



A proud partner of the  AmericanJobCenter network

WorkLink Local Plan PY2020-2023

ATTACHMENTS: Memorandums of Agreement

Reference:

Section V: Operations and Compliance

1. Copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local SC Works system. This includes agreements between the local board or other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities, such as the cross-training of staff, technical assistance, the use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

MEMORANDUM OF AGREEMENT

Eckerd Connects Workforce Development Services (ECWDS) (SC Works & Palmetto Youth Connections Programs)

AND

Anderson 1, 2 Adult Education Programs/County Adult Education Programs

Purpose:

To establish the provision of academic and educational services for the **Eckerd Connects Workforce Development Services (ECWDS)** (SC Works & Palmetto Youth Connections Programs) and to ensure state certified and credentialed services are provided to all Anderson County WIOA eligible Adults, Dislocated Workers, and Youth served under this program.

Services:

Adult Education Program will provide:

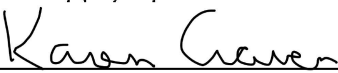
1. Academic & Educational Services
 - a. Provide Basic Skills Remediation as deemed necessary to increase a student's educational functioning level to enable them to participate in GED or HSD Preparation through the SDE approved curriculums.
 - b. Provide SDE sanctioned Pre-GED and GED Preparation courses and High School Diploma courses.
 - c. Provide **WIN** Ready to Work Assessment and/or South Carolina Essential Soft Skills Assessment at **no cost** for the **first exam and re-credentialing** in accordance with the SC Ready to Work Credential and/or SC Essential Soft Skills Credential state guidelines.
2. Coordinate with **ECWDS** staff to disseminate WIOA Program and Services information in regular AE orientations.
3. Provide academic assessment utilizing the TABE locator, Reading Comprehension, Math Applications and Math Computation assessments combined to reflect a total Math score for pre-tests, progress tests, and post tests.
4. Counsel students for proper placement based on academic level.
5. Recommend and furnish appropriate materials and textbooks.
6. Maintain all records, progress reports, attendance, as mandated by the State Department of Education.
7. Provide WIOA Program Time & Attendance Forms to **ECWDS** Staff signed by Adult Education instructors as required by the WIOA Program.
8. Provide space and internet access for **ECWDS** staff as outlined in Addendum A.
9. Include **ECWDS** staff in regularly scheduled meetings and/or organization briefings when appropriate.
10. Provide registration for the Official GED Exam for WIOA Participants that have scored at or above a satisfactory level on the Official Practice in accordance with the fees outline in Addendum B.
 - a. Please note that for purposes of the MOA, the Satisfactory Progress Policy limiting Official GED testing fee coverage to two (2) times for a WIOA Eligible Participant must be followed as defined in the WorkLink Employment and Training Instruction Letter No. 11-06 which is available on request as a reference. PYC will not be obligated to pay the GED test registration fees to Adult Education for students who are registered for the GED test by Adult Education and have not met the EFL and/or GED READY guidelines.

Eckerd Connects Workforce Development Services (ECWDS) will:

1. Be responsible for any and all equipment, supplies, and staff items housed within the Adult Education facilities.
2. Coordinate with all Adult Education programs and refer all WIOA eligible participants who meet Adult Education entry requirements for the following services:
 - a. Basic Skills Remediation, Pre-GED and GED Preparation, High School Diploma courses, WIN Skill Enhancement Training (when available), and Computer Application Training
3. Recommend, encourage, and refer all students to adult education as deemed appropriate and pay for GED testing fees
4. Coordinate student schedules to enable them to attend Adult Education programs.
5. Coordinate with Adult Education TABE assessments within 90 days of participants' enrollment into WIOA or as needed to comply with local WIOA Statement of Work requirements and SCDEW requirements for testing.
6. Provide appropriate case management, career coaching, and job placement and/or post-secondary placement services to students leading to positive outcomes for Adult Education, **ECWDS**, the WorkLink WDB, and most importantly the student.
7. Provide twelve (12) months of follow up to exited WIOA participants to document retention in employment or post-secondary
8. **ECWDS** agrees to pay for facility cost as outline in Addendum A and Program Fees and Costs as outlined in Addendum B.

