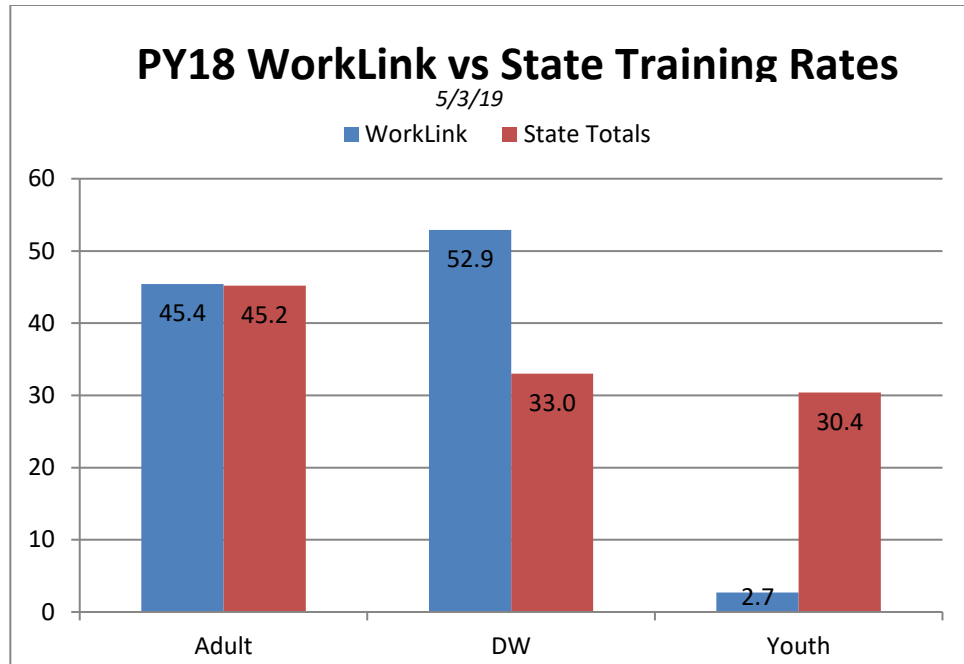
**Required Action:** ACOG is required to ensure case management staff has an understanding of State policies and applicable activity codes. ACOG must provide a CAP outlining steps taken to ensure that all activity codes are properly recorded in SCWOS and that staff understand and consistently apply State policies.

## **Opportunity for Improvement**

The following observation is not an issue, but rather an opportunity for improvement. Therefore, we recommend ACOG review this comment for future improvement.

### 1. **Low enrollment in training services for Youth customer group**

ACOG’s training rates for the Youth customer groups are below the statewide training rate average in PY’18. While WIOA is not exclusively a training program, it is expected that when participants have been properly assessed, training will be an option if warranted. Lack of training enrollments and opportunities may negatively impact WIOA participants’ ability to find and secure self-sufficient employment.



**Recommendation:** We recommend ACOG analyze the reasons for low training enrollments and assess how to bolster Youth training rates. ACOG should consider placing greater emphasis on instructional training opportunities. We welcome any comments from ACOG to provide further clarification surrounding the above noted recommendation.

### Follow-Up of Prior Year Recommendations

During the current year on-site monitoring visit to ACOG, monitors verified and re-evaluated the recommendations that were addressed in the prior year WIOA programmatic monitoring report. The current status and follow up of the prior year monitoring recommendations are summarized below.

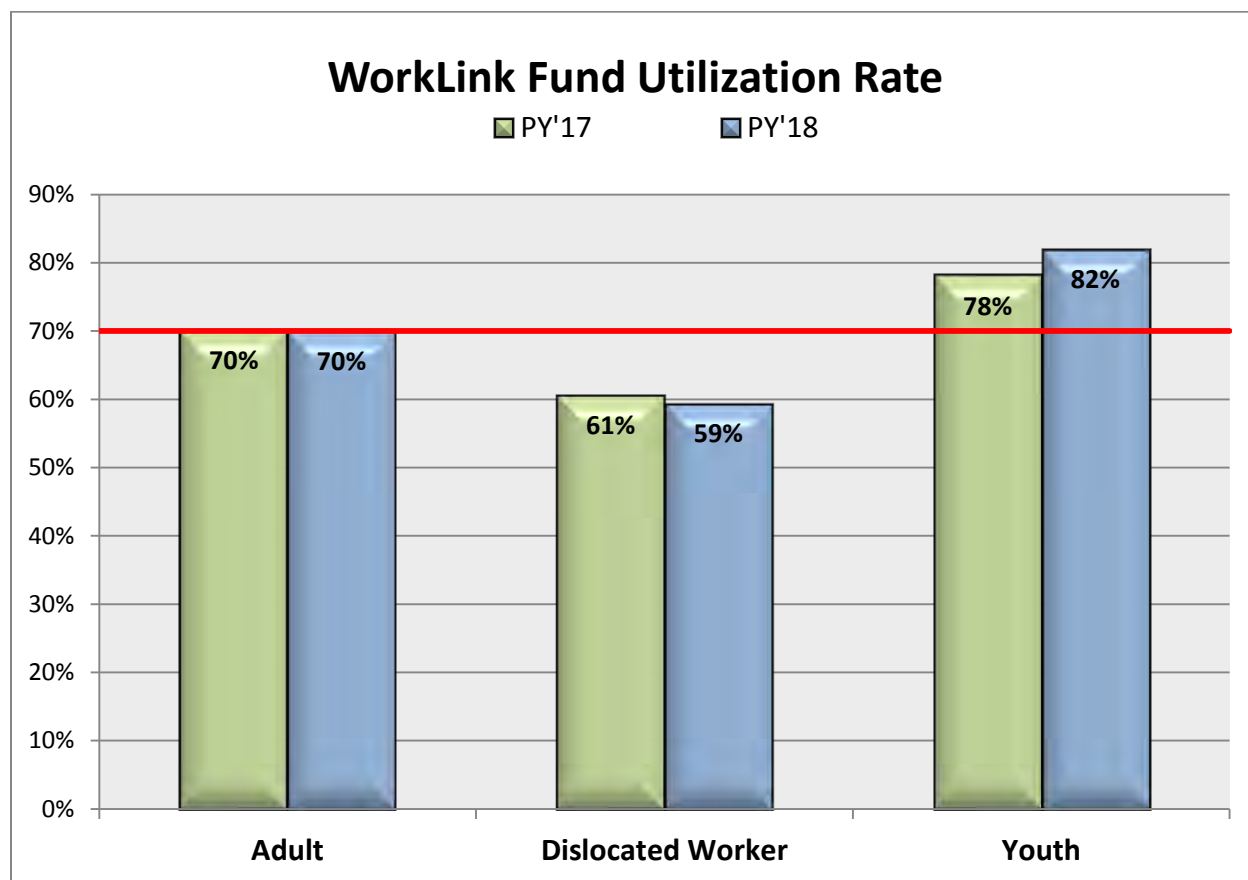
Follow Up To PY 2017 CAP			PY 2018 Monitoring
Number	Prior Year Recommendations	Implementation Status	Recommendations noted in current testing
1	Issue - Allowable activities were not properly recorded and/or paid to participants	Completed	No exceptions noted.
2	Issue – Employers receiving services without being verified in SCWOS	Completed	No exceptions noted.
3	Issue - Noncompliance with required documentation of employer services in SCWOS	Completed	No exceptions noted.
4	Issue - Individual Employment Plans not detailed	Completed	No exceptions noted.
5	Observation - Low participation in On-the-Job Training (OJT)	Completed	No exceptions noted.

This update includes five sections: Fund Utilization/Finance, Performance, Participation, Training, and Grants. Unless otherwise noted, the information contained in this report is through the Program Year ending June 30, 2019, and has been created to provide operational information. Any questions or comments that arise from the information contained herein may be directed to your Workforce Support Coordinator or [workforcesupport@dew.sc.gov](mailto:workforcesupport@dew.sc.gov).

## FUND UTILIZATION/FINANCE

### *Fund Utilization Rate (FUR)*

Below are WIOA fund utilization rates for Program Years (PY) 2017 and 2018. The FUR includes program and administrative funds carried into the PY and money allocated in the current program year. US Department of Labor and the State Workforce Development Board (SWDB) have an expectation that for each fund stream, 70% of available WIOA funds will be expended in the program year.



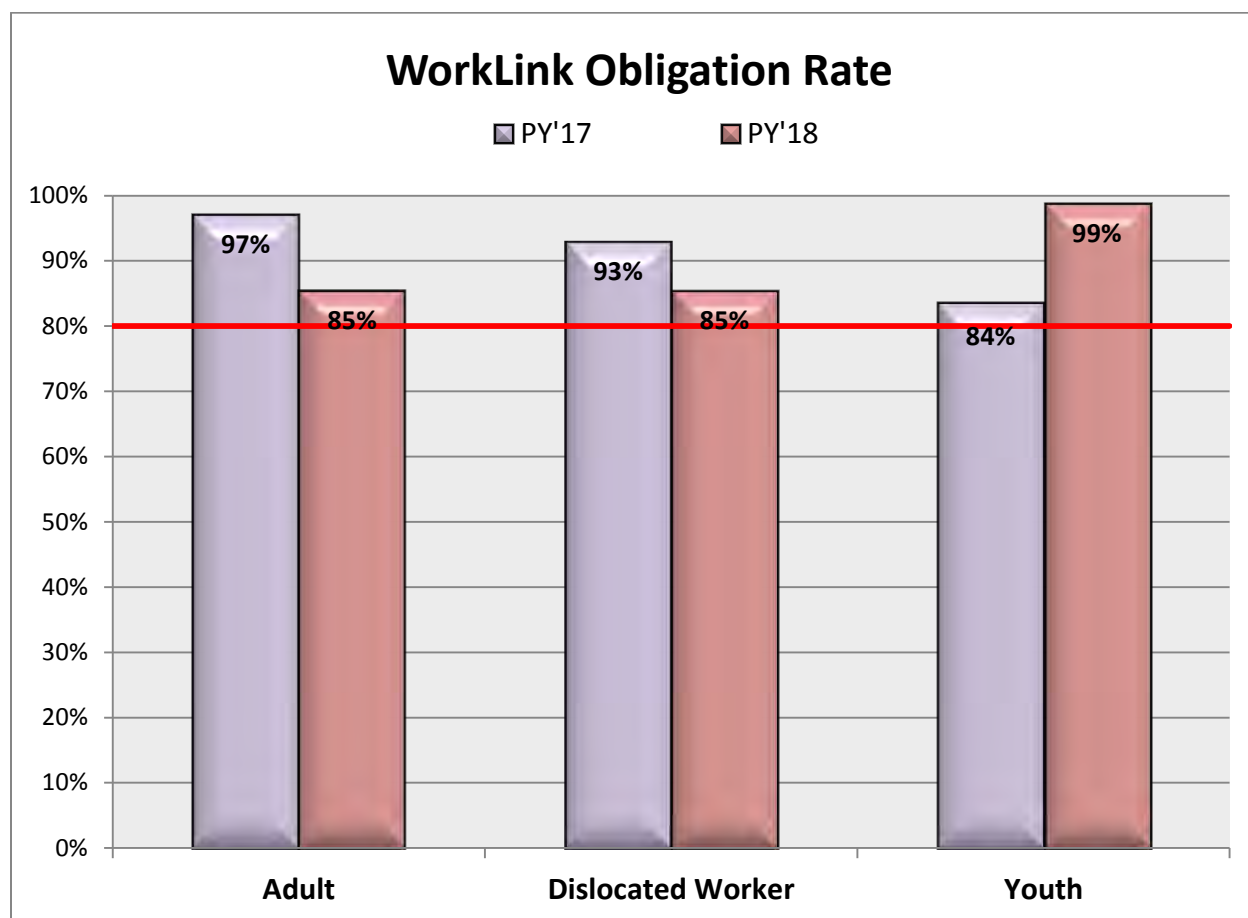
The WorkLink Local Workforce Development Area (LWDA) met the 70% expenditure rate for both the Adult and Youth funding streams, but was below the requirement for the Dislocated Worker funding stream. The required expenditure rate has not been met two years in a row for the Dislocated Worker funding stream. As stated in state instruction 12-16, “Should an LWIA fail to meet the 70 percent expenditure rate in any fund stream, a written explanation must be submitted detailing the reasons and outlining measures that will ensure future compliance with the policy.”

### *Obligation Rate*

The obligation rate is based on allocated program funds received in the current PY and does not include any carry-in funds. As outlined in State Instruction Letter 11-15, *WIA Obligation and Expenditure Requirements*, at least 80% of the program portion of the current year's allocation must be obligated by the end of the program year.

Local areas that do not meet the 80% obligation rate in each fund stream by June 30<sup>th</sup> will have funds recaptured to be reallocated to LWDA's that met the expected rate.

The WorkLink LWDA met the 80% obligation rate for Program Year 2018.



## **PARTICIPANT COST RATE**

### *Participant Cost Rate*

As outlined in State Instruction Letter 17-04, Change 1, *Participant Cost Rate Policy*, each local workforce development board shall ensure that WIOA Adult and Dislocated Worker expenditures, including Rapid Response for additional assistance funds, meet a minimum participant cost rate of 30%. The participant cost rate is evaluated annually and is based on program expenditures of both carry-in and new funds.

Although the *Participant Cost Rate Policy* was not in effect for PY'17, the local area's participant cost rate was 37.82%. WorkLink met the requirement with a participant cost rate of 33.09% for Program Year 2018.

### *Youth Program Spending Requirements*

WIOA Section 129(a)(4) expects that not less than 75% of the program funds (over the life of the funds) allotted to local areas shall be used to provide youth workforce activities for out-of-school youth. With 100% of PY'17 funds expended, the WorkLink LWDA reported 100% of program funds utilized for out-of-school youth. Mirroring PY'17 funds, the LWDA is expending 100% of PY'18 youth program funds on this population, currently meeting the requirement.

Similarly, WIOA Section 129(c)(4) states that not less than 20% of the program funds allocated to the local area shall be used to provide in-school and out-of-school youth with work based learning (WBL) opportunities over the life of the funds. With 100% of PY'17 funds expended, the LWDA met this requirement with 25.69% used for WBL. PY'18 funds are currently on track at 20.67%.

## **PERFORMANCE**

### *Performance Measures*

The assessment below reflects performance for the five measures across programs and indicators. Please note that a LWDA must meet performance in all three ways identified below:

- Having an Overall Program Score (across all negotiated indicators) of at least 90% for the Adult, DW and Youth programs.
- Having an Overall Indicator Score (across Adult, DW and Youth programs) of at least 90% for each one of the negotiated indicators.
- Having an individual indicator percentage of at least 50%. Please keep in mind that the individual indicator percentage affects both the Overall Program Score and the Overall Indicator Score. A local area could pass an individual indicator with 50% but fail both the Overall Program Score and the Overall Indicator Score. It is suggested that local areas strive for greater than 90% of their negotiated goal per individual indicator.

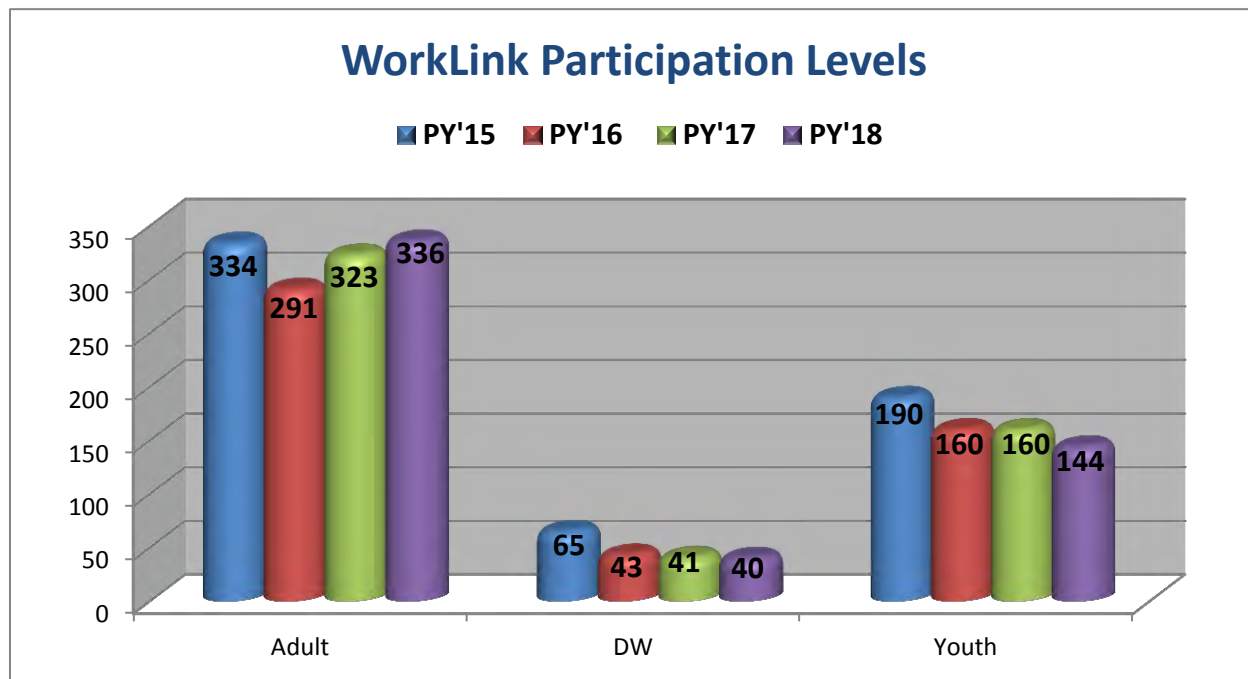
The information presented is the Rolling Four Quarters through the 4<sup>th</sup> Quarter.

