

WORKFORCE DEVELOPMENT BOARD MEETING
November 11, 2015 – 1:00 P.M.
Madren Conference Center – Board Room – Clemson, SC

AGENDA

1.	Call to Order/Opening Remarks	Robert Halfacre, Chair
II.	Special Presentation	Robert Halfacre
III.	Approval of Minutes (09/09/15)*	Robert Halfacre
IV.	Director's Report	Trent Acker, Worrlink Exec. Director
	<u>WIOA Planning Regions</u>	
	A. WIOA Sector Strategies – State and Regional Plans	
	B. Board Training	
	C. WIOA Sector Strategies – State and Regional Plans	
V.	<u>Committee Reports</u>	
	A. Executive Committee	Robert Halfacre
	1) Report of Action(s)	
	a. Finance Director Vacancy	
	b. Financial Services Contract	
	c. Priority of Service	
	d. DW/Adult Transfer	
	B. Youth Committee	
	1) PY'14-4 th Quarter – Youth Performance	Worklink Staff, Sharon Crite
	2) PY'15 Grant Expenditure (Aug.-Sept. 2015)	PYC Staff – Karen Craven
	3) PY'15 Youth Budget Mod. 1*	Karen Craven
	4) Revised PY'15 PYC Incentive Policy (Statement Added)*	Karen Craven
	5) In-School Youth Pilot Update (Summer Work Experience)	Karen Craven/Jennifer Campbell
	6) Page 10 of TCTC Annual Report/See Article in Packet	
	7) 2015 AOP BIS Update	Sharon Crite
	Recognition - Jennifer Campbell, PYC - Recipient of "20 Under 40" Award	Sharon Crite
C.	<u>OneStop Operations Committee</u>	
	1) SC Works Center Update*	David Bowers, Committee Vice Chair
	2) WIOA Program Update	
	a) Eligible Training Provider List*	
	b) Priority of Service Policy*	
	3) Business Services Update	
	a) Covidien update	
	b) Work-Based Learning Policy*	
D.	<u>Persons with Disabilities Committee</u>	
	1) Committee Update	Pamela Smith, Committee Chair
E.	<u>Finance Committee</u>	
	1) PY'15 Allocations – PY'14 Recapture*	Mike Wallace, Committee Chair
	2) PY'15 Budget Overview	
	a) Worklink Grants	
	b) Henkels & McCoy	
	i). PY'15 Adult/DW Budget Mod. 1*	
	ii). PY'15 Operator Budget Mod. 1*	
	3) Ongoing Grants	
VI.	<u>Other Business</u>	
VII.	<u>Adjournment</u>	

NEXT MEETING – February 17, 2016 @ 1:00 P.M.
MADREN CONFERENCE CENTER, CLEMSON UNIVERSITY, CLEMSON SC
LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON IN SEASON'S RESTAURANT

WORKFORCE INVESTMENT BOARD

BOARD MEETING

September 09, 2015 - Minutes

Board Room - Martin Inn & Conference Center – Clemson University

Members Present:

Amanda Hamby
Doug Newton
Mike Wallace
Ray Farley
Stephanie Collins

Members Absent:

Billy Gibson
Ed Parris
Richard Blackwell

Staff Present:

Trent Acker
Sharon Crite

Guest Present:

Karen Craven
Kal Kunkei
Renee Alexander

David Collins

Michael Keith

Pat Pruitt

Ronnie Booth

David Bowers

Mary Gaston

Jennifer Kelly

Brooke Dobbins

Jason Duncan

Pamela Smith

Robert Halfacre

Kristi King-Brock

Danny Brothers

Edgar Brown

Paty Manley

Windy Graham

Steve Riddle

Diana Goldwire

AnnMarie Baker

Jennifer Campbell

Call to Order

Robert Halfacre called the meeting to order, announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Mr. Halfacre welcomed everyone in attendance and introduced new member Teri Gilstrap, Anderson Economic Development and stated Edgar Brown, International Brotherhood of Electrical Workers was unable to attend due to a prior obligation. Introductions were then made by all in attendance.

Board Overview & Organization

A. By-Laws

Trent Acker started on page 1 of the meeting packet providing an explanation of the by-laws as amended by the county council chairs stating there were some specific changes that address the law such as changing the name from Workforce Investment Board to Workforce Development Board, etc. Mr. Acker stated other changes were agreed upon by the county council chairs and the goal from this meeting was to leave with permission of the Board to have the Chair sign the by-laws on the Board's behalf. The major changes

highlighted were: the Board Chair and Vice Chair positions be filled by a Business member; the quorum requirement for Board and Committee meetings was changed from 40% to 50%; and electronic voting procedure will now need to follow the voting procedure as face-to-face meetings.

ACTION TAKEN: Mike Wallace made a motion to approve the by-laws allowing the Board Chair to sign on the Board's behalf, second by Kristi-King Brock. The motion carried with a unanimous voice vote.

B. Election of Officers

Floor was opened for discussions, nominations and elections for Workforce Development Board officers.

ACTION TAKEN: David Collins made a motion nominating Robert Halfacre as Board Chair, second by Kristi-King Brock. The motion carried with a unanimous voice vote.

ACTION TAKEN: David Collins made a motion nominating Brooke Dobbins as Board Vice Chair, second by Ronnie Booth. The motion carried with a unanimous voice vote.

ACTION TAKEN: Stephanie Collins made a motion nominating Mike Wallace as Board Treasurer, second by David Collins. The motion carried with a unanimous voice vote.

ACTION TAKEN: Robert Halfacre made a motion nominating David Collins as Board Secretary, second by Kristi-King Brock. The motion carried with a unanimous voice vote.

C. Conflict of Interest Statement

Mr. Acker referred to page 13 which is the Conflict of Interest Statement taken directly from the WIOA law and will be asking that all current and new members sign stating they will not participate in a vote if they will be directly impacted.

III. Approval of Minutes

The minutes from the June 30, 2015 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes.

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

IV. Director's Report

A.) Staffing Update

Mr. Acker reported on the progress on the Finance Director position stating the ad hoc Committee of himself, Stephanie Collins and Robert Halfacre have been reviewing resumes and moving forward in an attempt to fill the position soon adding that Patty Manley has taken on additional responsibilities in that along with her Office Manager role she has taken on the responsibilities of Business Services and is doing a

great job. Mr. Acker informed Board members that Kal Kunkel has moved on from Henkels & McCoy for another opportunity stating his knowledge and expertise will be missed.

Mr. Acker referred to pages 26-27 which is the Local Area Designation Process and official letter from SC DEW stating Worklink is an official Workforce Development Area for 2 years.

On pages 29-31 Mr. Acker reported on EvolveSC which was a component of SucceededSC, the Governor rolled out during the State of the State Address in 2014 but was not funded by the State. EvolveSC is a "pilot program" being coordinated through SC DEW and the local Technical Colleges and is very similar to the local IWT Grant in which businesses and employers will have to apply for the training funds.

Mr. Acker reported ADA construction is set to begin soon. The front entrance will be modified to include an ADA threshold, the columns at the front entrance will be trimmed down, and the parking spaces will be painted and marked appropriately.

Mr. Acker stated WorkReady Communities Initiatives effort and the contact with ACT has been extended through June 2016.

B.) PY'15 MOU/RSA Update

Mr. Acker provided a brief update on the process with SCDW and our partners on how Worklink negotiates the agreements related to cost sharing as related to the Resource Sharing Agreement and the Memorandum of Understanding that our County Council Chairs sign stating how the system works and who our partners are.

V.

Committee Reports

A.) Executive Committee

1) Report of Action(s)

Chair Halfacre stated Mr. Acker had previously mentioned the Business Service Position and reported the only voting item the Executive Committee had since the last Board meeting was for the RR funding request for Medshore which was approved in the amount of \$33,581 for OJT.

B.) Youth Council

1) PY'14 3rd Quarter - Youth

Kristi King-Brock referred to page 13 and reported that all goals had been exceeded for PY'14.