Understandings:

All parties are committed to serving WIOA Participants seeking services and agree to make available an instructional program that addresses the academic, workplace, life, and social skills needed to lead to competitive, gainful, self-sufficient employment. This agreement is effective for **7/1/2020** through **6/30/2021**. All parties will periodically review progress during the year regarding this collaborative endeavor to ensure that the mutual efforts are responsible to the students being served. Any party may terminate the agreement at any time for any or no reason by providing a thirty (30) day advance written notice of termination to all other parties.

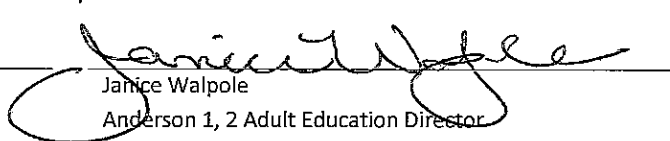


Karen Craven, Program Manager

Eckerd Connects Workforce Development Services

7-14-20

Date


Janice Walpole

Anderson 1, 2 Adult Education Director

7-14-2020

Date

ADDENDUM A FACILITY COSTS

Adult Education agrees to provide administrative space for **Eckerd Connects Workforce Development Services (ECWDS)** (Palmetto Youth Connections) staff on a fulltime basis within the Adult Education Centers for an annual cost of \$1200 to be paid quarterly to the Adult Education facility as outlined by the following dates;

1. First Quarter - Friday, September 25, 2020 (\$ 300)
2. Second Quarter - Friday, December 11, 2020 (\$ 300)
3. Third Quarter - Friday, March 21, 2021 (\$ 300)
4. Fourth Quarter - Friday, June 6 , 2021 (\$ 300) (All invoices must be submitted by June 30, 2021)

ADDENDUM B INSTRUCTIONAL COSTS

Eckerd Connects Workforce Development Services (EWDS) agrees to pay Adult Education tuition for academic services as outlined below.

Academic Services	Cost Per Participant/Student
1. GED/HSD Preparation	\$56 per quarter
2. WIN Preparation/Remediation	\$25 (onetime fee)
3. WIN Test/Retest	No Charge for approved implementation partners (Reading, Math, & Locating Information)

Eckerd Connects Workforce Development Services (ECWDS) Program Staff will issue Vouchers to Adult Education at the time a WIOA Participant is eligible and approved to attend training or receive this service. Adult Education in coordination with **ECWDS** Administrative Staff will invoice **Eckerd Connects Workforce Development Services (ECWDS)** for the vouchers received by the dates outlined below;

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Eckerd Connects Workforce Development Services (ECWDS) (SC Works & Palmetto Youth Connections Programs) AND

Anderson 3, 4 5, Adult Education Programs/County Adult Education Programs

Purpose:

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7. Provide WIOA Program Time & Attendance Forms to **ECWDS** Staff signed by Adult Education instructors as required by the WIOA Program.
8. Provide space and internet access for **ECWDS** staff as outlined in Addendum A.
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10. Provide registration for the Official GED Exam for WIOA Participants that have scored at or above a satisfactory level on the Official Practice in accordance with the fees outline in Addendum B.
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8. **ECWDS** agrees to pay for facility cost as outline in Addendum A and Program Fees and Costs as outlined in Addendum B.