WorkLink										
Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	76.8	80.3	104.6%	80.1	100.0	124.8%	76.6	82	107.0%	112.2%
Employment Rate Q4	73.0	82.2	112.6%	76.0	85.3	112.2%	69.0	79.6	115.4%	113.4%
Median Earnings	\$5,301	\$5,864	110.6%	\$6,500	\$7,725	118.8%	BASELINE	\$3,469	N/A	114.7%
Credential Rate	51.9	68.8	132.6%	48.6	81.0	166.7%	68.1	78.6	115.4%	138.2%
Measurable Skill Gains	BASELINE	43.8	N/A	BASELINE	48.0	N/A	BASELINE	76.3	N/A	N/A
	Overall Program Score		115.1%	Overall Program Score		130.6%	Overall Program Score		112.6%	
Pass	<ul style="list-style-type: none"><li>• An Overall Program Score (across all indicators) is at least 90.0%</li><li>• An Overall Indicator Score (across A/DW/Y programs) is at least 90.0%</li><li>• Have an Individual Indicator Score of at least 50.0%</li></ul>									
Fail	<ul style="list-style-type: none"><li>• An Overall Program Score (across all indicators) that did not meet at least 90.0%</li><li>• An Overall Indicator Score (across A/DW/Y programs) that did not meet at least 90.0%</li><li>• Have an Individual Indicator Score that did not meet 50.0%</li></ul>									

The WorkLink LWDA met performance in all three ways identified above.

## PARTICIPATION

Participation numbers include carryover and new enrollments.



### *Youth Five Percent Low-Income Exception*

WIOA Section 129(a)(3)(A) maintains a 5% low-income eligibility exception where 5% of local area participants who ordinarily would need to be low-income do not need to meet the low-income provision. The 5% low-income exception is calculated based on the 5% of youth newly enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The WorkLink LWDA enrolled 110 youth through June of 2019, none of whom were required to meet the low-income provision; thus, not participating in the denominator or numerator of the measure.

### *Youth Five Percent In-School Youth Limitation*

WIOA Section 129(a)(3)(B) states that in each local area, not more than 5% of the in-school youth (ISY) assisted may be eligible based on paragraph (1)(C)(iv)(VII), which refers to the barrier for an ISY who requires additional assistance to complete an educational program or to secure or hold employment. Local areas must ensure that no more than 5% of newly enrolled ISY in the program year are eligible based on the “additional assistance” criterion. Through the fourth quarter of PY'18, the LWDA did not enroll any in-school youth; thus, not participating in the denominator or numerator of the measure.

The WorkLink LWDA is in compliance with both the Exception and Limitation restrictions for PY'18.



<b>WIOA Allocations and Unemployment Rates By Year</b>				
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Adult</b>	\$664,418	\$808,956	\$796,034	\$661,353
<b>Dislocated Worker</b>	\$502,569	\$589,089	\$675,767	\$532,872
<b>Youth</b>	\$714,295	\$877,062	\$860,705	\$713,214
<b>LWDA Unemployment Rate</b>	5.6%	4.7%	4.1%	3.6%*
<b>State Unemployment Rate</b>	6.0%	4.8%	4.3%	3.6%*

*\* Through June 2019, not seasonally adjusted*

## TRAINING

Training rates are obtained from the SC Works Online Services Ad Hoc reports.

PY'18					
LWDA	Formula Participants (UNDUPLICATED)				
	Total Served	WIOA Funded Training		Training Regardless of Fund Source	
		Received Training	Received Training %	Received Training	Received Training %
Adult					
WorkLink	336	156	46.4%	156	46.4%
State Totals	5448	2505	46.0%	2549	46.8%
Dislocated Worker					
WorkLink	40	21	52.5%	21	52.5%
State Totals	1297	488	37.6%	577	44.5%
Youth					
WorkLink	156	5	3.2%	5	3.2%
State Totals	3076	923	30.0%	936	30.4%

WorkLink's Youth training rate was significantly lower than the state total.

## GRANTS

PY'18 active grants are listed below:

Grant Number	Description	Grant Start Date	Grant End Date	Award Amount	Amount Expended as of 6/30/2019	Unexpended Balance
17RRA01	Rapid Response for Additional Assistance Grant	5/4/2018	7/4/2019	\$80,187	\$42,401	\$37,786
18TEC01	Technology Enhancement Grant	10/5/2018	6/30/2019	\$122,500	\$118,947	\$3,553
18IWT01	Incumbent Worker Training Grant	10/22/2018	4/30/2020	\$217,797	\$65,492	\$152,305
18IWT01-02	Incumbent Worker Training Grant	3/1/2019	9/30/2020	\$207,800	\$875	\$206,925
18RRIWT06	Incumbent Worker Training Grant-Lakeside Steel & Machine, Inc.	1/1/2019	9/30/2019	\$46,778	\$13,784	\$32,994
18TDG01	Transportation Demo Grant	1/1/2019	6/30/2019	\$30,000	\$20,459	\$9,541
18RRA01	Rapid Response for Additional Assistance Grant	1/1/2019	9/30/2019	\$94,000	\$37,579	\$56,421

## STATE INSTRUCTION NUMBER XX-XX

**To:** Chief Elected Officials  
Local Workforce Area Signatory Officials  
Local Workforce Area Board Chairs  
Local Workforce Area Administrators  
Recipients of WIOA Discretionary Grants

**Subject:** **WIOA Title I Sanctions Policy**

**Issuance Date:** [Date]

**Effective Date:** [Date]

**Purpose:** To establish and implement the State Workforce Innovation and Opportunity Act (WIOA) Title I sanctions policy and processes for all subrecipients of federal grant awards, and state grants where applicable. **This policy rescinds State Instruction 12-12.**

### **References:**

- Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §§ 107, 116, 181, 183–184, 186
- 2 CFR §§ 200.207, 200.330, 200.331, 200.338, 200.339, 200.341, 200.501, 200.521
- 20 CFR Part 677; Part 683, Subpart F; 20 CFR §§ 679.350, 683.120, 683.140
- 29 CFR Part 38
- Training and Employment Guidance Letters 2-12, 23-15
- State Instructions 11-15; 15-16; 15-17, Ch. 2; 16-09, Ch. 1; 16-14; 16-15; 16-16; 16-17; 17-01, Ch. 1; 17-04, Ch. 1

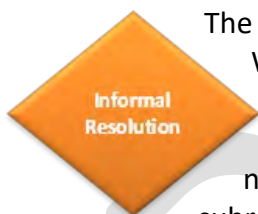
**Background:** The goals of WIOA include increasing access to employment; improving the quality of efforts to provide workers with necessary skills and credentials; promoting improvement in the structure of and delivery of services; increasing the employment, retention, and earnings of participants; and addressing the skill needs of employers. In an effort to meet these goals, the Governor, or his/her designated agency, is responsible for overseeing

the SC Works System to ensure that all subrecipients of federal grant awards and state grants, where applicable, are satisfactorily meeting the needs of workers, job seekers, and employers.

The State has the responsibility of ensuring accountability of subrecipients; ensuring and/or improving performance in achieving outcomes; ensuring compliance with applicable federal and state laws, regulations, policies, guidance, and terms and conditions of applicable awards, contracts, etc.; ensuring adequate returns on SC's workforce investments; and supporting the State in achieving its goals. State policies are issued as State Instructions (SI), and can be found at <https://www.scworks.org/workforce-system/policies-and-guidance>.

**Policy:** It is the State's expectation that all subrecipients will meet the established federal and state standards of performance and operation developed in accordance with federal, state, and local laws, regulations, policies, and guidance. If subrecipients do not meet these standards, it is the State's responsibility to act in a timely manner and initiate the steps to address the sanctionable act. Following the terms of this policy, the State may impose conditions, remedial actions, and/or penalties to remedy a sanctionable act if the State determines that a sanctionable act has occurred. For sanctions related to violations of nondiscrimination and equal opportunity provisions of WIOA, see SI 16-17.

### Sanction Determination Process




The Governor's designated agency, the Department of Employment and Workforce (DEW), works with subrecipients to resolve issues informally before violations arise to the level of this formal sanctions policy. The sanction determination process begins if informal efforts to resolve the issue have not succeeded. Informal resolution is a joint undertaking by the State and the subrecipient to resolve any potential sanctionable acts without resorting to formal sanctions. Informal resolution efforts include:

- Technical assistance
- Additional oversight
- Desktop monitoring
- Mitigating efforts implemented by the subrecipient

In addition, local areas are monitored annually by DEW for compliance with federal, state, and local laws, regulations, policies, and guidance. Based on these annual monitoring reports, local areas are able to develop a Corrective Action Plan (CAP) to respond to and address any issues discovered. Continued failure to address issues discovered through annual monitoring may result in a sanctionable act that triggers the sanction determination process described in this policy. The sanction determination process described below is triggered only after all informal resolution efforts have failed.

### Step 1: Notice of Sanctionable Act


If informal resolution fails to resolve the issue(s), the State will issue a written notice identifying any sanctionable act(s). The written notice will include requirements for a CAP and any sanction(s) to be imposed. The notice will be sent by registered mail to the subrecipient, if a state grantee, and to the signatory official, the Chief Elected Official (CEO), the Local Workforce Development Board (LWDB) Chairperson, and/or the Local Workforce Development Area (LWDA) Administrator.



Step 1:  
Notice of  
Sanctionable Act

If deemed necessary or prudent, sanctions may be imposed at any time and without prior notice (e.g., incidents of fraud, malfeasance, misapplication of funds, potential or suspected criminal activity, or other serious violations).

### Step 2: Subrecipient Response



The subrecipient must respond to the identified requirements in the letter, and must create a CAP, within the required timeframe laid out in the Notice of Sanctionable Act. In the response, the subrecipient may note justifications for the violation(s), mitigating efforts already made by the subrecipient to lessen any effects of the violation(s), and other information, as appropriate.

Subrecipients may request technical assistance activities related to sanctions. Technical assistance is vital in addressing performance, compliance, and continuous quality improvement. The State will then evaluate and respond to the request for technical assistance.

If the subrecipient is able to resolve the sanctionable act, then the State will proceed to Step 4 and send a Notice of Resolution of Sanctionable Act.

### Step 3: Notice of Sanction

Upon determining that the subrecipient has been unable to correct the sanctionable act, the State will issue a written Notice of Sanction by registered mail, to the subrecipient, the signatory official, the CEO, the LWDB Chairperson, and the Administrator. The Notice of Sanction must include the following information in accordance with 2 CFR § 200.207:



Step 3:  
Notice of  
Sanction

- Nature of the sanction;
- Reason the sanction is being imposed;

- Nature of the remedial action(s) and/or condition(s) needed to remove the sanction, if applicable;
- Time allowed for completing the remedial action(s) or meeting the condition(s), if applicable; and
- Method for appealing the sanction imposed.

Sanctions will be imposed based on the following criteria:

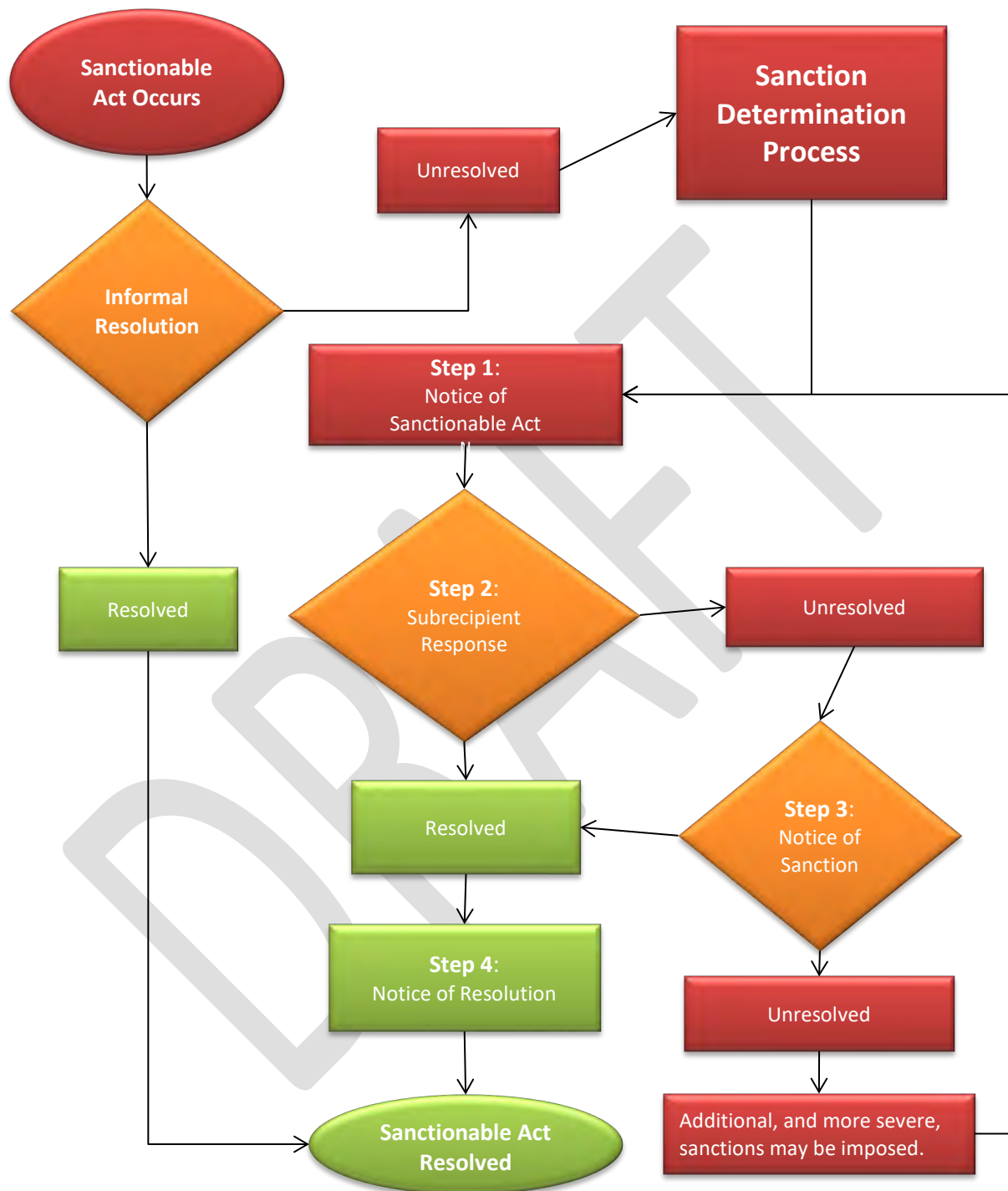
- Totality of the circumstances surrounding the sanctionable act(s):
  - Nature of the sanctionable act(s)
  - Severity of the sanctionable act(s)
  - Frequency of the sanctionable act(s)
  - Cause of the sanctionable act(s) (e.g., neglect, intent)
  - History of the subrecipient regarding its ability to administer a program (e.g., occurrences of sanctionable acts, resolution of sanctions and sanctionable acts, efforts to prevent the occurrence of the sanctionable acts, and oversight results); and
- Other criteria not listed that may be deemed appropriate (e.g., justification for subrecipient's failure to provide necessary information or take required action, or demonstrations of willingness by the subrecipient to cooperate in the sanction process).

Failure to comply with the terms of the Notice of Sanction can result in additional sanctions. If a subrecipient chooses to appeal a Notice of Sanction, the subrecipient may do so according to the appeals procedure described in the Appeals section below.