2) PY'14 Final Grant Expenditure

Ms. King-Brock reported that \$797,432 was spent out of \$800,000 which was 99.68% of the grant. Palmetto Youth Connections served a total of 198 youth out of a goal of 185 youth with 6 of those youth being in-school youth.

3) PY'15 Grant Expenditure Goal

Ms. King-Brock referred to page 14 which is the revised PYC flyer for PY'15 and included for Board members as information.

4) WIOA Fact Sheet: Youth

Ms. King-Brock stated the WIOA Fact Sheet regarding the Youth Program was included as information and can be found on pages 36 – 37.

5) Youth Committee Applications

Ms. King-Brock referred to pages 38-47 which are Youth Committee applications for Board approval for the following returning members: Gene Williams, Tim Mays, Rick Murphy, Amy Bradshaw, Janice Ward, Jason Duncan, Crystal Noble and Elaine Bailey as well as two new members: Melissa Rosier and Lisa Gillespie.

BOARD ACTION TAKEN: Motion from the Youth Committee as submitted, seconded by Ronnie Booth. Motion carried with a unanimous voice vote.

6) 2015 Draft Youth Committee Strategic Plan

Ms. King-Brock referred to pages 48-55 stating the majority of the goals listed are carried over from the previous Strategic Plan as they are continuing and ongoing goals the Youth Committee will continue to address stating the Committee is working to align the Youth Strategic Plan with what Palmetto Youth Connections is currently doing adding they will continue reach out to businesses in the community since WIOA has placed an significance on work experience for Youth Programs.

BOARD ACTION TAKEN: Motion from the Youth Committee as a recommendation for the Board to approve and accept the 2015 Draft Youth Committee Strategic Plan as presented, seconded by Stephanie Collins. Motion carried with a unanimous voice vote.

7) Youth Barriers – Vote to Grandfather under WIOA PY15

Ms. King-Brock deferred to Windy Graham to provide information. Ms. Graham reported under WIA regulations there were locally defined Youth Barriers and under WIOA we have been given the option to grandfather in that barrier definition until we receive guidance from DOL on youth barriers which is expected January 2016. Ms. Graham stated the Worklink Youth Local Barrier is defined as: An individual who requires additional assistance to complete an education as determined by local area: (1) Does the applicant's physical, mental, emotional, or learning disability result in a substantial barrier to employment or to education? (2) Does applicant lack reliable transportation, defined as not having a valid driver's license or access to an automobile? (3) Is the applicant (youth 17-24) in need of work-readiness skills to include soft skills, life skills, occupational skills, and lack of work experience?

BOARD ACTION TAKEN: Motion from David Collins to grandfather in the Worklink Youth Local Barriers as presented, seconded by Doug Newton. Motion carried with a unanimous voice vote.

8) Next meeting – Oct. 5th. – Formal Gap Analysis

Ms. King-Brock stated the Youth Committee will be meeting on 10/5/15 and will be addressing Formal Gap Analysis.

Worklink Director's Report – 11/11/15

WIOA Planning Regions

The Workforce Innovation and Opportunity Act requires local areas organize as regions for the purposes of planning and otherwise aligning efforts of providing services to job seekers and employers. Worklink has been aligned with 3 other local areas: Upper Savannah, Greenville and Upstate. We are currently working with those areas to begin the planning process.

WIOA Board Member Training

State and Local Workforce Development Board training was held on 10/29/2015. For those that were not able to attend the session in person or remotely, a recording of the training session should be available soon. Worklink staff will provide additional materials and link(s) to the recording as soon as it becomes available.

South Carolina's Talent Pipeline Project

An introduction to the SC Talent Pipeline Project was available via webinar on 11/10/2015. An excerpt from the project summary is below:

"South Carolina continues to recruit new businesses and see expansions in existing industries at a high rate. Clear State goals include addressing 70,000 unfilled jobs in the short term and providing a highly skilled workforce to new and existing employers in the longer term. Proviso 117.127 requires that a plan be developed to address the workforce skill shortage in high-growth industries through the collaborative efforts of SC Department of Education, SC Department of Commerce, the SC Technical College System and the SC Department of Employment and Workforce. Simultaneously, the passage of the WIOA Federal legislation, which incentivizes and otherwise encourages adoption of an integrated approach to sector strategies, requires regional workforce planning, the data-based foundation for a "sectors" approach."

ADA Construction

After several weeks of work, the only item pending completion for this project is the replacement of the threshold at the entrance of the center with one that is ADA compliant. Since the final project also requires the use of concrete, rain has delayed its progress.

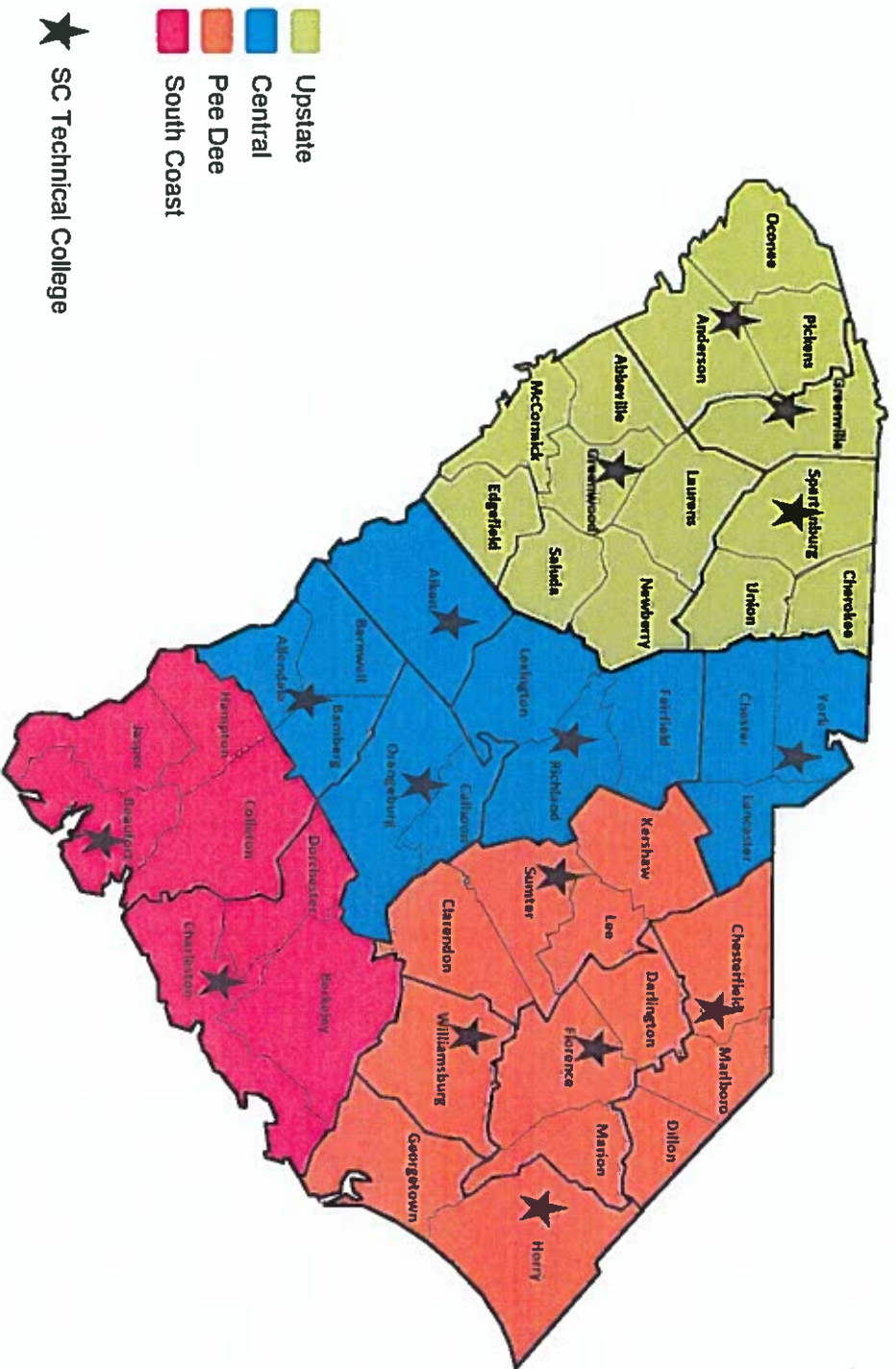
The current goal, weather permitting, is to wrap up this project on 11/14.