Understandings:

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Karen Craven, Program Manager

Eckerd Connects Workforce Development Services

7-13-20

Date



Katie Brown

Anderson 3, 4, 5 Adult Education Director

7/13/2020

Date

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Eckerd Connects Workforce Development Services (ECWDS) (SC Works & Palmetto Youth Connections Programs) AND

Oconee Adult Education Programs/County Adult Education Programs

Purpose:

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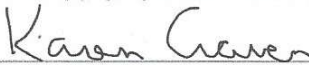
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Karen Craven, Program Manager

Eckerd Connects Workforce Development Services

8-4-20

Date



Steve Moore

Oconee County Adult Education Director

8/4/20

Date

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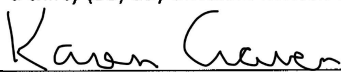
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Karen Craven, Program Manager
Eckerd Connects Workforce Development Services

7-20-20

Date



Dr. Allen Fain, Program Director
Pickens County Adult Learning Center

7-20-2020

Date

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

June 26, 2020

Mr. Dan Cooper
Chief of Staff
Tri-County Technical College

Re: Extension of QuickJobs Center Agreement

Dear Mr. Cooper:

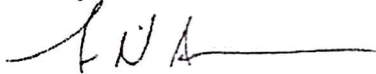
This letter is propose an extension of at least 6 months to the memorandum of agreement effective 7/1/2019 - 6/30/2020 (attached) through which the SC Appalachian Council of Governments (ACOG) and Tri-County Technical College agreed to staff and office space in the Anderson, Easley and Seneca QuickJobs Centers.

We propose that the terms of 2019 agreement continue for the duration of the extension while both partners analyze their current and future needs as impact of the COVID-19 pandemic continues to unfold.

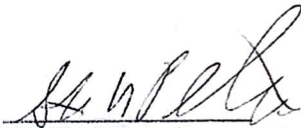
If these terms are acceptable, please sign below.

Tri-County Technical College has been a critical and longtime partner in our joint efforts to serve employers and jobseekers in Anderson, Oconee and Pickens Counties and we look forward to continuing that partnership for many years to come.

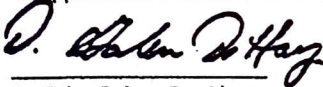
Sincerely,



Trent Acker, Executive Director
WorkLink WDB



Steven R. Pelissier, Executive Director
SC Appalachian Council of Governments



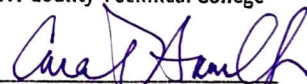
Dr. Galen Dehay, President
Tri-County Technical College



Kai Kunkel, VP of Operations
Eckerd Workforce Development



Dan Cooper, Chief of Staff
Tri-County Technical College



Cara Hamilton, VP Business Affairs
Tri-County Technical College

Attachments:
PY 2019 Tri-County Tech MOA

A proud partner of the American Job Center network

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

1376 Tiger Blvd Suite 102 Clemson SC 29631 • 864.646.1515 • 864.646.2514 • Relay Service Dial 711 (TTY)

Memorandum of Agreement
Between
Tri-County Technical College
AND
SC Appalachian Council of Governments (a.k.a. WorkLink)
AND
Eckerd Workforce Development

Purpose:

In an effort to enhance the services provided by the area Quickjobs Centers (operated by Tri-County Technical College) in Pickens, Anderson, and Oconee County we have agreed on a partnership with Eckerd Workforce Development & the SC Appalachian Council of Governments to staff the Quickjobs Centers in Anderson, Oconee, and Pickens Counties. These staff members will be provided office space to be based onsite at the Quickjobs Centers. Office space will be provided for (1) SC Works Employee and (1) Eckerd Workforce Development employee. In addition, Eckerd will be allowed to use classroom training space as outlined below.