#### Step 4: Notice of Resolution of Sanctionable Act



Upon completion of the terms of the Notice of Sanction, the State will issue a Notice of Resolution of Sanctionable Act to the subrecipient and/or to the signatory official, the CEO, the LWDB Chairperson, and the LWDA Administrator.



**Note:** Timelines for completion of each step are to be determined based on the type of sanctionable act and appropriate times necessary for resolution of the sanctionable act.

## Sanctionable Acts

Examples of situations which may require the State to take immediate action include, but are not limited to, the following:

### Fiscal Violations

- Repeated failure to submit timely and accurate financial reports
- Non-compliance with administrative, contract, or grant agreement provisions
- Failure to retain required service-delivery or financial records
- Failure to observe accepted standards of administration resulting in an impermissible expenditure
- A pattern of impermissible expenditures (e.g., as described in WIOA § 184(c)(2)-(3))
- Incidents of fraud of a non-criminal nature\*, malfeasance, misapplication of funds, or other serious violations (e.g., as defined in TEGL 2-12)
- Failure to submit audits as required by Uniform Guidance (2 CFR § 200.501)

### Performance Violations

- Failure to submit and/or record timely and accurate performance data
- Failure to submit and/or record timely and accurate federal and state required data (e.g., IWT required data)
- Failure to meet one or more negotiated/adjusted levels of performance for three consecutive program years

### General

- Failure to take action or sufficiently resolve, within the time provided, remedial action(s), monitoring findings, and/or audit findings as required
- Willful disregard of, or gross negligence in fulfilling, the requirements of the following:
  - WIOA;
  - Other federal laws, regulations, policies, and guidance;
  - State laws, regulations, state instructions, and guidance, including all current and subsequent state policies (e.g., Adult Priority of Service under WIOA, Participant Cost Rate Policy, Required Employer Registration in SCWOS, and WIOA Obligation and Expenditure Requirements); and/or
  - Terms and conditions of applicable awards, contracts, etc.

**\*Note:** Information and complaints involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately through DOL's Incident Reporting System to DOL's Office



of Inspector General, Office of Investigations, Room S5514, 200 Constitution Ave. NW, Washington, DC 20210, or to the corresponding Regional Inspector General for Investigations, with a copy simultaneously provided to the Employment and Training Administration. The Hotline number is 1-800-347-3756. The website is <http://www.oig.dol.gov/contact.htm>.

## Sanctions

Unless deemed necessary or prudent, sanctions will not be imposed unless informal resolution efforts fail to resolve sanctionable acts. The following examples of sanctions may be imposed if informal resolution efforts fail and/or may overlap with actions described in a grant agreement:

- Disallowed costs (2 CFR § 200.338)
- Withholding drawdowns and requests for payment, suspension, and termination of funds (2 CFR § 200.338)
- Termination of contract, Memorandum of Understanding (MOU), or any other agreement between the subrecipient and the State (WIOA § 184(b); 2 CFR § 200.338, 200.339)
- Recapture and reallocation of funds (20 CFR § 683.140)
- Reimbursement of funds rather than advanced payments (2 CFR § 200.207(b)(1))
- Ineligibility for discretionary funds (20 CFR § 683.120)
- Ineligibility to receive a voluntary reallocation from another local area (20 CFR § 683.140, SI 11-15)
- Submission of additional or more detailed financial or performance reports (2 CFR § 200.207(b)(3))
- Reports on activities and progress until performance is satisfactory, by the LWDB's executive director, other administrative officer, or the subrecipient (in person and/or in writing) (2 CFR § 200.207(b))
- On-site visits to provide technical assistance to the LWDB, the LWDB's contractor, or the subrecipient (2 CFR § 200.331(d)-(e), 200.521(a))
- Reorganization plan (WIOA § 107(c)(2)(C), 20 CFR § 677.220)
  - Appointment and certification of a new LWDB, consistent with the criteria established under 20 CFR § 679.350
  - Prohibition of the use of eligible providers that have been identified as achieving poor levels of performance
  - Other significant actions, as appropriate
- Recommend the initiation of suspension or debarment proceedings (2 CFR § 200.338)
- Other remedies that may be legally available (2 CFR § 200.338)

The sanctions listed above supplement, but do not supplant, applicable civil and criminal actions under other pertinent federal, state, or local laws, regulations, policies, or terms and

conditions of applicable awards, contracts, etc. **Actions described in a state grant Statement of Work may be imposed without entering into the Sanction Determination Process** described above (e.g., disallowed costs or withholding drawdowns may be imposed until the grantee becomes compliant with the terms of the grant).

## Appeals

A subrecipient that receives a Notice of Sanction may file an appeal with the SWDB. Appeals regarding sanctions to subrecipients will be addressed by the SWDB. A subrecipient choosing to appeal must submit a written appeal to the SC Department of Employment and Workforce within 30 calendar days of the issuance of the Notice of Sanction. If the 30<sup>th</sup> day falls on a weekend or holiday, the deadline will be extended to the next business day. Appeals must be submitted by registered mail, clearly identified as “Dated Material,” and addressed to:

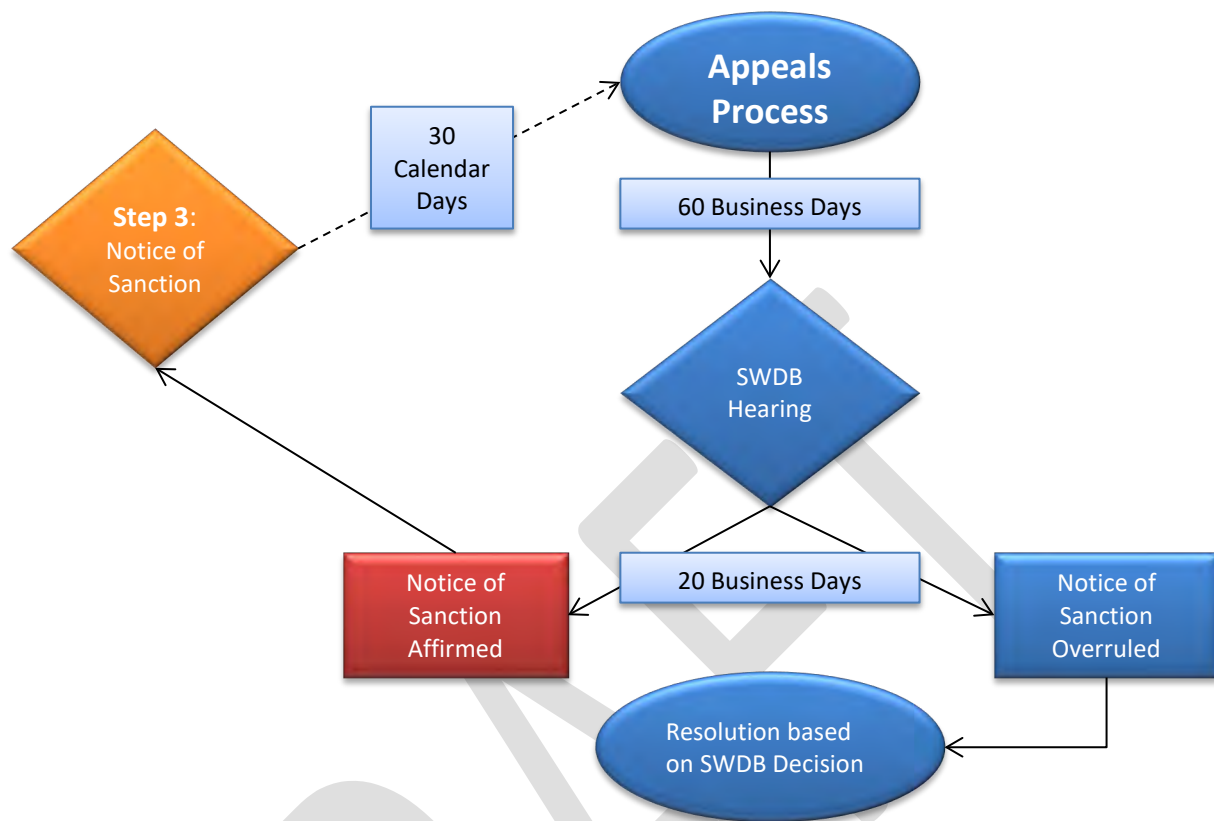
SC Department of Employment and Workforce  
Attn: Workforce Support—Appeal of Sanction, Suite 515  
P.O. Box 995  
Columbia, SC 29202

The following procedures will apply:

- The Chair will designate the Executive Committee or an Ad Hoc Committee of at least three SWDB members to hear the appeal.
- The SWDB will hear the appeal and issue a decision within 60 business days.

Additional appeals procedures apply to certain types of sanctions:

- Reorganization Plan (WIOA § 116(g)(2)(B))
- Revocation of Local Plan, in whole or part (WIOA § 184(b)(2), 186(b))



### Useful Terms

**Chief Elected Official (CEO)** – As defined by WIOA § 3(9), a chief elected official is the chief elected executive officer of a unit of general local government in a LWDA, and in the case in which a LWDA includes more than one unit of local government, the individuals designated under the agreement described in WIOA § 107(c)(1)(B).

**Remedial Action** – Any action required to rectify a situation created by a sanctionable act is a remedial action.

**Signatory Official** – An individual authorized to enter into and sign legally binding agreements on behalf of the LWDA.

**Standards of Administration** – Standards of administration are models accepted as correct by custom, consent, or authority for the management or performance of the executive duties of government, institution, or business.

**State** – The State includes the Governor, the State Workforce Development Board (SWDB), and the Department of Employment and Workforce (DEW).

**Subrecipient** – As defined in Uniform Guidance at 2 CFR § 200.330, a subrecipient may receive funds concurrently as a subrecipient and a contractor. Whether a subrecipient is the recipient of a subaward or a procurement contract is determined on a case-by-case basis. A subrecipient is a non-federal entity which:

- Determines who is eligible to receive what federal assistance;
- Has its performance measured in relation to whether objectives of a federal program were met;
- Has responsibility for programmatic decision making;
- Is responsible for adherence to applicable federal program requirements specified in the federal award; and/or
- In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

LWDA and state grantees are subrecipients. For more information regarding the differences between a subrecipient and a contractor, see the definition of contractor in Uniform Guidance at 2 CFR § 200.330.

**Action:** Ensure that all appropriate staff receive and understand this policy.

**Inquiries:** Questions may be directed to Policies and Procedures at [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).

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Susan M. Boone, Chief Legal Officer  
SC Department of Employment and Workforce

## **Proposed Revision to the WorkLink Workforce Development Board By-Laws**

**Executive Committee:** The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, immediate past board chairperson, the president of Tri-County Technical College **or a board member designee representing the college who is serving in the President's place**, and three at large members appointed by the three County Council chairs from among the membership. The Executive Committee may act on behalf of the full Board between regular business meetings to expedite the decision-making process. Such actions by the Executive Committee will be reported by the Chairperson of the Board back to the full Board membership at the next regularly scheduled business meeting and must be included in the minutes of the Board's business meeting. The Executive Committee will act as the Board's Personnel and Governance Committees.



## **PY2019 SC Works Center Schedule**

### *Early Closures for Staff Training and Special Circumstances*


<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Locations</u></b>	<b><u>Reason</u></b>
Friday, August 23, 2019	11:30am	All Locations	Staff Training: Partner Programs
Thursday, August 29, 2019	Noon	Clemson only	Special Circumstance*
Friday, October 18, 2019 <i>**Training day cancelled**</i>	All Day	All Locations	REGULAR SCHEDULE
Friday, November 22, 2019	Noon	All Locations	Staff Training: SC Works Policies and Procedures Annual Thanksgiving meal**
Friday, April 3, 2020	11:30am	All Locations	Staff Training: Sensitivity and Etiquette Training


*\*Clemson University's first home game - traffic concerns for the Clemson SC Works Center.*

*\*\*All Board members are invited to join us for lunch at 12:30pm.*


**Notices to the public will be posted well in advance of the early closures.**

*Approved at the WorkLink WDB Board Meeting on June 5, 2019. Revised schedule approved by Executive Committee July 2019.*

	ECKERD YOUTH ALTERNATIVES, INC.						
	100 N. Starcrest Drive, Clearwater, FL 33765						
	INVOICE						
Worklink Investment Board	Contract Number:	18A995H4					
1376 Tiger Blvd.	Invoice Number:	1092-13 Final					
Clemson, SC 29631	Invoice Month:	6/30/2019					
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019					
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 182		Adult Operator			
Eckerd Goal:			JUNE	JUNE FINAL			
			99.0%	100.0%			100.0%
Line Item	Budget Mod 1	1092-12	1092-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 50,342	5,069.52	(410.91)	47,929.58	\$ 2,412.09	95.2%
Fringe Benefit Total	51xx	\$ 12,499	1,234.80	670.02	13,689.69	\$ (1,190.22)	109.5%
TOTAL STAFF COSTS		\$ 62,841	6,304.32	259.11	61,619.27	\$ 1,221.87	98.1%
Operating Costs:							
1.1 Facility, Utilities	6185				-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 2,000	275.37	-	898.27	\$ 1,101.73	44.9%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	-	-	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 1,500	432.96	-	1,209.79	\$ 290.21	80.7%
1.5 Communications (Phone, Fax, Internet, et	6270	\$ 840	38.73	19.64	693.33	\$ 146.67	82.5%
1.6 Staff Travel	61xx	\$ 2,258	13.31	-	832.11	\$ 1,425.89	36.9%
1.7 Staff Training/Technical Services Costs	5105	\$ 700	-	-	933.98	\$ (233.98)	133.4%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	-	-	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 16	-	-	-	\$ 16.00	0.0%
TOTAL OPERATING COSTS		\$ 7,314	760.37	19.64	4,567.48	\$ 2,746.52	62.4%
Training Costs:							
2.3 WI Customer Credential Exam Fees (CAN	6525	\$ -	-	-	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	-	-	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	-	-	-	\$ -	0.0%
Supportive Services Costs :							
3.11 WI Customer Transportation Costs	6485	\$ -	-	-	-	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	-	-	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	-	-	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	-	-	-	\$ -	0.0%
Training/Professional Fees/Profit:							
4.2 General Liability Insurance	6305	\$ 475	37.75	(116.46)	312.92	\$ 162.28	65.9%
TOTAL FEES / PROFIT COSTS		\$ 475	-	(116.46)	312.92	\$ 162.28	65.9%
4.1 INDIRECT COST:	0.12	\$ 8,486	852.29	19.47	7,979.96	\$ 505.70	94.0%
Contract Total		\$ 79,116	7,954.73	181.76	74,479.63	\$ 4,636.37	94.1%

	ECKERD YOUTH ALTERNATIVES, INC.						
	100 N. Starcrest Drive, Clearwater, FL 33765						
	INVOICE						
Worklink Investment Board	Contract Number:	18D995H4					
1376 Tiger Blvd.	Invoice Number:	1223-13 Final					
Clemson, SC 29631	Invoice Month:	6/30/2019					
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019			DW Operator		
email: jkelly@worklinkweb.com	Total Amount Due:	\$ (44)					
Eckerd Goal:			JUNE	JUNE FINAL			
			99.0%	100.0%			100.0%
Line Item	Budget Mod 1	1223-12	1223-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 6,664	737.90	(74.17)	6,897.22	\$ (233.13)	103.5%
Fringe Benefit Total	51xx	\$ 1,666	243.65	50.26	1,945.62	\$ (279.73)	116.8%
TOTAL STAFF COSTS		\$ 8,330	981.55	(23.91)	8,842.84	\$ (512.86)	106.2%
<b>Operating Costs:</b>							
1.1 Facility, Utilities	6185				-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 647	37.55	-	122.50	\$ 524.50	18.9%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	-	-	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 200	59.05	-	164.97	\$ 35.03	82.5%
1.5 Communications (Phone, Fax, Internet, et	6270	\$ 101	5.19	1.78	80.71	\$ 20.09	80.1%
1.6 Staff Travel	61xx	\$ 282	1.82	-	113.51	\$ 168.49	40.3%
1.7 Staff Training/Technical Services Costs	5105	\$ 100	-	-	112.63	\$ (12.63)	112.6%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	-	-	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 2	-	-	-	\$ 2.00	0.0%
TOTAL OPERATING COSTS		\$ 1,332	103.61	1.78	594.32	\$ 737.48	44.6%
<b>Training Costs:</b>							
2.3 WI Customer Credential Exam Fees (CAN	6525	\$ -	-	-	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	-	-	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	-	-	-	\$ -	0.0%
<b>Supportive Services Costs :</b>							
3.11 WI Customer Transportation Costs	6485	\$ -	-	-	-	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	-	-	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	-	-	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ -	-	-	-	\$ -	0.0%
<b>Training/Professional Fees/Profit:</b>							
4.2 General Liability Insurance	6305	\$ 65	5.75	(17.50)	47.02	\$ 17.78	72.6%
TOTAL FEES / PROFIT COSTS		\$ 65	-	(17.50)	47.02	\$ 17.78	72.6%
4.1 INDIRECT COST:	0.12	\$ 1,157	130.91	(4.76)	1,138.10	\$ 19.32	98.3%
CONTRACT TOTAL:		\$ 10,884	1,221.82	(44.39)	10,622.28	\$ 261.72	97.6%