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

Meetings | Training Sessions | Events

- Anderson, Oconee & Pickens County SHRM meetings – Sept. 2015
- EO Roundtable – 9/11/15
- Meeting with Anderson 1 Adult Ed. – 9/21/15
- Anderson County Hiring Event – 9/23/15
- Annual AIM Event – 9/24/15
- Meeting with Pickens County Adult Ed. 9/24/15
- SCWOS – CRM Module Training – 9/25/15
- State Programmatic Monitoring – 9/28/15 – 9/30/15
- AOP BIS Showcase – 9/29/15
- Anderson, Oconee, Pickens SHRM meetings – October 2015
- SWDB Executive Committee Meeting – 10/1/15
- Worklink/SC Works Outreach Meeting – 10/1/15
- National Manufacturing Day Event – 10/2/15
- Oconee Business Forum – 10/8/15
- Covidien Job Fair – 10/14/15
- IWT Committee Meeting – 10/14/15
- Business Services Integration Team Meeting 10/16/15
- Easley Chamber Event – 10/20/15
- SWDB Meeting – 10/20/15
- State MOU Workgroup – 10/21/15
- Anderson SCVR Open House – 10/22/15
- Pickens County Hiring Event – 10/26/15
- Finance Committee Meeting – 10/28/15
- TCTC Annual Luncheon – 10/29/15
- New Solutions Breakfast – Connecting Jobs & People – 10/30/15
- Additional Pickens County Hiring Event – 11/2/15
- State Workforce Leadership Team Meeting – 11/2/15
- Adult/DW Informal Monitoring 11/3/15 – 11/05/15

South Carolina Regional WIOA System



- Upstate
 - Central
 - Pee Dee
 - South Coast
- ★ SC Technical College

PROVISO 117.127 WORKFORCE STUDY INITIAL ELECTRONIC SURVEY AND PHONE INTERVIEW RESULTS

In-Depth Telephone Interview Results

In-depth telephone interviews were conducted with 22 business leaders across the state to assess in more detail their specific needs as they relate to workforce challenges.

Here is a list of persons interviewed for the study:

- Jerome Arnett, United Tool & Mold
- Carol Barry, Sav. River Nuclear Solutions
- Danny Black, Southern Carolina Alliance
- Lonnie Carter, Santee Cooper
- Ryan Childers, BMW
- Brad Dean, Myrtle Beach Chamber
- John Durst, SC Hospitality Association
- Lonnie Eward, IT-ology
- Warren Helm, Boeing
- Fran Jones, Bridgestone
- Lou Kennedy, Nephron Pharmaceuticals

- Lawrence Kraemer, Walgreens
- Larry Ling, Savannah River Remediation
- Maceo Nance, Department of Commerce
- Cathy Novinger, Palmetto Agribusiness
- Clifton Parker, G&P Trucking
- Jim Reynolds, Total Comfort Solutions
- Keith Shah, Blue Cross/Blue Shield
- John Upchurch, Find Good People
- Jimmie Walker, SC Hospital Assn
- Matt Yaun, Cox Industries
- Anita Zucker, The InterTech Group

Anticipated growth...

95% are hopeful about job openings over the next two years and anticipate those numbers increasing over the next five to seven years.
75% expect a fair percentage of these job openings will be due to retirements and anticipate that number increasing over the next five to seven years.

Top three recruiting sources...

- Online recruiting websites, i.e. Monster
- Social media
- Employment agencies

Top five training providers...

- Company-provided or in-house
- Local technical college
- Four-year colleges or universities
- Apprenticeship Carolina
- Career & Technology Education (CATE) Ctrs

Top three career pathway tools...

- Internship/co-op
- Training leading to a recognized credential/certification
- Customized short-term training

What keeps me up at night?

Recruitment, retention and competition.

— Anita Zucker
The InterTech Group, Inc.

Top Workforce Challenges...



Top suggestions for K-12...

- Educate students on today's reality of manufacturing and other STEM-related employment
- Develop students' math skills and encourage STEM curriculum
- Identify and build upon each child's strengths at an early age
- Align education with the needs of the community

[Young people] think manufacturing is an assembly line from the 1940s and they have no idea the level of robotics and automation, and let's say "cool factor" that we have in manufacturing.

— Lou Kennedy
Nephron Pharmaceutical Company

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

Performance Measure	Group	State		Worklink		Upper Savannah		Upstate		Greenville		Midlands		Tri-County								
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal							
*Placement in Employment or Education (14-21)	Youth (14-21)	70.5	105.4%	74.1	80.0	108.0%	86.4	73.8	101.4%	74.8	81.0	113.7%	92.1	67.2	104.4%	70.2	68.5	109.4%	74.4	71.9	92.7%	66.7
**Attainment of Degree or Certificate (14-21)	Youth (14-21)	71.0	98.2%	69.7	80.0	96.9%	71.6	74.4	90.8%	67.6	78.0	106.3%	82.9	66.5	82.5%	54.9	64.0	101.4%	64.0	77.0	82.4%	63.4
***Literacy or Numeracy Gains (14-21)	Youth (14-21)	58.5	96.6%	56.5	67.6	107.0%	72.3	55.0	76.9%	42.3	84.6	109.1%	92.3	53.0	93.0%	49.3	50.6	88.2%	44.6	61.5	98.1%	60.3
†††††Employment Rate	Adults	72.0	105.3%	75.8	69.1	111.5%	77.1	71.0	114.2%	81.1	74.4	102.9%	76.6	72.0	100.0%	72.0	75.7	102.7%	77.7	66.7	111.1%	71.1
†††††Employment Rate	DW	79.5	103.8%	82.5	76.4	109.3%	83.5	82.5	101.0%	83.3	82.1	108.3%	88.0	76.4	115.7%	88.4	85.2	99.9%	85.1	79.8	100.0%	79.8
**Retention Rate	Adults	87.0	100.2%	87.2	88.8	97.0%	86.2	85.5	98.5%	84.3	91.1	98.5%	89.7	87.1	103.9%	90.5	89.5	95.2%	85.2	86.0	100.9%	86.3
**Retention Rate	DW	92.7	98.3%	91.8	93.3	91.9%	85.7	96.1	99.0%	95.2	93.4	99.7%	93.1	95.7	95.3%	91.2	92.7	96.8%	89.7	90.1	96.9%	87.4
**Average Earnings	Adults	11,000	101.8%	\$11,104	11,538	96.8%	\$11,169	10,063	93.6%	\$9,417	12,192	85.4%	\$10,241	11,889	96.1%	\$10,424	11,554	105.3%	\$12,110	11,054	106.8%	\$11,801
**Average Earnings	DW	15,100	94.6%	\$14,279	15,532	88.3%	\$13,912	13,638	92.0%	\$12,543	15,100	89.5%	\$13,508	17,319	83.2%	\$14,417	16,433	94.9%	\$13,596	17,800	99.7%	\$17,728
Performance Measure	Group	Pee Dee		Lower Savannah		Catawba		Santee Lynches		Waccamaw		Lowcountry		Color Coding								
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual						
*Placement in Employment or Education (14-21)	Youth (14-21)	74.0	100.4%	74.3	67.4	111.7%	75.3	63.3	114.4%	72.4	63.6	97.0%	61.7	78.9	103.0%	81.3	67.4	101.4%	68.3	68.3	100.0%	68.3
**Attainment of Degree or Certificate (14-21)	Youth (14-21)	83.0	96.8%	80.4	67.4	105.2%	70.9	72.6	110.0%	79.9	65.6	78.8%	51.7	72.0	105.6%	76.0	68.6	89.4%	61.4	61.4	100.0%	61.4
***Literacy or Numeracy Gains (14-21)	Youth (14-21)	70.0	114.7%	80.3	52.4	95.4%	50.8	60.0	124.6%	74.8	54.1	94.1%	50.9	60.0	90.5%	54.3	50.0	101.9%	50.0	50.0	100.0%	50.0
†††††Employment Rate	Adults	71.3	98.7%	70.4	68.5	109.5%	75.0	74.0	92.1%	68.1	76.0	94.3%	71.7	78.5	104.2%	81.8	77.0	101.8%	78.4	78.4	100.0%	78.4
†††††Employment Rate	DW	76.0	109.5%	83	76.0	109.2%	83.0	81.1	96.8%	78.5	79.2	99.1%	78.5	80.0	100.7%	80.5	72.0	113.0%	81.4	81.4	100.0%	81.4
**Retention Rate	Adults	88.0	99.6%	87.7	87.5	102.2%	84	89.2	99.9%	89.1	91.5%	91.5%	81.6	87.6	104.1%	91.2	85.9	103.7%	89.1	89.1	100.0%	89.1
**Retention Rate	DW	93.4	96.6%	90.2	91.4	102.1%	93.3	93.1	101.9%	94	94.5	89.5%	84.6	94.0	98.0%	92.8	87.3	103.1%	90.7	90.7	100.0%	90.7
**Average Earnings	Adults	11,000	99.7%	\$10,965	10,458	106.5%	\$11,134	11,308	89.1%	\$10,076	12,547	84.7%	\$10,628	10,385	101.4%	\$10,537	9,751	103.0%	\$10,947	11,304	104.0%	\$11,304
**Average Earnings	DW	14,042	106.2%	\$14,011	14,345	92.7%	\$13,901	15,358	88.9%	\$13,653	14,257	85.5%	\$12,193	15,100	84.7%	\$12,790	13,270	104.0%	\$13,304	13,304	100.0%	13,304