Tri-County Technical College will:

1. Provide use of the Quickjobs Centers in Oconee and Anderson counties 5 days per week (Monday through Friday) and use of the Pickens County Quickjobs Development Center 2 days per week (Monday and Tuesday)
2. Provide office space for servicing of the citizens of the service area to Eckerd Workforce Development Services & SCDEW (1 office per agency), operational space, and classroom facility space (as outlined below on a space available basis). Classroom space will be scheduled with the Easley Campus Director/Administrator of CCE Centers or his/her designee.
3. Provide classroom/lab space at the Oconee Center (8am-5pm, 5 days per week*). Provide lab space in the front lab of the Anderson Center (8am-5pm, 5 days per week*) *Classroom/Lab space at the Quickjobs Centers will be scheduled in collaboration with Tri-County Technical College's Corporate and Community Education Division on a weekly basis. CCE Class schedules will take precedence over all other activities within the facility. Space allocation will be scheduled by the Tri-County Tech Easley Campus Office Manager as designated by the Easley Campus/CCE Site Administrator.

*Note: Business and Industry courses sponsored by CCE can be scheduled/rescheduled on a last minute basis (note: classes take precedence over any activity being held in the building).

4. Provide each employee occupying the center a key to the center and alarm codes (with the understanding that they are to return the keys upon request, separation from Eckerd / SCDEW, or upon termination of this agreement).
5. Provide utilities, Internet service, phone service and copier service (based on charges outlined below).
6. Provide janitorial/cleaning services for each facility.
7. Allow WorkLink to place more permanent signs near the Quickjobs facility signs at each location (sign and location must be approved by Tri-County Technical College personnel).
8. Provide a code for copier/printer usage and long-distance phone calls for Eckerd staff and SCDEW staff (Eckerd / SCDEW staff will be responsible for costs associated with long distance calls).

SC Appalachian Council of Governments (WorkLink) will:

1. Compensate Tri-County Technical College for facility usage of the Quickjobs Centers on a monthly basis July 2018 through June of 2019 (with the right of both parties to terminate with a 30 day notice) based on the calculations below.

(Note: The chart below outlines the total cost for the Quickjobs Center rental, minus 7.69% of the shared partner cost of all Workforce Development services in the tri-county area. This generous deduction from Tri-County Technical

College is given in support of workforce development initiatives in the WorkLink region. This deduction is also to be considered Carl D. Perkins contribution to the SC Works System as outlined in the State Instruction Memorandum number 15-11 (dated March 17, 2016) requiring local Workforce Development Boards to develop a Memorandum of Understanding with workforce system partners as referenced in the Workforce Innovation and Opportunities Act (WIOA).

Quick Job Center Costs	Total Costs per Year	Shared Partner Cost (45% of Total Cost)	Fair Share Carl D. Perkins (7.69% of Shared Partner Costs)
Anderson QuickJobs Center Hours: Monday-Friday, 9:30am - 5:00pm	\$13,728 (\$1,144 monthly)	\$4,576	\$352
Eastley QuickJobs Center Hours: Monday-Tuesday, 9:30am - 5:00pm	\$4,800 (\$400 monthly)	\$1,440	\$112
Sereca QuickJobs Center Hours: Monday-Friday, 9:30am - 5:00pm	\$13,728 (\$1,144 monthly)	\$4,576	\$352
Total	\$32,256	\$11,552	\$880

Clemson SC Works Costs	Total Costs per Year	Shared Partner Cost	Fair Share Carl D. Perkins
Clemson SC Works Center Hours: Monday-Friday, 8:30am - 5:00pm	\$110,010	\$40,013	\$3,771
Operational Costs Includes security, utilities, janitorial/maintenance, landscaping, general repair, pest control, & HVAC Maintenance	\$43,720	\$15,674	\$1,513
Total	\$153,730	\$55,687	\$5,284

Telecommunications*	Total Costs per Year	Shared Partner Cost	Fair Share Carl D. Perkins
Telephones Anderson \$1,200, Clemson \$2,500, Oconee \$1,200	\$4,900	\$1,843	\$145
Equipment Maintenance Rental Copiers/Fax/Scanner combos	\$2,200	\$2,200	\$155
Total	\$12,150	\$4,098	\$315