	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>						
	100 N. Starcrest Drive, Clearwater, FL 33765						
	<b>INVOICE</b>						
Worklink Investment Board	Contract Number:	18A295H4					
1376 Tiger Blvd.	Invoice Number:	1055-13 Final					
Clemson, SC 29631	Invoice Month:	6/30/2019					
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2018 - June 30, 2019					
email: jkelly@worklinkweb.com	total Amount Due:	\$ 2,748			ADULT PROGRAM		
Eckerd Goal:			JUNE	JUNE FINAL			
			99.0%	100.0%			100.0%
<b>Line Item</b>	<b>Budget Mod 2</b>	<b>1055-12</b>	<b>1055-13</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
Staff Salary Total		\$ 214,195	18,711.32	588.61	215,919.02	\$ (1,724.02)	100.8%
Fringe Benefit Total	51xx	\$ 65,832	7,779.06	796.99	68,066.60	\$ (2,235.04)	103.4%
<b>TOTAL STAFF COSTS</b>		<b>\$ 280,027</b>	<b>26,490.39</b>	<b>1,385.59</b>	<b>283,985.62</b>	<b>\$ (3,959.06)</b>	<b>101.4%</b>
<b>Operating Costs:</b>							
1.1 Facility, Utilities	6185	\$ -	-	-	\$ -	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 3,601	180.62	-	3,542.05	\$ 59.11	98.4%
1.3 Program Outreach Expenses (Brochures)	6735	\$ 480	-	-	-	\$ 480.00	0.0%
1.4 Copy & Print Expenses	6730	\$ 2,700	63.01	-	1,948.66	\$ 751.34	72.2%
1.5 Communications (Phone, Fax, Internet, e)	6270	\$ 5,649	281.08	187.80	5,626.85	\$ 22.56	99.6%
1.6 Staff Travel	61xx	\$ 4,908	174.43	32.35	3,769.24	\$ 1,138.85	76.8%
1.7 Staff Training/Technical Services Costs	5105	\$ 3,072	-	(119.93)	2,234.91	\$ 836.60	72.8%
1.8 Non-Expendable Equipment Purchases	6095	\$ 1,410	-	-	1,410.00	\$ -	100.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 750	62.10	13.80	414.69	\$ 335.31	55.3%
<b>TOTAL OPERATING COSTS</b>		<b>\$ 22,570</b>	<b>761.24</b>	<b>114.02</b>	<b>18,946.40</b>	<b>\$ 3,623.77</b>	<b>83.9%</b>
<b>Training Costs:</b>							
2.3 WI Customer Credential Exam Fees (CA	6525	\$ 10,700	827.87	(300.25)	7,882.65	\$ 2,817.35	73.7%
2.6 Individual Training Account/Voucher Cos	6530	\$ 426,220	48,793.64	(0.15)	324,198.51	\$ 102,021.85	76.1%
<b>TOTAL TRAINING COSTS</b>		<b>\$ 436,920</b>	<b>49,621.51</b>	<b>(300.40)</b>	<b>332,081.16</b>	<b>\$ 104,839.20</b>	<b>76.0%</b>
<b>Supportive Services Costs :</b>							
3.11 WI Customer Transportation Costs	6485	\$ 5,000	930.00	160.00	5,366.00	\$ (366.00)	107.3%
3.12 WI Customer Childcare Costs	6660	\$ 900	-	-	-	\$ 900.00	0.0%
3.14 Training Support Materials	6545/6516	\$ 6,252	412.40	716.80	4,114.57	\$ 2,137.54	65.8%
3.13 WI Customer Emergency Assistance	6596	\$ 1,000	-	-	-	\$ 1,000.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>\$ 13,152</b>	<b>1,342.40</b>	<b>876.80</b>	<b>9,480.57</b>	<b>\$ 3,671.54</b>	<b>72.1%</b>
<b>Training/Professional Fees/Profit:</b>							
4.2 General Liability Insurance	6305	\$ 4,653	284.44	(1,071.54)	2,879.14	\$ 1,774.32	61.9%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>\$ 4,653</b>	<b>284.44</b>	<b>(1,071.54)</b>	<b>2,879.14</b>	<b>\$ 1,774.32</b>	<b>61.9%</b>
<b>4.1 INDIRECT COST:</b>	<b>0.12</b>	<b>\$ 37,620</b>	<b>1,747.78</b>	<b>1,743.42</b>	<b>37,191.09</b>	<b>\$ 428.74</b>	<b>98.9%</b>
<b>CONTRACT TOTAL :</b>		<b>\$ 794,942</b>	<b>80,247.76</b>	<b>2,747.89</b>	<b>684,563.98</b>	<b>110,378.51</b>	<b>86.1%</b>



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765


## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com


Contract Number: 18D295H4  
Invoice Number: 1056-13 Final  
Invoice Month: 6/30/2019  
Period Covered: July 1, 2018 - June 30, 2019  
Total Amount Due: \$ (192)  
DW Program


### Eckerd Goal:

Eckerd Goal:			JUNE	JUNE FINAL			
			99.0%	100.0%	100.0%		
Line Item		Budget Mod 2	1056-12	1056-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 19,581	1,235.82	(125.25)	18,823.99	\$ 756.82	96.1%
Fringe Benefit Total	51xx	\$ 4,999	416.48	(30.22)	4,758.90	\$ 239.69	95.2%
TOTAL STAFF COSTS		\$ 24,579	1,652.31	(155.48)	23,582.89	\$ 996.50	95.9%
Operating Costs:			-				
1.1 Facility, Utilities	6185	\$ -	-		-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 600	21.46	-	375.58	\$ 224.42	62.6%
1.3 Program Outreach Expenses (Brochures, Flyers, )	6735	\$ 180	-	-	-	\$ 179.50	0.0%
1.4 Copy & Print Expenses	6730	\$ 350	(13.22)	-	204.38	\$ 145.62	58.4%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 840	36.65	48.01	800.55	\$ 39.45	95.3%
1.6 Staff Travel	61xx	\$ 645	15.17	(6.98)	417.63	\$ 227.07	64.8%
1.7 Staff Training/Technical Services Costs	5105	\$ 275	-	-	274.84	\$ -	100.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ 190	-	-	190.00	\$ -	100.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 180	-	-	47.62	\$ 132.38	26.5%
TOTAL OPERATING COSTS		\$ 3,259	60.06	41.03	2,310.60	\$ 948.44	70.9%
Training Costs:			-				
2.3 WI Customer Credential Exam Fees (CAN, GED,	6525	\$ -	27.50	(27.50)	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ 13,806	-	-	13,805.83	\$ -	100.0%
TOTAL TRAINING COSTS		\$ 13,806	27.50	(27.50)	13,805.83	\$ -	100.0%
Supportive Services Costs :			-				
3.11 WI Customer Transportation Costs	6485	\$ 538	-	-	-	\$ 537.50	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	-	-	-	\$ -	0.0%
3.14 Training Support Materials	6545/6516	\$ 899	38.40	64.00	302.88	\$ 596.02	33.7%
3.13 WI Customer Emergency Assistance	6596	\$ -	-	-	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 1,436	38.40	64.00	302.88	\$ 1,133.52	21.1%
Training/Professional Fees/Profit:			-				
4.2 General Liability Insurance	6305	\$ 471	10.76	(97.73)	386.03	\$ 84.87	82.0%
TOTAL FEES / PROFIT COSTS		\$ 471	-	(97.73)	386.03	\$ 84.87	82.0%
4.1 INDIRECT COST:		\$ 3,505	867.16	(16.49)	3,189.89	\$ 315.15	91.0%
Contract Total		\$ 47,056	2,656.19	(192.16)	43,578.12	\$ 3,478.48	92.6%

	ECKERD YOUTH ALTERNATIVES, INC.						
	100 N. Starcrest Drive, Clearwater, FL 33765						
	INVOICE						
Worklink Investment Board	Contract Number:	18Y495E1					
1376 Tiger Blvd.	Invoice Number:	1058-13 Final					
Clemson, SC 29631	Invoice Month:	6/30/2019					
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019					
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 277					
Eckerd Goal:			JUNE	JUNE FINAL			
			99.0%	100.0%			100.0%
Line Item		Budget (Mod 1)	1058-12	1058-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 286,515	21,861.60	(39.82)	278,535	\$ 7,980	97.2%
Fringe Benefit Total	51xx	\$ 77,913	8,725.04	279.55	77,023	\$ 890	98.9%
TOTAL STAFF COSTS		\$ 364,428	30,586.65	239.72	355,558	\$ 8,870	97.6%
Operating Costs:			-				
Facilities	6185	\$ 9,600	600.00	-	9,600	\$ -	100.0%
Communications (Phone, Fax, Internet, etc)	6270	\$ 5,706	394.71	53.52	4,968	\$ 738	87.1%
Postage	6005	\$ 1,400	151.80	45.45	1,290	\$ 110	92.2%
Staff Travel	6105	\$ 8,690	300.01	172.67	5,868	\$ 2,822	67.5%
Staff Background Checks	5100	\$ 500	-	-	358	\$ 142	71.7%
Staff Training	5105	\$ 2,000	-	-	1,409	\$ 591	70.5%
Office/Desktop Supplies and Materials	6000	\$ 2,100	102.49	-	1,675	\$ 425	79.7%
Copying	6730	\$ 2,400	-	-	1,338	\$ 1,062	55.8%
Software Licenses	6095	\$ 1,925	-	-	1,458	\$ 467	75.7%
Participant Outreach	6735	\$ 500	-	-	-	\$ 500	0.0%
TOTAL OPERATING COSTS		\$ 34,821	1,549.01	271.64	27,964	\$ 6,856	80.3%
Training Costs:			-				
Work Experience Stipends	6507	\$ 48,000	5,127.61	1,470.57	44,847	\$ 3,153	93.4%
Tuition Cost (Adult Education)	6520	\$ 13,566	2,556.00	(932.00)	13,046	\$ 520	96.2%
Participant Graduation Fees	6595	\$ 2,500	710.00	(40.00)	2,105	\$ 395	84.2%
Credential Exam Fees	6525	\$ 17,500	3,820.10	(882.00)	15,222	\$ 2,277	87.0%
Instructional Supplies (Books)	6546	\$ 2,000	20.00	-	1,088	\$ 912	54.4%
Individual Training Accounts	6530	\$ 26,006	1,557.00	-	10,782	\$ 15,224	41.5%
TOTAL TRAINING COSTS		\$ 109,571	13,790.71	(383.43)	87,090	\$ 22,481	79.5%
Supportive Services Costs :			-				
Child Care	6660	\$ 250	-	-	-	\$ 250	0.0%
Transportation	6485	\$ 15,000	480.00	480.00	13,060	\$ 1,940	87.1%
Client Incentives	6585	\$ 20,000	2,250.00	-	24,828	\$ (4,828)	124.1%
Client Training Support Materials	6545/6516	\$ 2,200	35.00	550.40	2,286	\$ (86)	103.9%
Client Emergency Assistance & Expungem	6596	\$ 2,375	-	-	-	\$ 2,375	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 39,825	2,765.00	1,030.40	40,173	\$ (348)	100.9%
Training/Professional Fees/Profit:			-				
General Liability Insurance	6305	\$ 3,600	332.78	(900.82)	2,420.44	\$ 1,180	67.2%
TOTAL FEES / PROFIT COSTS		\$ 3,600	332.78	(900.82)	2,420	\$ 1,180	67.2%
4.1 INDIRECT COST:		0.12	\$ 47,754	3,908.81	19.31	\$ 45,688	95.7%
Contract Total		\$ 600,000	\$ 52,933	\$ 277	\$ 558,894	\$ 41,106	93.1%

In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth		Total	YTD June 2019	Actual % Expended	Goal Expended	Goal % Expended	Balance
Salaries, Fringe, & Indirect	158,000	55,000	68,000	49,000	97,000	79,000		506,000	522,672	103%	506,000	100%	(16,672)
SCW Centers Facility Costs	150,000	2,500	27,000	2,500	15,000	2,200		199,200	192,913	97%	199,200	100%	6,287
Billed to Partners for Facilities	(112,950)		(12,550)					(125,500)	(123,958)	99%	(125,500)	100%	(1,542)
Accounting Services		2,500		2,500		2,500		7,500	8,606	115%	7,500	100%	(1,106)
Travel	1,455	248	364	264	1,131	264		3,725	5,059	136%	3,725	100%	(1,334)
AOP BIS Transportation					4,805			4,805	4,805	100%	4,805	100%	(0)
Supplies		680		640		680		2,000	1,118	56%	2,000	100%	882
Insurance		1,500		2,940		1,500		5,940	7,647	129%	5,940	100%	(1,707)
Postage		170		170		160		500	299	60%	500	100%	201
Printing		1,850		1,850		1,850		5,550	5,340	96%	5,550	100%	210
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175		8,000	3,787	47%	8,000	100%	4,213
Memberships, Dues, & Prof Fees		750		500		750		2,000	1,852	93%	2,000	100%	148
Training	736	48	184	51	730	51		1,800	3,085	171%	1,800	100%	(1,285)
Job Fair / Hiring Event Expenses								-	(525)	0%	-	100%	525
R&M & Gas - WIA Car		200		200		200		600	-	0%	600	100%	600
Outreach (SC Works Center's Office)	1,000		250					1,250	2,552	204%	1,250	100%	(1,302)
Meeting Expense	-	915	-	915	-	915		2,745	3,061	112%	2,745	100%	(316)
<b>Total In-House</b>	<b>198,741</b>	<b>68,536</b>	<b>83,748</b>	<b>63,680</b>	<b>119,166</b>	<b>92,245</b>		<b>626,115</b>	<b>638,314</b>	<b>102%</b>	<b>626,115</b>	<b>100%</b>	<b>(12,199)</b>

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
Worklink Investment Board	Contract Number:	19A995E1				
1376 Tiger Blvd.	Invoice Number:	1092-02				
Clemson, SC 29631	Invoice Month:	August 2019				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2019 - June 30, 2020				
email: jkelly@worklinkweb.com	Total Amount Due:	<b>\$ 6,291</b>		<b>Adult Operator</b>		
<b>Eckerd Goal:</b>			<b>AUGUST</b>			
			<b>16.7%</b>			<b>100.0%</b>
<b>Line Item</b>	<b>Budget</b>	<b>1092-2</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		<b>\$ 52,328</b>	<b>4,170.36</b>	<b>8,391.14</b>	<b>\$ 43,936.70</b>	<b>16.0%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	<b>\$ 14,560</b>	<b>1,119.78</b>	<b>2,404.33</b>	<b>\$ 12,155.73</b>	<b>16.5%</b>
<b>TOTAL STAFF COSTS</b>		<b>\$ 66,888</b>	<b>5,290.14</b>	<b>10,795.47</b>	<b>\$ 56,092.43</b>	<b>16.1%</b>
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 931	\$ -	-	\$ 931.28	0.0%
1.3 Program Outreach Expenses (Brochures,	6735	\$ -	\$ -	-	\$ -	0.0%
1.4 Copy & Print Expenses	6730	\$ 677	\$ -	-	\$ 676.72	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	\$ 887	\$ (51)	4.90	\$ 882.14	0.6%
1.6 Staff Travel	6105, 6120, 6125	\$ 2,451	\$ 203	257.96	\$ 2,193.04	10.5%
1.7 Staff Training/Technical Services Costs	5110	\$ 506	\$ -	-	\$ 506.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	\$ -	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ -	\$ -	-	\$ -	0.0%
<b>TOTAL OPERATING COSTS</b>		<b>\$ 5,452</b>	<b>152.31</b>	<b>262.86</b>	<b>\$ 5,189.18</b>	<b>4.8%</b>
<b>Training Costs:</b>						
2.3 WI Customer Credential Exam Fees (CAH	6525	\$ -	\$ -	-	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	\$ -	\$ -	-	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>		<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Supportive Services Costs :</b>						
3.11 WI Customer Transportation Costs	6485	\$ -	\$ -	-	\$ -	0.0%
3.12 WI Customer Childcare Costs	6660	\$ -	\$ -	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	\$ -	\$ -	-	\$ -	0.0%
3.14 Training Support Materials	6545	\$ -	\$ -	-	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	\$ 502	\$ 39	87.83	\$ 413.77	17.5%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>\$ 502</b>	<b>39.01</b>	<b>87.83</b>	<b>\$ 413.77</b>	<b>17.5%</b>
<b>4.1 INDIRECT COST:</b>	<b>14.77%</b>	<b>\$ 10,758</b>	<b>809.61</b>	<b>1,646.29</b>	<b>\$ 9,112.18</b>	<b>15.3%</b>
<b>Contract Total</b>		<b>\$ 83,600</b>	<b>6,291.07</b>	<b>12,792.45</b>	<b>\$ 70,807.55</b>	<b>15.3%</b>