*These measures include program exiters from 1/1/14 to 12/31/14.

**These measures include program exiters from 7/1/13 to 6/30/14.

***These measures include program exiters from 10/1/14 to 9/30/15.

Within 1% of exceeding goal.

Exceeds Goal Actual Performance is greater than 100.0% of the goal	Meets Goal Actual Performance is between 80.0% and 100.0% of the goal	Did Not Meet Goal Actual Performance is under 80.0% of the goal
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PY 2014 WIA Quarterly Report Summary - 4th Quarter

Performance Measure	Group	State		Worklink		Upper Savannah		Upstate		Greenville		Midlands		Trident								
		Goal	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual								
Placement in Employment or Education	Youth (14-21)	70.5	108.4%	76.4	80.0	90.3%	72.2	73.8	109.1%	80.5	81.0	123.5%	100.0	67.2	103.0%	69.2	68.5	109.9%	75.3	71.9	92.7%	66.7
	Adults (14-21)	71.0	100.8%	71.6	80.0	83.3%	66.7	74.4	108.4%	80.7	78.0	104.9%	81.8	66.5	72.2%	48.0	64.0	119.5%	76.5	77.0	82.0%	63.2
Literacy or Numeracy or Gains	Youth (14-21)	58.5	96.6%	56.5	67.6	74.0%	50.0	55.0	57.9%	31.8	84.6	108.4%	91.7	53.0	78.6%	41.7	50.6	89.8%	45.5	61.5	99.4%	61.1
	Adults (14-21)	72.0	106.7%	76.8	69.1	107.6%	74.3	71.0	113.4%	80.5	74.4	108.0%	80.3	72.0	92.6%	66.7	75.7	108.8%	82.4	66.7	102.9%	68.6
Retention Rate	DW	79.5	105.4%	83.8	76.4	119.5%	91.3	82.5	108.1%	89.2	82.1	103.5%	85.0	76.4	116.9%	89.3	85.2	101.0%	86.1	79.8	96.9%	77.3
	Adults	87.0	100.2%	87.2	88.8	97.6%	86.7	85.5	100.0%	85.5	91.1	99.8%	90.9	87.1	111.6%	97.2	89.5	94.5%	84.6	86.0	108.7%	97.8
Average Earnings	DW	92.7	94.9%	88.0	93.3	95.3%	88.9	96.1	85.5%	82.1	93.4	92.5%	86.4	95.7	99.5%	95.2	92.7	103.4%	95.8	90.1	78.6%	70.8
	Adults	11,000	109.8%	\$12,081	11,538	121.2%	\$13,983	10,063	96.7%	\$9,728	12,192	85.0%	\$10,362	11,889	100.7%	\$11,974	11,554	114.4%	\$13,217	11,054	124.4%	\$17,751
Average Earnings	DW	15,100	99.2%	\$14,973	15,532	102.8%	\$15,966	13,638	88.2%	\$12,028	15,100	95.0%	\$14,347	17,319	89.1%	\$15,436	16,433	88.6%	\$14,555	17,800	112.4%	\$30,003

Performance Measure	Group	Pee Dee		Lower Savannah		Catawba		Sanjee Lynches		Waccamaw		Lowcountry		Color Coding						
		Goal	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual	% of Goal	Actual	% of Goal							
Placement in Employment or Education	Youth (14-21)	74.0	100.4%	74.3	67.4	128.6%	86.7	63.3	127.6%	80.8	63.6	127.8%	81.3	78.9	110.9%	87.5	67.4	102.7%	69.2	Meets Goal
	Adults (14-21)	83.0	99.4%	82.5	67.4	118.7%	80.0	72.6	111.1%	80.7	65.6	47.6%	31.3	72.0	112.4%	81.0	68.6	91.1%	62.5	Meets Goal
Literacy or Numeracy or Gains	Youth (14-21)	70.0	107.1%	75.0	52.4	143.1%	75.0	60.0	83.3%	50.0	54.1	138.6%	95.0	60.0	122.2%	73.3	50.0	89.7%	44.8	Meets Goal
	Adults (14-21)	71.3	96.8%	69.0	68.5	95.8%	65.6	74.0	104.9%	77.6	76.0	94.0%	71.4	78.5	106.4%	83.6	77.0	95.6%	73.6	Did Not Meet Goal
Retention Rate	DW	76.0	111.3%	84.6	76.0	110.8%	84.2	81.1	111.3%	90.2	79.2	63.1%	50.0	80.0	115.0%	97.0	72.0	92.6%	66.7	Did Not Meet Goal
	Adults	88.0	91.9%	80.9	87.5	102.3%	89.5	89.2	95.7%	85.4	89.1	93.5%	83.9	87.6	104.5%	91.5	85.9	95.0%	81.6	Did Not Meet Goal
Average Earnings	DW	93.4	91.2%	85.2	91.4	103.2%	94.3	93.1	98.3%	91.5	94.5	83.1%	78.6	94.0	106.4%	100.0	87.3	114.5%	100.9	Did Not Meet Goal
	Adults	11,000	95.3%	\$10,488	10,458	99.4%	\$10,395	11,308	89.3%	\$10,094	12,547	88.1%	\$11,051	10,385	109.2%	\$11,343	9,751	120.6%	\$17,455	Did Not Meet Goal
Average Earnings	DW	14,042	87.3%	\$12,260	14,345	102.9%	\$14,756	15,358	100.3%	\$15,412	14,257	84.6%	\$12,058	15,100	84.6%	\$12,768	13,270	114.5%	\$15,192	Did Not Meet Goal

Within 1% of exceeding goal.