Universal Access**	Total Costs per Year	Shared Partner Cost	Fair Share Carl D. Perkins
Common Area Supplies \$1,000; Hiring Events/Job Fairs \$2,250; Printing Materials \$600; Outreach/Branding \$2,500; SC Works Online Services \$2,516; Receptionist \$32,000 (Clemson Only); PC Costs \$ 9,680 (Resource Rooms only)	\$52,546	\$52,546	\$4,042
Total	\$52,546	\$52,546	\$4,042
Grand Total Costs	\$250,722	\$136,833	\$10,530

Total Invoiced by Tri-County each month

(After Fair Share Allocation of Shared Partner Cost \$32,256.00 (original annual invoiced amount for Quickjobs Facility Rental) minus \$10,530 (Fair Share Allocation of Shared partner cost of Anderson, Oconee and Pickens County Workforce Development activities) = \$21,726 (annually) /12= \$ 1,810.50 (monthly amount to be invoiced to Eckerd/Worklink)

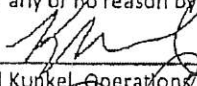
2. Pay for Copier usage (.04 cents per copy for B/W copies / .08 cents per copy for color copies) for SCDEW staff
3. Reimburse Tri-County Technical College for any long-distance phone calls for Eckerd / SCDEW staff

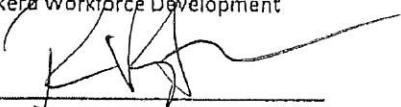
Eckerd Workforce Development will:

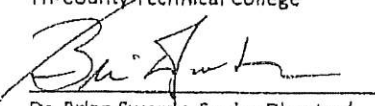
1. Maintain a current list of names and contact information of each staff member using a Tri-County Tech facility.
2. Ensure keys and building security at each Tri-County facility is maintained by confirming the Senior Director of Campuses and Training Centers is informed of any staff changes at each location.
3. Ensure keys are distributed to each employee of Eckerd Workforce Development & SCDEW that will utilize the Center. Ensuring keys are collected upon termination of agreement, termination of the employee's employment, or if they cease to use the facility.
4. Pay for Copier usage (.04 cents per copy for B/W copies / .08 cents per copy for color copies) for Eckerd staff
5. Reimburse Tri-County Technical College for any long-distance phone calls for Eckerd staff
6. Ensure facilities are kept looking professional (no tape or thumbtacked papers to the walls, chalkboards, or doors)
7. Ensure care is taken with facility furniture and be responsible for any furniture/facility damage that is incurred by Eckerd / SC Dew during their operations
8. Ensure maintenance / IT problems are reported to the CCE Center Administrator and/or his/her representative
9. Adhere to Tri-County Technical Colleges policies/procedures with regard to parking at each center and the no-smoking policy that will be adopted effective August 1, 2014

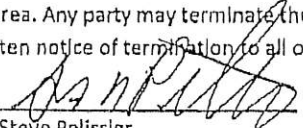
Understandings:

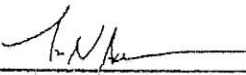
This agreement is effective 7/1/2018 -- 06/30/2019. All parties will periodically review this agreement throughout the year in a collaborative endeavor to service the citizens of our service area. Any party may terminate the agreement at any time for any or no reason by providing a thirty (30) day advanced written notice of termination to all other parties.

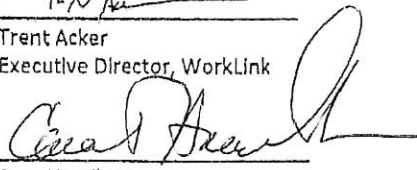

Kal Kunkel, Operations Director
Eckerd Workforce Development


Dr. Ronnie L. Booth, President
Tri-County Technical College


Dr. Brian Swords, Senior Director/
Community Campuses and Training Centers
Tri-County Technical College


Steve Pelissier
Executive Director, SC Appalachian Council of Govts


Trent Acker
Executive Director, WorkLink


Cara Hamilton
VP Business Affairs, Tri-County Technical College