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
Worklink Investment Board	Contract Number:	19D995E1				
1376 Tiger Blvd.	Invoice Number:	1223-02				
Clemson, SC 29631	Invoice Month:	August 2019				
<b>Attn: Jennifer Kelly</b>	Period Covered:	July 1, 2019 - June 30, 2020				
email: jkelly@worklinkweb.com	Total Amount Due:	<b>\$ 1,004</b>			<b>DW Operator</b>	
<b>Eckerd Goal:</b>			<b>AUGUST</b>			
			<b>16.7%</b>			<b>100.0%</b>
<b>Line Item</b>	<b>Budget</b>	<b>1223-02</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		<b>7,135.61</b>	<b>671.33</b>	<b>1,431.37</b>	<b>5,704.24</b>	<b>20.1%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	<b>1,985.46</b>	<b>171.34</b>	<b>507.62</b>	<b>1,477.84</b>	<b>25.6%</b>
<b>TOTAL STAFF COSTS</b>		<b>9,121.08</b>	<b>842.67</b>	<b>1,938.99</b>	<b>7,182.09</b>	<b>21.3%</b>
<b>Operating Costs:</b>						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	126.99	-	-	126.99	0.0%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	92.28	-	-	92.28	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	120.96	(2.94)	3.67	117.29	3.0%
1.6 Staff Travel	6105, 6120, 6125	334.25	27.70	35.18	299.07	10.5%
1.7 Staff Training/Technical Services Costs	5110	69.00	-	-	69.00	0.0%
1.8 Non-Expendable Equipment Purchases	6095	-	-	-	-	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	-	-	-	-	0.0%
<b>TOTAL OPERATING COSTS</b>		<b>743.48</b>	<b>24.76</b>	<b>38.85</b>	<b>704.63</b>	<b>5.2%</b>
<b>Training Costs:</b>						
2.3 WI Customer Credential Exam Fees (CAI	6525	-	-	-	-	0.0%
2.6 Individual Training Account/Voucher Cost	6530	-	-	-	-	0.0%
<b>TOTAL TRAINING COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Supportive Services Costs :</b>						
3.11 WI Customer Transportation Costs	6485	-	-	-	-	0.0%
3.12 WI Customer Childcare Costs	6660	-	-	-	-	0.0%
3.13 WI Customer Emergency Assistance	6596	-	-	-	-	0.0%
3.14 Training Support Materials	6545	-	-	-	-	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	68.40	7.70	14.77	53.63	21.6%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>68.40</b>	<b>7.70</b>	<b>14.77</b>	<b>53.63</b>	<b>21.6%</b>
<b>4.1 INDIRECT COST:</b>	<b>0.12</b>	<b>1,467.04</b>	<b>129.26</b>	<b>294.31</b>	<b>1,172.73</b>	<b>20.1%</b>
<b>CONTRACT TOTAL:</b>		<b>11,400.00</b>	<b>1,004.39</b>	<b>2,286.92</b>	<b>9,113.08</b>	<b>20.1%</b>



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com

Contract Number: 19A295E1  
Invoice Number: 1055-02  
Invoice Month: August 2019  
Period Covered: July 1, 2019 - June 30, 2020  
Total Amount Due: \$ **53,652**

AD Program

Eckerd Goal:

AUGUST  
16.7%

100.0%

Line Item	Budget	1056-2	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 200,357	15,957.76	32,910.65	\$ 167,446.57	16.4%
<b>Fringe Benefit Total</b> 51xx	\$ 64,805	4,570.17	9,879.96	\$ 54,925.47	15.2%
<b>TOTAL STAFF COSTS</b>	\$ 265,163	20,527.93	42,790.61	\$ 222,372.04	16.1%
<b>Operating Costs:</b>					
1.1 Facility, Utilities 6185	\$ -	-	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials 6000	\$ 3,195	239.87	239.87	\$ 2,955.13	7.5%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.) 6735	\$ 528	-	-	\$ 528.00	0.0%
1.4 Copy & Print Expenses 6730	\$ 2,440	270.23	270.23	\$ 2,169.77	11.1%
1.5 Communications (Phone, Fax, Internet, etc.) 6270	\$ 6,192	(241.59)	174.14	\$ 6,017.86	2.8%
1.6 Staff Travel (Local) 6105	\$ 5,802	112.87	112.87	\$ 5,688.99	1.9%
1.6 Staff Travel (Non-Local) 6115/6120/6125	\$ 2,800	24.26	24.26	\$ 2,775.74	0.9%
1.7 Staff Training/Technical Services Costs 5110	\$ 3,200	-	-	\$ 3,200.00	0.0%
1.8 Non-Expendable Equipment Purchases 6095	\$ 1,760	-	-	\$ 1,760.00	0.0%
Staff Computers 6085	\$ 2,128	-	-	\$ 2,128.00	0.0%
Staff Background Checks 5100	\$ 800	-	178.75	\$ 621.25	22.3%
1.9 Postage (Stamps, FedEx, etc) 6005	\$ 744	120.46	186.32	\$ 557.68	25.0%
<b>TOTAL OPERATING COSTS</b>	\$ 29,589	526.10	1,186.44	\$ 28,402.42	4.0%
<b>Training Costs:</b>					
2.3 WI Customer Credential Exam Fees (CAN, GED, etc.) 6525	\$ -	250.12	303.12	\$ (303.12)	0.0%
2.6 Individual Training Account/Voucher Cost 6530	\$ 223,982	28,192.53	52,038.05	\$ 171,943.95	23.2%
Client Verifications 6516	\$ 2,400	-	(30.68)	\$ 2,430.68	-1.3%
Client Testing Fees 6535	\$ 2,400	-	-	\$ 2,400.00	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 228,782	\$ 28,443	\$ 52,310	\$ 176,472	22.9%
<b>Supportive Services Costs :</b>					
3.11 WI Customer Transportation Costs 6485	\$ 4,800	670.00	790.00	\$ 4,010.00	16.5%
3.12 WI Customer Childcare Costs 6660	\$ 1,200	-	-	\$ 1,200.00	0.0%
3.14 Training Support Materials 6545	\$ -	-	-	\$ -	0.0%
3.13 WI Customer Emergency Assistance 6596	\$ 1,600	25.44	25.44	\$ 1,574.56	1.6%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 7,600	695.44	815.44	\$ 6,784.56	10.7%
<b>Training/Professional Fees/Profit:</b>					
4.2 General Liability Insurance 6305	\$ 3,475	305.18	803.09	\$ 2,672.11	23.1%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 3,475	305.18	803.09	\$ 2,672.11	23.1%
<b>4.1 INDIRECT COST: 14.77%</b>	\$ 44,591	3,154.76	6,609.50	\$ 37,981.81	14.8%
<b>Contract Total</b>	\$ 579,200	53,652.06	104,515.57	\$ 474,684.44	18.0%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com

Contract Number: 19D295E1  
Invoice Number: 1056-02  
Invoice Month: August 2019  
Period Covered: July 1, 2019 - June 30, 2020  
Total Amount Due: \$ **6,800**

DW Program

Eckerd Goal:

AUGUST

17%

100.0%

Line Item	Budget	1056-2	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 42,114.00	\$ 4,258.61	\$ 8,571.75	\$ 33,542.25	20.4%
<b>Fringe Benefit Total</b> 51xx	\$ 16,201.36	\$ 1,218.37	\$ 2,570.25	\$ 13,631.11	15.9%
<b>TOTAL STAFF COSTS</b>	\$ 58,315.36	\$ 5,476.98	\$ 11,142.00	\$ 47,173.36	19.1%
<b>Operating Costs:</b>					
1.1 Facility, Utilities 6185	\$ -	\$ -	\$ -	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials 6000	\$ 799.00	\$ 336.04	\$ 336.04	\$ 462.96	42.1%
1.3 Program Outreach Expenses (Brochures, Flyers, 6735	\$ 132.00	\$ -	\$ -	\$ 132.00	0.0%
1.4 Copy & Print Expenses 6730	\$ 610.00	\$ 67.56	\$ 67.56	\$ 542.44	11.1%
1.5 Communications (Phone, Fax, Internet, etc.) 6270	\$ 1,548.00	\$ (24.30)	\$ 36.71	\$ 1,511.29	2.4%
1.6 Staff Travel (Local) 6105	\$ 1,450.46	\$ 26.91	\$ 26.91	\$ 1,423.55	1.9%
1.6 Staff Travel (Non-Local) 6115/6120/6125	\$ 700.00	\$ -	\$ -	\$ 700.00	0.0%
1.7 Staff Training/Technical Services Costs 5110	\$ 800.00	\$ -	\$ -	\$ 800.00	0.0%
1.8 Non-Expendable Equipment Purchases 6095	\$ 440.00	\$ -	\$ -	\$ 440.00	0.0%
Staff Computers 6085	\$ 532.00	\$ -	\$ -	\$ 532.00	0.0%
Staff Background Checks 5100	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
1.9 Postage (Stamps, FedEx, etc) 6005	\$ 186.00	\$ -	\$ -	\$ 186.00	0.0%
<b>TOTAL OPERATING COSTS</b>	\$ 7,397.46	\$ 406.21	\$ 467.22	\$ 6,930.24	6.3%
<b>Training Costs:</b>					
2.3 WI Customer Credential Exam Fees (CAN, GED, 6525	\$ -	\$ -	\$ -	\$ -	0.0%
2.6 Individual Training Account/Voucher Cost 6530	\$ 55,995.46	\$ -	\$ -	\$ 55,995.46	0.0%
Client Verifications 6516	\$ 600.00	\$ -	\$ -	\$ 600.00	0.0%
Client Testing Fees 6535	\$ 600.00	\$ -	\$ -	\$ 600.00	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 57,195.46	\$ -	\$ -	\$ 57,195.46	0.0%
<b>Supportive Services Costs :</b>					
3.11 WI Customer Transportation Costs 6485	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.0%
3.12 WI Customer Childcare Costs 6660	\$ 300.00	\$ -	\$ -	\$ 300.00	0.0%
3.14 Training Support Materials 6545/6516	\$ -	\$ -	\$ -	\$ -	0.0%
3.13 WI Customer Emergency Assistance 6596	\$ 400.00	\$ -	\$ -	\$ 400.00	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 1,900.00	\$ -	\$ -	\$ 1,900.00	0.0%
<b>Training/Professional Fees/Profit:</b>					
4.2 General Liability Insurance 6305	\$ 868.80	\$ 41.47	\$ 100.63	\$ 768.17	11.6%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 868.80	\$ 41.47	\$ 100.63	\$ 768.17	11.6%
<b>4.1 INDIRECT COST: 14.77%</b>	\$ 11,147.61	\$ 875.07	\$ 1,729.54	\$ 9,418.07	15.5%
<b>Contract Total</b>	\$ 136,824.70	\$ 6,799.73	\$ 13,439.39	\$ 123,385.30	9.8%





# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Worklink Investment Board  
1376 Tiger Blvd.  
Clemson, SC 29631  
**Attn: Jennifer Kelly**  
email: jkelly@worklinkweb.com

Contract Number: **18RR295E2**  
Invoice Number: **1240-09**  
Invoice Month: **8/31/2019**  
Period Covered: **November 1, 2018 - September 30, 2019**  
Total Amount Due: \$ - Rapid Response 2

Eckerd Goal:

AUGUST

100.0%


Line Item	Budget	1240-09	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 13,922	-	12,482.66	\$ 1,439.40	89.7%
<b>Fringe Benefit Total</b> 51xx	\$ 5,314	-	4,803.88	\$ 510.02	90.4%
<b>TOTAL STAFF COSTS</b>	\$ 19,236	-	17,286.54	\$ 1,949.42	89.9%
<b>Training Costs:</b>					
2.3 WI Customer Credential Exam Fees (CAN, GED, TABE, 6525	\$ 2,785	-	2,221.11	\$ 563.89	79.8%
2.6 Individual Training Account/Voucher Cost 6530	\$ 68,276	-	15,900.74	\$ 52,375.26	23.3%
<b>TOTAL TRAINING COSTS</b>	\$ 71,061	-	18,121.85	\$ 52,939.15	25.5%
<b>Supportive Services Costs :</b>					
3.11 WI Customer Transportation Costs 6485	\$ 1,125	-	-	\$ 1,125.00	0.0%
3.12 WI Customer Childcare Costs 6660	\$ 270	-	-	\$ 270.00	0.0%
			-	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 1,395	-	-	\$ 1,395.00	0.0%
<b>Training/Professional Fees/Profit:</b>					
4.2 General Liability Insurance 6305	\$ -	-	-	\$ -	0.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ -	-	-	\$ -	-
<b>4.1 INDIRECT COST:</b> 0.12	\$ 2,308	-	2,074.38	\$ 233.62	89.9%
<b>CONTRACT TOTAL :</b>	\$ 94,000	\$ -	\$ 37,483	\$ 56,517	39.9%

0.00

## Eckerd Workforce Development Services - ITA Obligations

Program	Worklink SC Works	Amount
WIOA Adult	PY19 Total Budget	\$233,982.00
	PY19 Vouchers Total	\$113,774.27
	PY19 Vouchers Deobligations	\$0.01
	PY19 Vouchers Net Approved	\$113,774.26
	PY19 Vouchers Paid	\$52,916.61
	PY19 Vouchers Not Paid	\$60,857.65
	PY19 Funds Unobligated	\$120,207.74
	PY19 ITA's Approved	\$156,042.84
	PY19 ITA's Deobligations	\$0.01
	PY19 ITA's Net Approved	\$156,042.83
	PY19 ITA's vs Budget	\$77,939.17
WIOA Dislocated Worker	PY19 Total Budget	\$109,748.00
	PY19 Vouchers Total	\$28,560.00
	PY19 Vouchers Deobligations	\$0.00
	PY19 Vouchers Net Approved	\$28,560.00
	PY19 Vouchers Not Paid	\$28,560.00
	PY19 Funds Unobligated	\$81,188.00
	PY19 ITA's Approved	\$31,535.00
	PY19 ITA's Net Approved	\$31,535.00
	PY19 ITA's vs Budget	\$78,213.00