Grant Number: 15Y495H1
 Invoice: 1603-11003
 Period Covered: 9/21/15-10/25/15

OCTOBER

Line Item	Mod #1	1603-11003	Cumulative	Cost YTD	Remaining	Percent Spent
						YTD
H&M Goal						33.3%
Staff Salary Total						31.6%
						\$309,622.68
						29,195.46
Fringe Benefit Total						32.8%
						\$100,316.85
						9,616.46
Staff Cost Total						31.9%
						\$409,939.53
						38,811.92
Operating						
						\$17,000.00
						2,125.00
						\$2,125.00
						\$14,875.00
						12.5%
						\$1,772.73
						\$600.00
						0.0%
						\$259.51
						\$2,140.49
						10.8%
						\$7,366.64
						\$1,717.06
						\$4,663.41
						\$4,950.34
						\$1,450.00
						\$950.00
						\$2,837.70
						\$789.13
						\$655.87
						54.6%
						\$1,445.00
						255.18
						\$789.13
						\$2,837.70
						\$7,097.34
						\$7,097.34
						28.6%
						\$1,445.00
						\$950.00
						\$1,450.00
						\$4,950.34
						\$4,663.41
						\$1,717.06
						\$7,366.64
						\$1,717.06
						\$4,663.41
						\$4,950.34
						\$1,450.00
						\$950.00
						\$1,445.00
						\$789.13
						\$655.87
						54.6%
Operating Total (01)						25.5%
						\$54,877.49
						4,839.58
						\$13,969.08
						\$40,908.41
Direct Training						
						\$1,050.00
						0.0%
						\$50.00
						\$1,000.00
						4.8%
						Tuition - includes WK assessment
						\$2,500.00
						0.0%
						\$0.00
						\$2,500.00
						0.0%
						\$10,124.00
						\$1,576.00
						\$10,124.00
						13.5%
						\$0.00
						\$0.00
						\$20,302.00
						\$35,187.81
						\$35,187.81
						34.7%
						\$53,856.00
						1,491.89
						\$18,668.19
						\$18,668.19
						\$35,187.81
						\$35,187.81
						29.2%
						\$28,689.00
						6,720.00
						\$8,987.00
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						\$35,187.81
						\$35,187.81

Grant Number: 15Y495H1
 Invoice: 1603-11002
 Period Covered: 8/24/15-9/20/15

100% H&M Goal
 SEPTEMBER 25.0%

Line Item	Contract Amount	1603-11002 Cost YTD	Cumulative Cost YTD	Remainig Balance	Percent Spent YTD	Obligations	Accrued
Staff Salary Total	\$311,480.00	24,952.00	\$68,599.98	\$242,880.02	22.0%		
Staff Cost Total	\$412,089	32,794.46	\$91,884.86	\$320,204.01	22.3%		
Operating	0.00	0.00	\$0.00	\$0.00			
1.1 Facility, Utilities	0.00	0.00	\$0.00	\$0.00			
1.2 Staff Consumable Supplies	\$2,400.00	0.00	\$142.74	\$2,257.26	5.9%		
1.3 Advertising, Outreach	\$600.00	0.00	\$0.00	\$600.00	0.0%		
1.4 Copy, Print	\$2,400.00	0.00	\$19.54	\$2,380.46	0.8%		
1.5 Communications	\$9,465.40	655.90	\$1,262.31	\$8,203.09	13.3%		
1.6 Staff Travel	\$9,997.00	1,996.94	\$3,383.26	\$6,613.74	33.8%		
1.7 Staff Conferences, Training	\$2,400.00	0.00	\$950.00	\$1,450.00	39.6%		
1.8 Staff Computer Leases	\$9,937.92	0.00	\$2,837.70	\$7,100.22	28.6%		
1.9 Postage	\$1,445.00	237.04	\$533.95	\$911.05	37.0%		
Operating Total (01)	\$38,645.32	2,889.88	\$9,129.50	\$29,515.82	23.6%		
Direct Training	\$514.57	0.00	\$50.00	\$464.57	9.7%		
2.1 Participant Supplies	\$514.57	0.00	\$50.00	\$464.57	9.7%		
Tuition - Includes WK assessment	\$0.00	\$0.00	\$0.00	\$0.00			
2.2 Instructional Related Costs (Books)	\$2,500.00	0.00	\$0.00	\$2,500.00	0.0%		
2.3 Credential Exam Fees (CAN/GED/WK)	\$11,700.00	0.00	\$150.00	\$11,550.00	1.3%	1680.5	
2.4 TABE Test Materials	\$0.00	0.00	\$0.00	\$0.00			
2.5 Adult Education Tuition	\$17,000.00	0.00	\$206.00	\$16,794.00	1.2%		
2.6 Tuition (College/Occupational Training)	\$25,726.00	0.00	\$1,667.00	\$24,059.00	6.5%	6277	
2.9 Work Experience	\$53,856.00	1,993.70	\$17,176.30	\$36,679.70	31.9%	492.13	
2.10 Awards/Events	\$0.00	0.00	\$0.00	\$0.00			
2.11 Software Licenses (ETO)	\$3,840.00	0.00	\$0.00	\$3,840.00	0.0%		
2.12 Work Keys	\$0.00	0.00	\$0.00	\$0.00			
Direct Training Total (02)	\$115,136.57	1,993.70	\$19,249.30	\$95,887.27	16.7%	8449.63	
Support Services	\$18,018.75	850.00	\$2,100.00	\$15,918.75	11.7%	537.5	
3.1 Participant Incentives (Skill Invoices)	\$18,018.75	850.00	\$2,100.00	\$15,918.75	11.7%	537.5	
3.2 Transportation	\$15,000.00	1,400.00	\$2,310.00	\$12,690.00	15.4%	1040	
3.3 Childcare	\$542.95	0.00	\$542.95	\$0.00	0.0%		
3.4 Training Support Materials	\$2,000.00	113.00	\$150.00	\$1,850.00	7.5%	245.27	
3.5 Emergency Assistance	\$1,500.00	0.00	\$0.00	\$1,500.00	0.0%		
3.6 Laptop Incentive	\$0.00	0.00	\$0.00	\$0.00			
Support Service Total (03)	\$37,061.70	2,363.00	\$4,560.00	\$32,501.70	12.3%	1822.77	
Subtotal	\$190,849.59	40,041.04	\$32,938.80	\$157,904.79	17.3%		
General Overhead (Indirect)	\$68,251.95	4,532.65	\$14,130.04	\$54,121.91	20.7%		
Audit Cost	\$4,698.29	280.29	\$873.77	\$3,824.52	18.6%		
Profit/Fee Held for Performance	\$24,117.30	1,601.64	\$4,992.95	\$19,124.35	20.7%		
Contract Total	\$700,000	46,455.61	\$144,820.41	\$555,179.59	20.7%	10272.40	

Fix sept formulas

AUGUST

16.7%

Line Item	Contract	Amount	1603-11001	Cumulative	Remaining	Percent Spent	YTD
Obligations							100.0%

\$15,125.76	\$7,442.24	1,408.16	775.92	\$2,327.12	\$12,798.64	15.4%	
\$4,992.00	\$4,992.00	384.00		\$636.00	\$4,356.00	18.9%	
\$57,324.80	\$57,324.80	4,243.20		\$8,062.08	\$49,262.72	14.1%	
\$45,489.60	\$45,489.60	3,382.60		\$6,426.94	\$39,062.66	14.1%	
\$40,206.40	\$40,206.40	3,093.20		\$5,877.08	\$34,329.32	14.6%	
\$38,958.40	\$38,958.40	2,951.60		\$5,608.04	\$33,350.36	14.4%	
\$34,382.40	\$34,382.40	2,632.20		\$3,948.30	\$30,434.10	11.5%	
\$33,779.20	\$33,779.20	2,584.20		\$4,909.98	\$28,869.22	14.5%	
\$33,779.20	\$33,779.20	2,581.20		\$4,904.28	\$28,874.92	14.5%	
					\$0.00		
\$31,480.00	\$31,480.00	23,703.23	\$44,107.98	\$27,372.02		14.2%	
\$412,089	\$412,089	31,873.66	\$59,090.40	\$352,998.47		14.3%	

Operating							
1.1 Facility, Utilities	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	5.9%	
1.2 Staff Consumable Supplies	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0%	
1.3 Advertising, Outreach	\$2,400.00	\$2,400.00	\$142.74	\$2,257.26		5.9%	
1.4 Copy, Print	\$2,400.00	\$2,400.00	\$19.54	\$2,380.46		0.8%	
1.5 Communications	\$9,465.40	\$9,465.40	\$606.41	\$8,858.99		6.4%	
1.6 Staff Travel	\$9,997.00	\$9,997.00	\$1,386.32	\$8,610.68		13.9%	
1.7 Staff Conferences, Training	\$2,400.00	\$2,400.00	\$950.00	\$1,450.00		39.6%	
1.8 Staff Computer Leases	\$9,937.92	\$9,937.92	\$2,837.70	\$7,100.22		28.6%	
1.9 Postage	\$1,445.00	\$1,445.00	\$296.91	\$1,148.09		20.5%	
Operating Total (01)	\$38,645.32	\$38,645.32	\$3,005.54	\$6,239.62	\$32,405.70	16.1%	

Direct Training							
2.1 Participant Supplies	\$514.57	\$514.57	\$50.00	\$464.57		9.7%	
Tuition - includes WK assessment	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00		0.0%	
2.2 Instructional Related Costs (Books)	\$11,700.00	\$11,700.00	\$150.00	\$11,550.00		1.3%	
2.3 Credential Exam Fees (CAN/GED/WK)	\$17,000.00	\$17,000.00	\$206.00	\$16,794.00		1.2%	
2.4 TABE Test Materials	\$25,726.00	\$25,726.00	\$1,667.00	\$24,059.00		6.5%	1252
2.5 Adult Education Tuition	\$53,856.00	\$53,856.00	\$15,182.60	\$38,673.40		28.2%	496
2.9 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00		0.0%	
2.10 Awards/Events	\$3,840.00	\$3,840.00	\$0.00	\$3,840.00		0.0%	
2.11 Software Licenses (ETO)	\$0.00	\$0.00	\$0.00	\$0.00		0.0%	
2.12 Work Keys	\$0.00	\$0.00	\$0.00	\$0.00		0.0%	
Direct Training Total (02)	\$115,136.57	\$115,136.57	\$9,310.57	\$105,826.00	\$97,880.97	15.0%	1785.5

Support Services							
3.1 Participant Incentives (Skill Invoices)	\$18,018.75	\$18,018.75	\$1,250.00	\$16,768.75		6.9%	200
3.2 Transportation	\$15,000.00	\$15,000.00	\$910.00	\$14,090.00		6.1%	60
3.3 Childcare	\$542.95	\$542.95	\$0.00	\$542.95		0.0%	
3.4 Training Support Materials	\$2,000.00	\$2,000.00	\$37.00	\$1,963.00		1.9%	149
3.5 Emergency Assistance	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00		0.0%	
3.6 Laptop Incentive	\$0.00	\$0.00	\$0.00	\$0.00		0.0%	
Support Service Total (03)	\$37,061.70	\$37,061.70	\$2,197.00	\$34,864.70		5.9%	409
Sub-total	\$190,843.59	\$190,843.59	\$45,591.77	\$145,251.82	\$165,151.97	13.5%	
General Overhead (Indirect)	11.32%	\$68,251.95	\$5,160.99	\$63,090.96		14.1%	
Audit Cost	0.70%	\$4,698.29	\$319.14	\$4,379.15		12.6%	
Profit/Fee Held for Performance	4%	\$24,117.30	\$1,823.67	\$22,293.63		14.1%	
Contract Total		\$700,000	\$2,895.57	\$697,104.43	\$601,635.20	14.1%	2194.5



1603 – WorkLink Youth

Contract & Budget Modification #1

Contractor: Henkels & McCoy, Inc.
Contract #'s: 15Y495H1
Program: Youth Services
Submission Date: 10/19/2015
Region Manager: Amanda Wagner
Program Manager (s): Karen Craven

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (dba Palmetto Youth Connections) is requesting a modification to our budget to transfer funds within our existing budget as a result of some personnel changes related to the Region Manager position, and to adjust the Client Flowchart as a result of the actual PY15 Carryover number confirmed by SCDEW. The WorkLink Youth Program also received an additional \$2,148.00 in funds that were reallocated to our local area from other areas who did not meet spending requirements in Program Year 2014. The additional funds will be applied to Work Experience, Training, Indirect and Profit. The excess savings from Staff Salaries & Fringe and Operating Costs were also transferred to Training as outlined below. The overall contract value increased slightly, to \$702,148.

Staff Costs Narrative

Request to reduce Staff Salaries by \$1,857.32 and the associated Fringe by \$292.02 for a total of \$2,149.34 as a result of personnel changes with the Region Manager position.

CONTRACT BUDGET MODIFICATION

Staff Costs							
1 Regional Manager	\$ 15,125.76	\$ 3,199.68	\$ (11,926.08)				
1 RMI Consultant	\$ -	\$ 1,454.40	\$ 1,454.40				
1 Region Manager	\$ -	\$ 7,320.60	\$ 7,320.60				
2 Fiscal Account Rep	\$ 7,442.24	\$ 7,488.00	\$ 45.76				
3 Program Manager II (Case Mgmt)	\$ 57,324.80	\$ 57,324.80	\$ (0.00)				
4 Lead Career Coach	\$ 45,489.60	\$ 45,489.60	\$ -				
5 Career Coach	\$ 40,206.40	\$ 40,206.40	\$ (0.00)				
6 Career Coach	\$ 38,958.40	\$ 38,958.40	\$ -				
7 Career Coach	\$ 34,382.40	\$ 34,382.40	\$ -				
8 Workforce Specialist	\$ 33,779.20	\$ 33,779.20	\$ -				
9 Workforce Specialist	\$ 33,779.20	\$ 33,779.20	\$ -				
10 Admin Asst II	\$ 4,992.00	\$ 6,240.00	\$ 1,248.00				
Sub-Total of Staff Costs	\$ 311,480.00	\$ 309,622.68	\$ (1,857.32)				
Fringe Benefits	Rate	Rate					
Health Insurance	18.16%	\$ 56,565.60	\$ 56,536.20	\$ (29.40)			
FICA	7.65%	\$ 23,828.21	\$ 23,686.14	\$ (142.07)			
State UEC-SUI	3.02%	\$ 9,406.70	\$ 9,350.60	\$ (56.10)			
FUT	0.12%	\$ 373.78	\$ 371.55	\$ (2.23)			
SC WC	0.33%	\$ 1,027.88	\$ 1,021.75	\$ (6.13)			
Public-General Liability	3.02%	\$ 9,406.70	\$ 9,350.60	\$ (56.10)			
Sub-Total Fringe:	32.30%	\$ 100,608.87	\$ 100,316.85	\$ (292.02)			

Operating Costs Narrative

Request to increase the overall Operating Cost by \$16,487.16 as demonstrated below to facilitate the changes made to the PY15 Adult Education MOA's to pay for PYC Staff Space instead of Teacher salaries and to increase postage for participant mailings.