As of 9.4.19

	ECKERD YOUTH ALTERNATIVES, INC.								
	100 N. Starcrest Drive, Clearwater, FL 33765								
	INVOICE								
Worklink Investment Board	Contract Number:	19Y495E2							
1376 Tiger Blvd.	Invoice Number:	1058-02							
Clemson, SC 29631	Invoice Month:	August 2019							
Attn: Jennifer Kelly	Period Covered:	July 1, 2019 - June 30, 2020							
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 40,204							
Eckerd Goal:			JULY	AUGUST					
			8.3%	16.7%			100.0%		
Line Item		Budget	1058-1	1058-2	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers Est	
Staff Salary Total		\$ 292,686	24,330.85	23,357.96	47,689	\$ 244,997	16.3%		
Fringe Benefit Total	51xx	\$ 81,546	\$ 6,523	\$ 6,356	12,879	\$ 68,667	15.8%		
TOTAL STAFF COSTS		\$ 374,232	30,853.51	29,713.81	60,567	\$ 313,665	16.2%	-	
Operating Costs:									
Facilities	6185	\$ 9,600	-	-	-	\$ 9,600	0.0%	-	
Communications (Phone, Fax, Internet, etc	6270	\$ 5,040	391.38	386.31	778	\$ 4,262	15.4%	352.97	
Network (internet)	6265	\$ 480	-	27.50	28	\$ 453	5.7%	-	
Postage	6005	\$ 1,300	55.20	75.90	131	\$ 1,169	10.1%	-	
Staff Travel	6105	\$ 5,735	370.85	468.08	839	\$ 4,897	14.6%	-	
Other Travel	6115/6120	\$ 1,500	-	-	-	\$ 1,500	0.0%	-	
Staff Background Checks	5100	\$ 154	-	-	-	\$ 154	0.0%	-	
Staff Training	5110	\$ 1,500	-	-	-	\$ 1,500	0.0%	-	
Office/Desktop Supplies and Materials	6000	\$ 1,200	110.88	225.09	336	\$ 864	28.0%	-	
Copying	6730	\$ 1,200	103.47	-	103	\$ 1,097	8.6%	-	
Software Licenses	6095	\$ 1,650	-	-	-	\$ 1,650	0.0%	-	
Participant Verifications	6516	\$ 1,500	-	(168.69)	(169)	\$ 1,669	-11.2%	-	
Participant Outreach	6735	\$ 300	-	-	-	\$ 300	0.0%	-	
TOTAL OPERATING COSTS		\$ 31,159	1,031.78	1,014.19	2,046	\$ 29,113	6.6%	352.97	
Training Costs:									
Work Experience Stipends	6507	\$ 48,000	1,431.38	2,452.32	3,884	\$ 44,116	8.1%	336.18	
Tuition Cost (Adult Education)	6520	\$ 13,518	-	-	-	\$ 13,518	0.0%	-	
Participant Graduation Fees	6595	\$ 2,500	-	-	-	\$ 2,500	0.0%	-	
Credential Exam Fees	6525	\$ 13,000	-	-	-	\$ 13,000	0.0%	-	
Instructional Supplies (Books)	6546	\$ 2,000	-	-	-	\$ 2,000	0.0%	-	
Individual Training Accounts	6530	\$ 21,577	79.00	-	79	\$ 21,498	0.4%	-	
TOTAL TRAINING COSTS		\$ 100,596	1,510.38	2,452.32	3,963	\$ 96,633	3.9%	336.18	
Supportive Services Costs :									
Child Care	6660	\$ -	-	-	-	\$ -	0.0%	-	
Transportation	6485	\$ 15,000	100.00	240.00	340	\$ 14,660	2.3%	40.00	
Client Incentives	6585	\$ 20,246	800.00	1,610.09	2,410	\$ 17,836	11.9%	-	
Client Training Support Materials	6545	\$ 2,000	-	-	-	\$ 2,000	0.0%	-	
Client Emergency Assistance & Expungem	6596	\$ 375	-	-	-	\$ 375	0.0%	-	
TOTAL SUPPORTIVE SERVICES COSTS		\$ 37,621	900.00	1,850.09	2,750	\$ 34,871	7.3%	40.00	
Training/Professional Fees/Profit:									
General Liability Insurance	6305	\$ 3,600	319.26	237.50	556.76	\$ 3,043	15.5%	237.50	
TOTAL FEES / PROFIT COSTS		\$ 3,600	319.26	237.50	557	\$ 3,043	15.5%	237.50	
4.1 INDIRECT COST:		13%	\$ 52,792	4,968.03	4,935.81	9,904	\$ 42,888	18.8%	125.66
Contract Total		\$ 600,000	\$ 39,583	\$ 40,204	\$ 79,787	\$ 520,213	13.3%	\$ 1,092	
			0.00	0.00	0.00				

Revenue	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth		Total	YTD Aug 2019	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'19 Allocation	545,866	60,652	614,485	68,276	610,953	67,883		1,968,115					
PY'19 Transfer of funds	250,000		(250,000)										
PY'18 Carryover	460,865	62,022	152,215	34,193	168,113	377		877,785					
	1,256,731	122,674	516,700	102,469	779,066	68,260		2,845,900					
<b>Service Providers</b>													
Eckerd - Adult/DW Services	579,200	-	144,800	-	-	-		724,000	57,504	8%	120,667	17%	666,496
Eckerd - Operator	83,600	-	11,400	-	-	-		95,000	7,784	8%	15,833	17%	87,216
Eckerd - Youth	-	-	-	-	600,000	-		600,000	39,583	7%	100,000	17%	560,417
OJT	32,000	-	-	-	-	-		32,000	(432)	-1%	5,333	17%	32,432
Undesignated Funds	359,142	26,136	250,587	39,170	65,262	(5,461)		734,836	-	0%			734,836
Total Pass-Through Contracts	1,053,942	26,136	406,787	39,170	665,262	(5,461)		2,185,836	104,439	5%	241,833	83%	2,081,397
<b>Total Revenue after Obligation</b>	202,789	96,538	109,913	63,299	113,804	73,721		660,064					
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth		Total	YTD Aug 2019	Actual % Expended	Goal Expended	Goal % Expended	Balance
Salaries, Fringe, & Indirect	143,758	80,615	100,397	48,099	103,329	64,185	*	540,383	69,483	13%	90,064	17%	470,900
SCW Centers Facility Costs	161,376	3,523	21,846	2,350	5,875	2,936		197,906	30,539	15%	32,984	17%	167,367
Billed to Partners for Facilities	(106,595)		(14,430)					(121,025)	-	0%	(20,171)	17%	(121,025)
Accounting Services		3,250		3,250		2,000		8,500	1,100	13%	1,417	17%	7,400
Travel	2,000	300	1,000	300	1,300	150		5,050	215	4%	842	17%	4,835
AOP BIS Transportation					2,500			2,500	(615)	-25%	417	17%	3,115
Supplies		500		500		150		1,150	-	0%	192	17%	1,150
Insurance		2,250		3,000		2,000		7,250	-	0%	1,208	17%	7,250
Postage		100		100		100		300	38	13%	50	17%	262
Printing		2,100		2,100		1,000		5,200	18	0%	867	17%	5,182
Web Site Hosting & FB, Constant Contact, & A		1,650		1,650		200		3,500	464	13%	583	17%	3,036
Memberships, Dues, & Prof Fees		800		800		200		1,800	200	11%	300	17%	1,600
Training	1,250	150	850	150	800	100		3,300	-	0%	550	17%	3,300
Job Fair / Hiring Event Expenses								-	-	0%	-	17%	-
R&M & Gas - WIA Car								-	-	0%	-	17%	-
Outreach (SC Works Center's On	1,000		250					1,250	-	0%	208	17%	1,250
Meeting Expense	-	1,300	-	1,000	-	700		3,000	-	0%	500	17%	3,000
<b>Total In-House</b>	<b>202,789</b>	<b>96,538</b>	<b>109,913</b>	<b>63,299</b>	<b>113,804</b>	<b>73,721</b>		<b>660,064</b>	<b>101,442</b>	<b>15%</b>	<b>110,011</b>	<b>17%</b>	<b>558,622</b>
<i>*Some of this will be offset by charging to the IWT grants as well.</i>													

## 18IWT01

Grant #	Company	Awarded	Modification	Expended	Balance	Start Date	End Date	Status
18IWT01-01	United Tool and Mold	\$8,622.00		\$ 8,622.00	\$0.00	1/7/2019	5/1/2019	Final
18IWT01-02	Michelin North America	\$69,208.76		\$ 37,362.00	\$31,846.76	1/4/2019	9/30/2019	Ongoing
18IWT01-03	Ulbrich Precision Flat Wire	\$16,762.50		\$ 3,650.00	\$13,112.50	1/16/2019	12/31/2019	Ongoing
18IWT01-04	PMi2	\$22,737.24			\$22,737.24	1/17/2019	7/31/2019	Pending
18IWT01-05	Paragon Hotel Company	\$325.54			\$325.54	1/18/2019	3/30/2019	Final
18IWT01-06	era-contact	\$14,400.72			\$14,400.72	1/22/2019	1/31/2020	Ongoing
18IWT01-07	McLaughlin Body Co.	\$29,215.06		\$ 6,892.00	\$22,323.06	1/24/2019	8/30/2019	Pending
18IWT01-08	Shaw Industries	\$1,925.00			\$1,925.00	1/24/2019	10/30/2019	Final
18IWT01-09	Reliable Automatic Sprinkler	\$34,301.90	\$19,331.25	\$ 8,500.00	\$25,801.90	1/7/2019	3/1/2020	Ongoing
<b>Total:</b>		<b>\$197,498.72</b>		<b>\$ 65,026.00</b>	<b>\$132,472.72</b>			

## 18IWT01-02

Grant #	Company	Awarded	Expended	Balance	Start Date	End Date
18IWT01-02-01	Allegro Industries	\$5,377.50	\$ 1,713.75	\$3,663.75	6/14/2019	10/31/2019
18IWT01-02-02	JTEKT Koyo Bearings	\$18,995.00		\$18,995.00	6/27/2019	6/30/2020
18IWT01-02-03	Clarios	\$12,500.00		\$12,500.00	6/12/2019	8/1/2020
18IWT01-02-04	Proper Polymers	\$16,500.00		\$16,500.00	6/27/2019	6/30/2020
18IWT01-02-05	Mergon	\$29,610.00		\$29,610.00	6/27/2019	6/30/2020
18IWT01-02-06	Patriot Automation	\$2,253.60		\$2,253.60	6/27/2019	1/30/2020
18IWT01-02-07	Metco	\$18,000.00		\$18,000.00	6/27/2019	5/30/2020
18IWT01-02-08	Plastic Omnium Clean Ene	\$23,043.00		\$23,043.00	6/27/2019	6/30/2020
18IWT01-02-09	Reliable Automatic Sprinkl	\$5,768.75		\$5,768.75	6/27/2019	6/30/2020
18IWT01-02-10	BorgWarner	\$5,696.65		\$5,696.65	6/27/2019	6/30/2020
18IWT01-02-11	ltron	\$18,124.50		\$18,124.50	6/27/2019	6/30/2020
18IWT01-02-12	Greenfield Industries	\$15,500.00		\$15,500.00	6/27/2019	6/30/2020
18IWT01-02-13	KeyMark	\$15,651.00		\$15,651.00	6/27/2019	6/30/2020
<b>Total:</b>		<b>\$187,020.00</b>	<b>\$ 1,713.75</b>	<b>\$185,306.25</b>		

Rapid Response IWT Grants					
Grant #	Company	Awarded	Spent	Balance	Status
18RRIWT06	Lakeside Steel and Machine	\$44,550.00	\$ 24,750.00	\$ 19,800.00	ONGOING

## PY19 OJT Summary

### Adult 2810

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Completion	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID
08082019-4112			Adult	3448607	MST Concrete Products Inc.	Pickens	8/8/2019	10/31/2019		480	\$12.50	75%	\$4,500.00		\$4,500.00	
08122019-2880			Adult	3407022	Patriot Automation	Anderson	8/12/2019	11/4/2019		480	\$18.00	75%	\$6,480.00		\$6,480.00	

Budget	Remaining
\$32,000.00	\$21,020.00

County	Amount	Percentage
Anderson	\$6,480.00	59%
Pickens	\$4,500.00	41%
Oconee		0%

Hours Trained	Average Wage
960	\$15.25

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$10,980.00	\$0.00	\$10,980.00		\$0.00
Net Obligated	\$10,980.00			

### DW 2820

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance

Budget	Remaining
	\$0.00

County	Amount	Percentage
Anderson	\$0.00	#DIV/0!
Pickens	\$0.00	#DIV/0!
Oconee	\$0.00	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Obligated	\$0.00			



DEW TECHNOLOGY GRANT		\$ 122,500	GRANT AMT		
Item	Item Name	BUDGETED	ACTUAL	VARIANCE	%
1	Dell Touch Screen Desktop Computers	\$ 30,302	\$ 31,396	\$ (1,094)	104%
2	Adesso Easy Touch 132 Florescent Yellow Multimedia Desktop Keyboard	\$ 171	\$ 171	\$ (0)	100%
3	Rise Up Height – Adjustable Desk	\$ 3,424	\$ 1,875	\$ 1,549	55%
4	Expert Mouse Trackball	\$ 881	\$ 720	\$ 162	82%
5	JAWS 2018 Screen Reading Software	\$ 1,205	\$ 1,500	\$ (295)	124%
6	HP Pagewide Pro 577dw Color Multifunction Business Printer with Wireless and Duplex printing	\$ 2,884	\$ 2,100	\$ 784	73%
7	HP Office Jet Pro 8740 All in One Wireless Printer with Mobile Printing (K7S42A) Item #483746	\$ 1,198	\$ 1,120	\$ 78	93%
8	HP Laser Jet Pro M227fdw Multifunction Mono Laser printer	\$ 322	\$ 210	\$ 112	65%
9	Pocket Talkers	\$ 1,041	\$ 1,041	\$ 0	100%
10	Optima Joystick	\$ 2,787	\$ 2,360	\$ 427	85%
11	EG-ErgoArm Adjustable Armrests	\$ 604	\$ 1,125	\$ (521)	186%
12	EZVIZ Full HD 1080p Outdoor Surveillance Cameras	\$ 300	\$ 2,452	\$ (2,152)	818%
13	Cyber Acoustics ACM-70B Over-Ear Stereo Headphones, Black	\$ 74	\$ 64	\$ 9	87%
14	Logitech M100 Wired Mouse-Black	\$ 92	\$ 86	\$ 6	93%
15	Electrical wire drops for computers in training room	\$ 26,418	\$ 24,963	\$ 1,455	94%
16	HP 1NW56UT Laptop 250 G6 Intel Core i5 7th Gen 7200U (2.50 GHz) 4 GB Memory 500 GB HDD Intel HD Graphics 620 15.6" Windows 10 Pro 64-Bit	\$ 5,641	\$ 6,091	\$ (450)	108%
17	HP Office Jet 250 All-In-One Portable Printer with Wireless & Mobile Printing (CZ992A) and HP 62XL High Yield Black Ink Cartridge (CZP05AN#14)	\$ 2,078	\$ 1,282	\$ 796	62%
18	Licenses for Dell Touch Screen Desktop Computers	\$ 3,611	\$ 1,107	\$ 2,504	31%
19	Apple 12.9 inch iPad Pro 64 GB	\$ 3,531	\$ 3,153	\$ 378	89%
20	VIVO Anti-Theft key and Lock Adjustable Floor Stand Kiosk Public display for 12.9" Apple iPad Pro	\$ 300	\$ 235	\$ 64	79%
21	HP Chromebook x360 11-ae020nr Laptop, 11.6" Touch Screen, Intel Celeron N3350, 4GB Memory, 32 GB eMMC, Chrome OS Item #564105	\$ 1,408	\$ -	\$ 1,408	0%
22	weBoost 4G Cell Phone Booster for Home and Office	\$ 428	\$ -	\$ 428	0%
23	Phone System	\$ 14,115	\$ 14,238	\$ (123)	101%
24	SMART Board 6265-V2 Interactive Flat panel with IQ 65" Class	\$ 9,651	\$ 8,730	\$ 921	90%
25	Samsung 55" Class LED NU7100 Series 2160p Smart TV with HDR	\$ 642	\$ -	\$ 642	0%
26	Technology Solutions - \$95/hr labor rate*	\$ 9,500	\$ 7,929	\$ 1,571	83%
	Taxes		\$ 4,309	\$ (4,309)	
	TOTAL Expended	\$ 122,500	\$ 118,257		
Report Final as of 8.20.19		Remaining in Budget		\$ 4,243	97%

**Score Card****18-WIOA-08 Website RFQ**

	A	B	C	D	E	F
<b>REVIEWERS</b>	CMS Website Services	Banton Media	Park Circle Technologies	Art Design	World Wise	Costsys*
Reviewer 1 -	80	50	93	98	86	-
Reviewer 2 -	70	30	100	78	80	-
Reviewer 3 -	70	80	80	95	85	-
Reviewer 4 -						
Reviewer 5 -						
Reviewer 6 -						
Reviewer 7 -						
Total	73	53	91	90	84	-

*\*Did not receive quote by the deadline. Non-responsive. Reviewers did not receive this quote.*

<b>Proposed Budget:</b>	\$11,000	Prices listed per item	\$ 10,000	\$ 7,945	\$ 10,626	-
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**Recommendation:** Art Design - Lower budget and incumbent service provider.

Youth Service Provider  
Enrollment Status  
July 1, 2018 - June 30, 2019

ENROLLMENT REPORT PY 18		PYC				
*Special notes:						
Board Goal	156					
PY'18 Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		37				
July	5	42	5	100%	4%	27%
August	7	49	5	140%	10%	31%
September	22	71	16	138%	29%	46%
October	15	86	16	94%	41%	55%
November	19	105	16	119%	57%	67%
December	4	109	0	#DIV/0!	61%	70%
January	11	120	13	85%	70%	77%
February	13	133	13	100%	81%	85%
March	13	146	10	130%	92%	94%
April	5	151	13	38%	96%	97%
May	6	157	12	50%	101%	101%
June	1	158	0	#DIV/0!	102%	101%
<b>Totals</b>	<b>121</b>	<b>158</b>	<b>119</b>			

Youth Service Provider  
Enrollment Status  
July 1, 2019 - June 30, 2020

ENROLLMENT REPORT PY 19		PYC				
*Special notes:						
Board Goal	156					
PY'19 Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		40				
July	2	42	3	67%	2%	27%
August	13	55	3	433%	13%	35%
September		55	19	0%	13%	35%
October		55	19	0%	13%	35%
November		55	19	0%	13%	35%
December		55	3	0%	13%	35%
January		55	11	0%	13%	35%
February		55	11	0%	13%	35%
March		55	11	0%	13%	35%
April		55	11	0%	13%	35%
May		55	6	0%	13%	35%
June		55	0	#DIV/0!	13%	35%
Totals	15	55	116			

## One Stop Operations Committee Report

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*Presented September 18, 2019 – Board Meeting*

The OneStop Operations Committee met on August 21, 2019.