Operating Costs					
1 Facility, Utilities, Maintenance	\$ -	\$ 17,000.00	\$ 17,000.00		
1 2 Staff Consumable Supplies	\$ 2,400.00	\$ 2,400.00	\$ -		
1 3 Advertising Outreach	\$ 600.00	\$ 600.00	\$ -		
1 4 Copy, Print	\$ 2,400.00	\$ 2,400.00	\$ -		
1 5 Communications	\$ 9,466.40	\$ 9,083.70	\$ (381.70)		
1 6 Staff Travel	\$ 9,997.00	\$ 9,613.75	\$ (383.25)		
1 7 Staff Conferences, Training	\$ 2,400.00	\$ 2,400.00	\$ -		
1 8 Staff Computer Leases	\$ 9,937.92	\$ 9,935.04	\$ (2.88)		
1 9 Postage	\$ 1,445.00	\$ 1,700.00	\$ 255.00		
Sub-Total Operating	\$ 38,645.32	\$ 55,132.48	\$ 16,487.16		

Training Costs Narrative

Request to decrease Training Costs by \$11,651,43. The funding budgeted in tuition (adult education) was moved to facilities in the operations category which aligns with the MOA agreements signed by our Adult Education partners for this program year. The tuition (college vocational) line item was increased by \$4,383,13 as a result of staff changes and additional funds that were given to the WorkLink Youth Program from funds that were recaptured from other workforce areas that didn't meet spending goals in Program Year 2014. The reallocated funding also allowed us to increase our Work Experience budget by \$430.

Training				
2.1 Participant Supplies	\$	\$	514.57	\$
2.2 Participant Books	\$	\$	2,500.00	\$
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)	\$	\$	11,700.00	\$
2.4 TABE Testing Materials	\$	\$	-	\$
2.5 Tuition (Adult Education)	\$	\$	17,000.00	\$ (17,000.00)
2.6 Tuition (College or Vocational)	\$	\$	25,726.00	\$ 4,383.13
2.9 Work Experience	\$	\$	53,856.00	\$ 430.00
2.10 Awards / Events	\$	\$	-	\$
2.11 Software Licenses	\$	\$	3,840.00	\$
2.12 Work Keys	\$	\$	-	\$
Sub-Total Training	\$	\$	115,136.57	\$ (11,651.43)

Supportive Services Narrative

Request to decrease Supportive Services by \$581.25 as demonstrated below as a result of minor adjustments made to the Participant Skill Invoice.

Supportive Services				
3.1 Participant Incentives (Skill Invoices)	\$	\$	18,018.75	\$ (581.25)
3.2 Transportation	\$	\$	15,000.00	\$
3.3 Childcare	\$	\$	542.95	\$ (0.00)
3.4 Training Support Materials	\$	\$	2,000.00	\$
3.5 Emergency Assistance	\$	\$	1,500.00	\$
Sub-Total of Supportive Services	\$	\$	37,061.70	\$ (581.25)

Training & Professional Fees, Profit, & Indirect

There was a slight change to indirect and profit as shown below.

Indirect Cost & Fees					
Indirect Cost	4.00%	\$ 24,117.30	11.32%	\$ 68,461.39	\$ 209.44
Training Fee (Profit)	0.70%	\$ 4,698.29		\$ 4,712.71	\$ 14.42
Sub-Total of Indirect & Fees		\$ 97,067.54		\$ 97,365.40	\$ 297.86

APPROVAL(S)



Prepared By AMANDA WAGNER, REGION MANAGER

WorkLink PYC Budget Comparison

	PY15 Original Budget	PY15 Budget Mod #1	Amt of Increase or Decrease
Training			
2.1 Participant Supplies	\$ 514.57	\$ 1,050.00	\$ 535.43
2.2 Participant Books	\$ 2,500.00	\$ 2,500.00	\$ -
2.3 Credential Exam Fees (NRF, CNA, GED, etc)	\$ 11,700.00	\$ 11,700.00	\$ -
2.4 TABE Testing Materials	\$ -	\$ -	\$ -
2.5 Tuition (Adult Education)	\$ 17,000.00	\$ -	\$ (17,000.00)
Vocational)	\$ 25,726.00	\$ 30,109.13	\$ 4,383.13
2.9 Work Experience	\$ 53,856.00	\$ 54,286.00	\$ 430.00
2.10 Awards / Events	\$ -	\$ -	\$ -
2.11 Software Licenses	\$ 3,840.00	\$ 3,840.00	\$ -
2.12 Work Keys	\$ -	\$ -	\$ -
Sub-Total Training	\$ 115,136.57	\$ 103,485.14	\$ (11,651.43)
Supportive Services			
3.1 Participant Incentives (Skill Invoices)	\$ 18,018.75	\$ 17,437.50	\$ (581.25)
3.2 Transportation	\$ 15,000.00	\$ 15,000.00	\$ -
3.3 Childcare	\$ 542.95	\$ 542.95	\$ (0.00)
3.4 Training Support Materials	\$ 2,000.00	\$ 2,000.00	\$ -
3.5 Emergency Assistance	\$ 1,500.00	\$ 1,500.00	\$ -
Sub-Total of Supportive Services	\$ 37,061.70	\$ 36,480.45	\$ (581.25)
Sub-Total of Contract Costs	\$ 602,932.46	\$ 604,782.60	\$ 1,850.14
Indirect Cost & Fees			
Training Fee (Profit)	4.00%	\$ 24,117.30	4.00%
Indirect Cost	11.32%	\$ 68,251.95	11.32%
Audit Fee	0.70%	\$ 4,698.29	0.70%
Sub-Total of Indirect & Fees		\$ 97,067.54	\$ 97,365.40
Fees			\$ 297.86
			\$ 2,148.00

ATTACHMENT 1 – BUDGET FORMS

CATEGORIES		Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
<p align="center">WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area GRANT BUDGET SUMMARY Contract # 15Y495H1</p>						
Service Provider Henkeis & McCoy, Inc		Funding Source WIDA Youth				
Project/Activity Palmetto Youth Connections		Modification # 1				
STAFF COSTS (Salaries & Fringe Benefits)	\$ 287,776	\$ 6,367	\$ 294,143	\$	\$	\$ 294,143
Work Experience Staff Salary & Fringe	\$ 113,081	\$ 2,715	\$ 115,797	\$	\$	\$ 115,797
OPERATING COSTS	\$ 55,132	\$ -	\$ 55,132	\$	\$	\$ 55,132
TRAINING COSTS	\$ 47,524	\$	\$ 47,524	\$	\$	\$ 47,524
Work Experience Stipends	\$ 40,920	\$ 12,936	\$ 53,856	\$	\$	\$ 53,856
SUPPORTIVE SERVICE COSTS	\$ 19,480	\$ -	\$ 19,480	\$	\$	\$ 19,480
Training Transportation	\$ 10,800	\$ 1,200	\$ 12,000	\$	\$	\$ 12,000
Work Experience Transportation	\$ 2,700	\$ 300	\$ 3,000	\$	\$	\$ 3,000
Training Support Materials	\$ 675	\$ 75	\$ 750	\$	\$	\$ 750
Work Experience Support Materials	\$ 1,125	\$ 125	\$ 1,250	\$	\$	\$ 1,250
Training Fees/ Profit	\$ 23,169	\$ 949	\$ 24,117	\$	\$	\$ 24,117
Audit Fee	\$ 4,513	\$ 185	\$ 4,698	\$	\$	\$ 4,698
Indirect Costs	\$ 65,567	\$ 2,685	\$ 68,252	\$	\$	\$ 68,252
Total Budget Costs	\$ 672,463	\$ 27,537	\$ 700,000	\$	\$	\$ 700,000
Percentage of Budget	96%	4%	100.00%			
Work Experience Cost	\$ 169,653					
Cost Limitations	24%					100%

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
Worklink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider: Henkens & McCoy, Inc