### Reports

The Committee reviewed the following reports:

- *Employer Services*
  - On-the-Job Training Coordination
  - Incumbent Worker Training Grants
- *SC Works Center Reports*
  - System Wide Services and Employer Services
  - Financial reports for Adult/DW program and Operator as well as ITA obligation reports
- *WIOA Program Usage Reports*
  - Individualized Career Services
  - Training Services and Follow-Up

All PY19 reports were for the period of July 1, 2019 – July 31, 2019 (unless otherwise marked), and PY18 reports are final for the period of July 1, 2018 – June 30, 2019. Both sets of reports can be seen in the Board packet.

### SC Works System Updates

#### *Anderson QJC MOA*

WorkLink staff has been negotiating a Memorandum of Agreement (MOA) with Tri-County Technical College for space in the Anderson Quick Jobs Center (QJC) location for Py19. As their enrollments increase in the Anderson Quick Jobs Center, so does the demand for space. **In order to accommodate both Tri-County Technical College classes and the jobseekers using the SC Works Center services and attending classes, TCTC has agreed to a dedicated office for WIOA and DEW to share on an as needed basis, and the continued use of the front lab area for a dedicated Resource Room.** This reduces the space that we will be utilizing by one office, and meets the needs of our participants for CDL and Power Lineman training. As a result of the change, staff will be rearranging the Resource Room in the Anderson office to accommodate the move of this staff person. Catawba Workforce Development Board has gifted us with a brand new unused cubicle for the staff member in the Resource Room. All movement within the Anderson SC Works Center space should be concluded in the next two weeks.

#### *Outreach Grant*

**WorkLink applied for a small outreach grant from the State Workforce Development Board and received \$5,000 to support the “Your Next Step” campaign intended to further awareness of SC Works Center services in the local communities across South Carolina.** With this funding, WorkLink will be able to purchase folders, vinyl banners to promote hiring events, feather flags announcing job fairs, flash drives (preloaded with SC Works Center resources) for participants to take home resumes, notepads for jobseekers and employers, tote bags for job fair participants, and post cards to low income demographic routes featuring key SC Works services.

### Re-Entry Grant Application

WorkLink has partnered with Anderson County, Anderson County Economic Development, Anderson County Detention Center, and SC Vocational Rehabilitation to submit an application to the State Workforce Development Board to provide case management and re-entry services to those that are within 3 months of release from prison or have a background and need assistance with overcoming barriers. **If awarded the requested \$143,655, the grant will serve all three counties, and provide salary and operational expenses for a Re-Entry Navigator.** Eckerd Workforce Development Services will partner with us to serve those that are WIOA eligible in providing training and supportive services.

### Anderson County Award Applications

The Anderson County Economic Development office would like to recognize with the Anderson County Council an Outstanding WIOA Alumnus served during the time period of PY18 (July 1, 2018 to June 30, 2019). **The committee reviewed four nominees and voted to recommend nominee three, April Gaines, to Anderson County for her outstanding success while in the WIOA program.** Her story can be found in the packet.

### Center Closing Schedule

The Center Closing Schedule for Py19 was revised and presented to the committee. **October 18 will no longer be an early closing date, but was moved to August 23 to accommodate partner training.**

## WIOA Adult/DW Program Updates

### Eligible Training Provider List Applications

In order to be eligible to receive WIOA funding on behalf of students, a training provider must apply to be on the State Eligible Training Provider List (ETPL). Each Board reviews the applications for training providers that wish to provide services for our region, and determines whether or not they should be included in SCPath (ETPL database) for our region. If approved, the training provider may list trainings that they offer that lead to a recognized credential and will lead to employment upon completion.

WorkLink received applications from the following training providers:

Training Provider	Approved	Denied (reason listed)
Construction Training Center	Approved	
Interactive Business Training	Approved	
PSI Project Management, Inc.	Approved	

**The committee voted to approve Construction Training Center, Interactive Business Training, and PSI Project Management, Inc. for inclusion on the Eligible Training Provider List.**

### Other Business

The next committee date is October 23, 2019 at 3pm, Clemson SC Works Center.



#### PY2019 SC Works Center Schedule

Early Closures for Staff Training and Special Circumstances

Date	Time	Locations	Reason
Friday, August 23, 2019	11:30am	All Locations	Staff Training: Partner Programs
Thursday, August 29, 2019	Noon	Clemson only	Special Circumstance*
Friday, October 18, 2019 **Training day cancelled**	All Day	All Locations	REGULAR SCHEDULE
Friday, November 22, 2019	Noon	All Locations	Staff Training: SC Works Policies and Procedures Annual Thanksgiving meal**
Friday, April 3, 2020	11:30am	All Locations	Staff Training: Sensitivity and Etiquette Training

\*Clemson University's first home game - traffic concerns for the Clemson SC Works Center.

\*\*All Board members are invited to join us for lunch at 12:30pm.

Notices to the public will be posted well in advance of the early closures.

Approved at the WorkLink WDR Board Meeting on June 5, 2019. Revised schedule approved by Executive Committee July 2019.

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Data through: June 2019  
Last Revision Date: 7/9/19

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

PY18 - July 1, 2018 to June 30, 2019

	Q1 2018	Q1 2018	Q1 2018	Q2 2018	Q2 2018	Q2 2018	Q3 2018	Q3 2018	Q3 2018	Q4 2018	Q4 2018	Q4 2018	
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>3204</b>	<b>2853</b>	<b>2377</b>	<b>2629</b>	<b>2204</b>	<b>2385</b>	<b>2933</b>	<b>2422</b>	<b>2371</b>	<b>2513</b>	<b>2547</b>	<b>2553</b>	<b>15524</b>
<b>Individuals that Registered</b>	<b>406</b>	<b>354</b>	<b>305</b>	<b>342</b>	<b>276</b>	<b>263</b>	<b>393</b>	<b>247</b>	<b>304</b>	<b>399</b>	<b>323</b>	<b>296</b>	<b>3908</b>
Anderson	216	181	137	191	151	113	190	119	166	195	151	142	1952
Clemson	46	44	56	38	26	31	42	25	39	42	49	42	480
Easley	82	55	56	54	47	57	83	58	60	103	67	61	783
Seneca	62	74	56	59	52	62	78	45	39	59	56	51	693
<b>Job Search Services</b>	<b>79120</b>	<b>73265</b>	<b>53227</b>	<b>55118</b>	<b>56359</b>	<b>54856</b>	<b>63001</b>	<b>52576</b>	<b>38495</b>	<b>42530</b>	<b>48408</b>	<b>51154</b>	<b>668109</b>
Anderson	38436	39550	28958	29681	30509	26809	30195	24283	17899	20561	22516	23911	333308
Clemson	15276	11592	9116	9942	9141	9480	10577	9049	875	7206	8998	9655	110907
Easley	12405	11237	7622	7675	8146	8440	9722	8405	6927	7025	7728	8057	103389
Inactive Honea Path	0	0	0	0	0	0	0	0	0	0	0	0	0
Inactive Liberty Center	14	21	16	11	0	0	0	208	0	0	0	0	270
Seneca	12991	10865	7515	7809	8563	10127	12507	10631	7794	7738	9166	9531	115237
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>2455</b>	<b>1742</b>	<b>1352</b>	<b>1607</b>	<b>1253</b>	<b>1308</b>	<b>2103</b>	<b>1406</b>	<b>1483</b>	<b>1532</b>	<b>1548</b>	<b>1629</b>	<b>19418</b>
Anderson	1151	693	537	620	489	545	1052	579	649	608	590	583	8096
Clemson	712	632	431	549	459	507	605	476	521	587	623	649	6751
Easley	161	83	81	104	44	46	65	61	50	50	35	75	855
Seneca	431	334	303	334	261	210	381	290	263	287	300	322	3716
<b>Orientation Attendance</b>	<b>33</b>	<b>80</b>	<b>70</b>	<b>47</b>	<b>83</b>	<b>30</b>	<b>102</b>	<b>53</b>	<b>68</b>	<b>44</b>	<b>57</b>	<b>58</b>	<b>725</b>
<b>Workshops Offered</b>	<b>43</b>	<b>44</b>	<b>37</b>	<b>42</b>	<b>40</b>	<b>30</b>	<b>43</b>	<b>41</b>	<b>43</b>	<b>42</b>	<b>32</b>	<b>39</b>	<b>476</b>
# Attended Employability	118	39	67	60	46	59	48	40	28	52	9	28	594
# Attended Financial Literacy	0	1	0	0	0	3	0	0	0	0	0	0	4
# Attended Computer Skills	6	10	11	3	3	6	1	5	0	5	1	5	56
<b>Referrals to Partners:</b>	<b>127</b>	<b>78</b>	<b>141</b>	<b>113</b>	<b>64</b>	<b>60</b>	<b>73</b>	<b>81</b>	<b>34</b>	<b>50</b>	<b>52</b>	<b>42</b>	<b>915</b>
# of Individuals Received Referral	104	73	112	103	58	54	69	74	34	46	48	40	815

Data through: June 2019  
Last Revision Date: 7/9/19

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

PY18 - July 1, 2018 to June 30, 2019

	Q1 2018	Q1 2018	Q1 2018	Q2 2018	Q2 2018	Q2 2018	Q3 2018	Q3 2018	Q3 2018	Q4 2018	Q4 2018	Q4 2018	
Employer Services	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
<b>Internal Job Orders Created</b>	<b>152</b>	<b>345</b>	<b>233</b>	<b>255</b>	<b>253</b>	<b>178</b>	<b>276</b>	<b>217</b>	<b>272</b>	<b>285</b>	<b>270</b>	<b>245</b>	<b>2981</b>
Anderson	75	98	83	102	79	74	115	104	133	132	150	106	1251
Clemson	11	70	86	93	57	44	80	65	80	67	92	65	810
Easley	28	114	25	18	70	19	18	6	11	16	24	18	367
Inactive Honea Path	1	0	0	0	0	0	0	0	0	0	0	0	1
Inactive Liberty Center	5	0	0	0	0	0	0	0	0	0	0	0	5
Seneca	32	63	39	42	47	41	63	42	48	70	49	56	592
<b>Services Provided Employers</b>	<b>1240</b>	<b>1130</b>	<b>1148</b>	<b>1303</b>	<b>927</b>	<b>864</b>	<b>906</b>	<b>820</b>	<b>1054</b>	<b>1068</b>	<b>669</b>	<b>726</b>	<b>11855</b>
Anderson	183	154	139	149	98	134	115	211	366	221	168	85	2023
Clemson	954	849	870	1049	797	692	742	550	644	805	441	611	9004
Easley	20	18	6	13	8	20	19	20	16	22	23	14	199
Seneca	83	109	133	92	24	18	30	39	28	20	37	16	629
<b>Hiring Events</b>	<b>21</b>	<b>21</b>	<b>18</b>	<b>155</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>9</b>	<b>7</b>	<b>9</b>	<b>5</b>	<b>254</b>
<b>Total Job Seekers</b>	<b>106</b>	<b>92</b>	<b>96</b>	<b>155</b>	<b>7</b>	<b>0</b>	<b>24</b>	<b>11</b>	<b>56</b>	<b>28</b>	<b>45</b>	<b>48</b>	<b>668</b>
Anderson	5	1	12	0	1	0	13	0	34	13	5	40	124
Oconee	26	63	78	5	0	0	11	8	15	7	20	5	238
Pickens	75	28	6	6	1	0	0	3	7	8	20	3	157
Regional	0	0	0	1	0	0	660	0	0	0	0	0	661
<b>Entered Employments</b>	<b>98</b>	<b>80</b>	<b>106</b>	<b>94</b>	<b>79</b>	<b>93</b>	<b>14</b>	<b>91</b>	<b>68</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>993</b>
Anderson	8	2	7	3	5	0	1	2	5	4	1	1	39
Clemson	74	78	38	64	66	92	13	89	59	86	88	89	836
Easley	0	0	1	0	0	1	0	0	0	0	0	0	2
Seneca	16	0	60	27	8	0	0	0	4	0	1	0	116
<b>Rapid Response Events</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>9</b>
<b>Total Affected</b>	<b>0</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>118</b>	<b>195</b>	<b>0</b>	<b>376</b>
Culp Velvet Wovens	0	41	0	0	0	0	0	0	0	0	0	0	41
Sears	0	7	0	0	0	0	0	0	0	0	0	0	7
Plastic Omnium	0	0	0	0	0	0	0	0	4	106	0	0	110
BiLo	0	0	0	0	0	0	0	0	11	0	0	0	11
Anderson Independent	0	0	0	0	0	0	0	0	0	12	0	0	12
Shaw Industries	0	0	0	0	0	0	0	0	0	0	190	0	190
Fred's - Liberty	0	0	0	0	0	0	0	0	0	0	4	0	4
Fred's - Anderson	0	0	0	0	0	0	0	0	0	0	1	0	1

**PY18 - July 1, 2018 to June 30, 2019**

## WIOA Individualized Career Services = July 1, 2018 - June 30, 2019

Job Seeker at WIOA Enrollment						
		A	O	P	Other	Total
Veterans	CO	10	3	4	1	18
	New	0	0	0	0	0
Offenders	CO	69	28	11	4	112
	New	2	1	1	0	4
TAA Co-enrolled	CO	0	0	1	0	1
	New	0	0	0	0	0
Adult/DW Low Income	CO	107	37	18	4	166
	New	3	0	1	0	4
SNAP Recipient	CO	50	16	9	1	76
	New	3	0	0	0	3
Basic Skills Deficient	CO	89	28	19	5	141
	New	3	1	1	0	5

	Caseload Breakdown		
	Active	Follow-up	Total
Geer	51	44	95
Hunter	52	43	95
Parnell	52	44	96
Snider	56	35	91
<b>Total</b>	<b>211</b>	<b>166</b>	<b>377</b>

Active Enrollment			
	CO	MTD	Total
Geer	48	3	51
Hunter	48	4	52
Parnell	50	2	52
Snider	52	4	56
<b>Total</b>	<b>198</b>	<b>13</b>	<b>211</b>

	MTD	YTD Total
YTD Total Determinations	20	263

	Enrollment		
	MTD	TD Planned (+/-)	
New MTD Enrolled	13	20	-7
New YTD Enrolled	246	230	16
Total YTD Participants	377		
Total YTD Exiters	166		

Priorities*	YTD Enrolled	%	Goal
1. Veterans - PAR, LI, or BSD**	3	1%	70% or More
2. PAR, LI, or BSD	145	66%	
3. Veteran	6	3%	30% or Less
4. Non-Veterans	67	30%	
<b>Sum</b>	221	100%	

\*Applies to Adult Population Only

\*\*PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient

Career Interest		
In-Demand Career Cluster	MTD	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	1	18
Health Care and Social Assistance	3	66
Manufacturing	1	39
Professional Scientific Technical Services	2	13
Other	6	92

One-on-One Services		
Activity	MTD	YTD
106 - Provided Internet Job Search Support,	2	18
115 - Resume Preparation Assistance	1	20
123 - Job Development Contacts	0	0

	WorkKeys or WIN		
	CO	New YTD	Total
Platinum	13	0	13
Gold	25	1	26
Silver	127	10	137
Bronze	37	4	41
Total	202	15	217

Data through: June 2019  
Last Revision Date: 7/9/19

# SC WORKS

## WORKLINK

### ANDERSON-OCONEE-PICKENS

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

WIOA Training and Follow-Up Services = July 1, 2018 - June 30, 2019

#### Recommended for Training Services

	MTD	YTD Total
GED	2	57
Occupational	20	184
On-the-Job Training	0	8

#### OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Advanced Machine and Fabrication	Anderson		1	
J Davis Construction	Oconee		1	
Michelin North America, Inc.	Anderson	3		
Patriot Automation, LLC	Pickens	2		
School District of Pickens County	Pickens			1
Total Current Contracts		5	2	1
Total Carryover		0	0	0
Total All OJT Contracts		8		

\*Carryover equals those contracts started in PY 17 but finished in PY18

#### Funding Source

	MTD	YTD Total
Adult	1	7
Dislocated Workers	0	1

#### Program Outcomes and Follow-Up Services

	MTD Total	YTD Total
Entered Employment	17	148
Credential Attained (current year)		130
Measurable Skills Gain		134
Follow-Up Services Provided	83	915
Follow-Up Services Individuals	82	391

\*This number is hand counted from SCWOS based on follow-up summaries of each career coach.

#### Occupational Training by Provider

Name	Currently In Training	PY' 18 Rec'd Training
Arc Labs	0	2
Capstone Career Development Center	4	4
Carolina Computer Training	0	2
Forrest College	1	1
Greenville Technical College	1	6
NDE Institute	0	1
Norris Mechanical LLC	10	26
Palmetto School of Career Development	0	6
Piedmont Technical College	1	1
Tri-County Technical College	39	120
York Technical College	0	1
<b>Total</b>	<b>56</b>	<b>170</b>

#### Total Occupational Training by Cluster

Occupation	Total Training	PY'18 Rec'd Credential
GED/Occupational Training (324)	12	7
Admin, Support, Waste Mgmt., Remediation Svcs.	17	6
Manufacturing	36	17
Professional, Scientific, Technical Services	1	1
Health Care and Social Assistance	77	40
CDL	37	32
Construction	2	2

#### Funding Source PY'18 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD
Adult	150	TCTC Scholarships \$	131,884
Dislocated Workers	20	GTC Scholarships \$	5,625
NEG	0	Abney Foundation \$	1,268
Trade (co-enrolled)	1	AARP \$	483
		State Lottery \$	950
<b>Total</b>	<b>171</b>		<b>\$ 140,210</b>

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

Data through: July 2019  
Last Revision Date: 8/15/19

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

PY19 - July 1, 2019 to June 30, 2020

	Q1 2019	Q1 2019	Q1 2019	Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	Q4 2019	Q4 2019	
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>2711</b>												<b>3204</b>
<b>Individuals that Registered</b>	<b>258</b>												<b>258</b>
Anderson	129												129
Clemson	42												42
Easley	50												50
Seneca	37												37
<b>Job Search Services</b>	<b>52321</b>												<b>52321</b>
Anderson	23071												23071
Clemson	10280												10280
Easley	8110												8110
Seneca	10860												10860
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>2007</b>												<b>2007</b>
Anderson	676												676
Clemson	872												872
Easley	92												92
Seneca	367												367
<b>Orientation Attendance</b>	<b>44</b>												<b>44</b>
<b>Workshops Offered</b>	<b>43</b>												<b>43</b>
# Attended Employability	23												23
# Attended Financial Literacy	0												0
# Attended Computer Skills	4												4
<b>Referrals to Partners:</b>	<b>45</b>												<b>45</b>
# of Individuals Received Referral	43												43

Data through: July 2019  
Last Revision Date: 8/15/19

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

PY19 - July 1, 2019 to June 30, 2020

	Q1 2019	Q1 2019	Q1 2019	Q2 2019	Q2 2019	Q2 2019	Q3 2019	Q3 2019	Q3 2019	Q4 2019	Q4 2019	Q4 2019	
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
<b>Employer Services</b>													
<b>Internal Job Orders Created</b>	<b>286</b>												<b>286</b>
Anderson	99												99
Clemson	83												83
Easley	51												51
Seneca	53												53
<b>Services Provided Employers</b>	<b>727</b>												<b>727</b>
Anderson	165												165
Clemson	525												525
Easley	16												16
Seneca	21												21
<b>Hiring Events</b>	<b>9</b>												<b>9</b>
<b>Total Job Seekers</b>	<b>37</b>												<b>37</b>
Anderson	30												30
Oconee	3												3
Pickens	4												4
Regional	0												0
<b>Entered Employments</b>	<b>124</b>												<b>124</b>
Anderson	2												2
Clemson	121												121
Easley	0												0
Seneca	1												1
<b>Rapid Response Events</b>	<b>1</b>												<b>1</b>
<b>Total Affected</b>	<b>4</b>												
Fred's of Pelzer	4												4

WIOA Individualized Career Services = July 1, 2018 - June 30, 2019

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**SC WORKS**  
**WORKLINK**  
**ANDERSON•OCONEE•PICKENS**

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

PY19 - July 1, 2019 to June 30, 2020

**WIOA Training and Follow-Up Services = July 1, 2019 - June 30, 2020**

**Recommended for Training Services**

	July	YTD Total
GED	0	0
Occupational	14	14
On-the-Job Training	0	0

**OJT Training Synopsis**

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
--------------	---------------------	------------	--------------	-------------

Total Current Contracts
Total Carryover
<b>Total All OJT Contracts</b>

\*Carryover equals those contracts started in PY 18 but finished in PY19

**Funding Source**

	July	YTD Total
Adult	0	0
Dislocated Workers	0	0

**Program Outcomes and Follow-Up Services**

	MTD Total	YTD Total
Entered Employment	4	4
Credential Attained (current year)	12	12
Measurable Skills Gained	9	9
Follow-Up Services Provided	106	106
Follow-Up Services Individuals	99	99

\*This number is hand counted from SCWOS based on follow-up summaries of each career coach.

**Occupational Training by Provider**

Name	Currently In Training	PY'19 Rec'd Training
Capstone Career Development Center	4	4
Greenville Technical College	1	1
Norris Mechanical LLC	7	9
Piedmont Technical College	1	1
Tri-County Technical College	43	47

<b>Total</b>	<b>56</b>	<b>62</b>
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**Total Occupational Training by Cluster**

Occupation	Total Training	PY'19 Rec'd Credential
GED/Occupational Training (324)	6	0
Admin, Support, Waste Mgmt., Remediation Svcs.	6	2
Manufacturing	12	5
Professional, Scientific, Technical Services	0	0
Health Care and Social Assistance	32	2
CDL	6	3
Heavy Equipment Operator	0	0

**Funding Source PY'19 Rec'd (occupational and GED training)**

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD	Referrals
Adult	54			
Dislocated Workers	8	TCTC Scholarships	\$ 42,255	
NEG	0	SC Lottery	\$ 2,400	
Trade (co-enrolled)	0	Other		
		Other		
<b>Total</b>	<b>62</b>		\$ 44,655	

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





April Gaines has over seven years' experience working as a Nurse Assistant, Specimen Collector, and Medication Aide. She states she has enjoyed working in the health field and that she wants to stay in that field so that she can continue to help people. She was concerned, however, that her wages were not allowing her to successfully sustain her and her family. She states her career goal was to take training and become a Certified Dental Assistant. In this field, she believed, she would be able to make a wage that would help her to sustain herself and her family.

She decided to pursue training in the Dental Assisting Chairside and Dental Front Office program at Palmetto School of Career Development. She was very excited about how the program was set up and could not wait to get started. During her contact with the school, she found out about the WIOA program and how it could possibly help fund her training at Palmetto School of Career Development. She went to the Anderson SC Works Office to inquire about services and was approached by her soon to be Workforce Career Coach. The Career Coach gave her all the details she needed, and she quickly worked through the process of applying and enrolling into the WIOA. She was then approved for training funding and began training in April of 2018.

April completed her training and immediately that same month began working as a Dental Assistant at Kool Smiles, earning a livable wage and working 40 hours/week. April has expressed her appreciation to the WIOA Program and to SC Works for all of the services she has received.

## Eligible Training Provider List

### Current Reasons for Denial:

1. Our local area is prioritizing classroom based training for the WorkLink area.
2. Training is not within the five in-demand career clusters for the WorkLink area:
  - a. Administrative and Support Services;
  - b. Construction;
  - c. Health Care and Social Assistance;
  - d. Manufacturing;
  - e. Professional, Scientific, and Technical Services;Nor is it an occupational career exception: CDL training.
3. WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, and horseshoeing for the WorkLink area.
4. Training programs do not lead to a recognized post-secondary occupational credential.
5. Training costs exceed the maximum amount for the WorkLink area.  
*(Currently, set at \$5,000 per program year and \$10,000 in a lifetime by the WorkLink Board; \$14,000 in a lifetime by the State.)*
6. Training provider does not offer programs of study within 150 miles of Clemson, SC.

Provider name:	Provider website:	Primary phone:	Signature authority:	Physical address:	Within 150 miles of Clemson	Program name:	Program description:	Class format:	Certification type:	Total Cost:	In demand	In WorkLink Industry	Industry
Construction Training Center LLC	<a href="http://www.ctcworks.com">http://www.ctcworks.com</a>	8.034E+09	John Cammon	7355 Garners Ferry Road, Columbia, SC 29209	Yes	Drywall	The Drywall program is a fast-paced training option for those who desire to be NCCER certified in Core and Level 1 Drywall. NCCER's curriculum in Drywall teaches trainees to install and finish drywall. Graduates can expect to apply for entry-level positions in residential and commercial projects. Dry Wallers earn an average of \$41,620 per year and \$20.01 per hour as of May 2011, according to the US Bureau of Labor Statistics. Half of the workers in this occupation reported annual salaries between \$30,170 and \$49,040.	Instructor Taught & Lab based	Drywall National Center for Construction Education and Research (NCCER) Construction Training Center Certificate of Completion: Carpentry and Craft laborer	\$4200.00	Yes	Yes	Health Care and Social Assistance
Interactive Business Training	<a href="http://www.ibt-sc.com">http://www.ibt-sc.com</a>	8.646E+09	Kathy Snizaski	301 Halton Road, Suite D-1 Greenville, SC 29607	Yes	Business Skills Training	Business Skills courses provide each student with valuable understanding of the skills required to be successful in the hiring process and beyond, including the skills necessary to contribute to work teams. These skills may include three of the following: Emotional Intelligence, Communication Skills in the Workplace, Professional Presence, Leadership, Managing Conflict, Negotiation, Effective Time Management, and Analytical Thinking. Please check with your Learning Coach to determine the business skills courses most valuable to your situation.	Instructor Taught		\$2985.00	Yes	No	Retail Trade
Previously: CCT Business Training													
						Cisco Certified Network Associate (CCNA)	CCNA certification training provides knowledge in network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability. This is entry-level certification for an IT environment, but students should have at least 1 year of experience implementing Cisco solutions.	Instructor Taught	Cisco Certified Network Associate (CCNA)	\$5990.00	Yes	Yes	Professional, Scientific, and Technical Services
						CompTIA A+ Certification	CompTIA A+ Certification is the industry standard for launching IT careers in today's digital environment. Training provides the basic knowledge needed to install, configure, and support computer hardware and operating systems. Prepares the student for two (2) CompTIA exams.	Instructor Taught	CompTIA A+ Certification	\$2895.00	Yes	Yes	Professional, Scientific, and Technical Services

Interactive Business Training Cont.d.						CompTIA Network+ Certification	CompTIA Network+ training provides the knowledge and skills needed to plan, install, maintain, and troubleshoot modern networks in an IT environment. This includes physical network components and technologies, logical structures, common protocols, and network security. CompTIA A+ is a prerequisite for this program.	Instructor Taught	CompTIA Network+ Certification	\$2895.00	Yes	Yes	Professional, Scientific, and Technical Services
Previously: CCT Business Training													
						CompTIA Security+ Certification	CompTIA Security+ training provides the basic knowledge needed to plan, implement, and maintain information security in an IT environment. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. CompTIA Network+ is a prerequisite for this class.	Instructor Taught	CompTIA Security+ Certification	\$2995.00	Yes	Yes	Professional, Scientific, and Technical Services
						CompTIA Technical Certification	CompTIA Technical Certification provides extensive preparation for a number of CompTIA certification exams: A+ (Basic), Network+ (Intermediate), and Security+ (Advanced). These certifications are well-respected in the IT environment.	Instructor Taught	CompTIA Technical Certification	\$5990.00	Yes	Yes	Professional, Scientific, and Technical Services
						Information Technology Infrastructure Library (ITIL)	The Information Technology Infrastructure Library (ITIL) classes help students deliver better value by aligning IT service delivery with the needs of the company. Students learn IT business process fundamentals and gain the ability to manage business change, transformation, and growth.	Instructor Taught	ITIL Certification	\$1895.00	Yes	Yes	Professional, Scientific, and Technical Services
						Microsoft Certified Solutions Associate (MCSA)	The Microsoft Certified Solutions Associate (MCSA) certification is intended for people who seek entry-level jobs in an IT environment. The MCSA is available in a number of IT disciplines, including Windows, Windows Server, SQL Server, BI Reporting, and Database Development just to name a few.	Instructor Taught	Microsoft Certified Solutions Associate (MCSA)	\$2995.00	Yes	Yes	Professional, Scientific, and Technical Services
						Microsoft Certified Solutions Expert (MCSE)	Microsoft Certified Solutions Expert (MCSE) training provides expertise in a number of Microsoft disciplines, including Cloud Platform and Infrastructure, Mobility, Data Management and Analytics, and Productivity. These certifications identify technical competencies that are widely recognizable in an IT environment.	Instructor Taught	Microsoft Certified Solutions Expert (MCSE)	\$2995.00	Yes	Yes	Professional, Scientific, and Technical Services

<i>Interactive Business Training Cont.d.</i>						Microsoft Office Specialist (MOS)	Microsoft Office Specialist (MOS) classes provide students with the training necessary to understand any one or all of the Microsoft Office programs, including Word, Excel, PowerPoint, Access, and Outlook. To earn this certification, Microsoft requires passing an exam for each desired application.	Instructor Taught	Microsoft Office Specialist (MOS)	\$4140.00	Yes	Yes	Professional, Scientific, and Technical Services
<i>Previously: CCT Business Training</i>													
						Office Manager or Administrative Assistant	Office Manager or Administrative Assistant courses provide technical training in Microsoft Office applications (Word, Excel, Outlook, PowerPoint, and Access); in addition, a number of business skills courses boost knowledge and understanding in managing a complex office environment.	Instructor Taught		\$3600.00	No	Yes	Professional, Scientific, and Technical Services
						Office Manager or Administrative Assistant (English/Spanish )	Office Manager or Administrative Assistant (English/Spanish) provides classroom training (in English) for several Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, OneNote; online training (in Spanish) is also provided for these applications. In addition, a number of business skills courses will boost knowledge and understanding in managing a complex office environment.	Instructor Taught		\$3600.00	No	Yes	Professional, Scientific, and Technical Services
						Project Management (PMP/CAPM)	The Project Management Professional (PMP/CAPM) classes prepare students for the PMP or CAPM exam in all the relevant PMI concepts, including project initiation, planning, execution, monitoring, and controlling. The course focuses on the most recent version of the PMBOK using updated PMI terminology.	Instructor Taught	Project Management Certification (PMP/CAPM)	\$2995.00	Yes	No	Government
						Workforce Technical Certification	Workforce Technical Certification provides IT training designed to fit the individual's needs and make him/her more marketable in the IT environment. Selection of courses are based on the student's IT experience and current level of knowledge in Information Technology. Price of the program is subject to training courses selected and certifications desired.	Instructor Taught	Certified IT Professional	\$5895.00	Yes	Yes	Professional, Scientific, and Technical Services

PSI Project Management, Inc.	<a href="http://www.psipm.com">http://www.psipm.com</a>	8.649E+09	Roy L. Mathena	202 Latimer Mill Road, Honea Path, SC 29654	Yes	Project Management Training Program For PMP/CAPM Exam Prep and Project Managers	A program that prepares individuals to apply quantitative and qualitative knowledge, skills, tools, and techniques to manage projects in a wide range of fields and occupations. Includes instruction in project planning, risk management, cost and time management, contracts and procurement, accounting, statistics, decision making, and human resources.	Instructor Taught & Online	Project Management Professional (PMP) or Certified Associate In Project Management (CAPM)	\$2810.00	No	No	Government
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## **Priority Populations Committee**

### **Meeting Summary**

**August 13, 2019**

**Conference Room**

**SC Works Clemson Comprehensive Center at East Park**

### **Members Present**

Lisa Gillespie, Chair

Pat Pruitt, Vice Chair

Margaret M. Camp

Emily Hodge

Ms. Margaret M. Camp, Director of Student Accessibility Services at Clemson University, shared the history and services that the Student Accessibility Services Center (SAS) offers. SAS works with students, faculty, and staff to ensure equal access to all services, curriculum, resources, and facilities that Clemson University offers. Some of the services that students may be eligible for are classroom and/or testing, transportation, housing, and dining accommodations. Students must meet with an SAS staff member to determine eligibility. SAS is located in the Academic Success Center, which also offers academic coaching, learning strategies, workshops, tutoring, and support for students. SAS has also developed the Clemson University Spectrum Program, which supports students who have a current and comprehensive documentation of disability related to an Autism Spectrum Disorder. The program fosters growth and independence in academic, personal, interpersonal, career, and professional development skills. The Spectrum Program is a fee-for-service program for current Clemson students.

The unemployment rate for the in June 2019 was 3.5% in Anderson, 3.6% in Pickens Counties and 3.7% in Oconee County.

Our next meeting is scheduled for October 8, 2019.