Contract # 15Y495H1

Project/Activity: Palmetto Youth Connections

Funding Source: WOA Youth

Mod # 1

STAFF & INDIRECT COST - BUDGET SUMMARY

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

		\$0.00	100%	\$3,199.68	100%	\$3,199.68	15%	3	15%	3	Regional Manager - K&K Fund	\$8,403	3	5%	\$1,454.40	100%	\$1,454.40
		\$0.00	100%	\$7,488.00	100%	\$7,488.00	20%	12	20%	12	Fiscal Account Rep - Marsh Vacuum	\$3,120	12	20%	\$7,488.00	100%	\$7,488.00
		\$0.00	100%	\$57,324.80	95%	\$57,324.80	95%	12	100%	12	Program Manager II (Case Mgmt) Ann Craven	\$4,777	12	100%	\$57,324.80	95%	\$57,324.80
		\$0.00	100%	\$45,489.60	95%	\$45,489.60	95%	12	100%	12	Lead Center Coach/Ann Marie Baker	\$3,791	12	100%	\$45,489.60	95%	\$45,489.60
		\$0.00	100%	\$40,206.40	100%	\$40,206.40	100%	12	100%	12	Center Coach/Christina McCarty Cobb	\$3,351	12	100%	\$40,206.40	100%	\$40,206.40
		\$0.00	100%	\$38,958.40	100%	\$38,958.40	100%	12	100%	12	Center Coach/Heidi Smith	\$3,247	12	100%	\$38,958.40	100%	\$38,958.40
		\$0.00	100%	\$34,382.40	95%	\$34,382.40	95%	12	100%	12	Center Coach/Florida Wengert	\$2,865	12	100%	\$34,382.40	95%	\$34,382.40
		\$0.00	100%	\$33,779.20	100%	\$33,779.20	100%	12	100%	12	Workforce Specialist/Jennifer Campbell	\$2,815	12	100%	\$33,779.20	100%	\$33,779.20
		\$0.00	100%	\$33,779.20	100%	\$33,779.20	20%	12	20%	12	Admin Asst II/Charlie McDonald	\$2,815	12	100%	\$33,779.20	100%	\$33,779.20
		\$0.00	100%	\$309,622.68	100%	\$309,622.68	100%	12	100%	12	TOTAL SALARIES				\$309,622.68	100%	\$309,622.68
		\$0.00	100%	\$524.78	100%	\$524.78	75%	X	75%		FICA				\$524.78	100%	\$524.78
		\$0.00	100%	\$999.12	100%	\$999.12	0.33%	X	0.33%		Workers Comp				\$999.12	100%	\$999.12
		\$0.00	100%	\$55,283.61	100%	\$55,283.61	18.26%	X	18.26%		Health & Wealth (Pos Level)				\$55,283.61	100%	\$55,283.61
		\$0.00	100%	\$0.00	100%	\$0.00	0.00%	X	0.00%		Ret / Pension				\$0.00	100%	\$0.00
		\$0.00	100%	\$9,722.15	100%	\$9,722.15	3.14%	X	3.14%		Unemployment Insurance (State & Federal)				\$9,722.15	100%	\$9,722.15
		\$0.00	100%	\$9,350.60	100%	\$9,350.60	3.02%	X	3.02%		Other (Specific): General Liability Insurance				\$9,350.60	100%	\$9,350.60
		\$0.00	100%	\$2,222.57	100%	\$2,222.57	0.70%				TOTAL FRINGE BENEFITS				\$2,222.57	100%	\$2,222.57
		\$0.00	100%	\$68,251.95	100%	\$68,251.95	22.40%	X	22.40%		INDIRECT COST: RATE				\$68,251.95	100%	\$68,251.95
		\$0.00	100%	\$478,191.48	100%	\$478,191.48	15.32%				TOTAL COST				\$478,191.48	100%	\$478,191.48

Each position must be supported by a job description. A complete "Per Person" cost analysis must be completed and attached as an Exhibit. A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit.

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 Worklink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET
 Service Provider: Henkens & McCoy, Inc. Contract # 15Y495H1 Mod # 1
 Project/Activity: Palmetto Youth Connections Fund Source: WIDA Youth

Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 600	\$ 600	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 9,084	\$ 9,084	\$ -	\$ -	\$ -
1.6 Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Local Meeage cost	\$ 8,014	\$ 8,014	\$ -	\$ -	\$ -
Non-Local Meeage cost	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	\$ 2,400	\$ 2,400	\$ -	\$ -	\$ -
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Expendable Equipment Purchases (Computer Leases)	\$ 9,935	\$ 9,935	\$ -	\$ -	\$ -
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,700	\$ 1,700	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 1,050	\$ 1,050	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, Workkeys, etc.)	\$ 11,700	\$ 11,700	\$ -	\$ -	\$ -
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -	\$ -	\$ -
2.12 Other: Workkeys Assessment Costs	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs	\$ -	\$ -	\$ -	\$ -	\$ -
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 28,434	\$ 28,434	\$ -	\$ -	\$ -
2.9 WI Customer Work Experience Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Reimbursable Stipends	\$ 53,858	\$ 40,920	\$ 12,938	\$ -	\$ -
2.10 Software Licenses	\$ 3,840	\$ 3,840	\$ -	\$ -	\$ -
2.11 Software Licenses	\$ 3,840	\$ 3,840	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ 17,438	\$ 17,438	\$ -	\$ -	\$ -
3.2 WI Customer Transportation Costs	\$ 12,000	\$ 10,800	\$ 1,200	\$ -	\$ -
3.2 Training Transportation	\$ 3,000	\$ 2,700	\$ 300	\$ -	\$ -
3.2 Work Experience Transportation	\$ 9,000	\$ 8,100	\$ 900	\$ -	\$ -
3.3 WI Customer Childcare Costs	\$ 543	\$ 543	\$ -	\$ -	\$ -
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 750	\$ 675	\$ 75	\$ -	\$ -
3.4 Training Support Materials	\$ 1,250	\$ 1,125	\$ 125	\$ -	\$ -
3.4 Work Experience Support Materials	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 24,117	\$ 23,169	\$ 949	\$ -	\$ -
4.2 Audit Fee	\$ 4,898	\$ 4,898	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit					
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES/PROFIT COSTS	\$ 36,480	\$ 34,780	\$ 1,700	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 101,380	\$ 88,444	\$ 12,938	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 55,132	\$ 55,132	\$ -	\$ -	\$ -
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,134	\$ -	\$ -
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WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
BUDGET FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # 15Y495H1

Project/Activity Palmetto Youth Connections Fund Source WIOA

Mod # 1

Period	Administration		Non-Administration		Totals	
		%		%		%
July-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
August-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
September-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
October-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
November-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
December-15	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
January-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
February-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
March-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
April-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
May-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%
June-16	\$0.00	0%	\$58,333.33	100%	\$58,333.33	100%

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc.

Contract # 15Y495H1

Project/Activity Palmetto Youth Connections

Fund Source WIOA

Mod # 1

Period	Carryover	Clients Served		New	Cumulative	Cumulative	Active Clients
		Cumulative	Clients Exited				
July-15	99	5	104	104	10	94	
August-15	94	10	104	104	10	94	
September-15	94	10	104	104	10	94	
October-15	94	5	99	99	10	89	
November-15	89	5	94	94	10	84	
December-15	84	4	88	88	10	78	
January-16	78	9	87	87	10	77	
February-16	77	9	86	86	10	76	
March-16	76	5	81	81	10	71	
April-16	71	5	76	76	5	71	
May-16	71	5	76	76	10	66	
June-16	66	4	70	70	10	60	
Carryovers	99	76					
New Enrollments	76						
Follow-up Cases	70						
Total Served	245						
Planned Carryovers	60						

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



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WIOA transportation funded supportive services will be provided to WIOA eligible youth in accordance with the following policy and based on the customer's plan.

• **Transportation:**

Policy Updates effective 9-28-15:

The purposes of this policy is to establish guidelines for the provision of supportive services in the form of transportation to WIOA eligible customers as per the Individual Employment/Service Plan.

Purpose:

In accordance with the Workforce Innovation and Opportunity Act of 2014, Palmetto Youth Connections will provide supportive services to WIOA eligible customers to enable their entry and retention in the workforce.

Policy Background:

Issuance Date: September 28, 2015 (Supersedes July 1, 2015 Policy Issuance)

**Subject: Youth WIOA Supportive Service Policy
Youth WIOA Incentive Policy**

9/28/2015



Transportation limits per training activity: up to \$1000 to be reimbursed as follows:

Under 75 Miles: \$20 per week

75-150 Miles: \$40 per week

151-224 Miles: \$60 per week

225 miles or more: \$80 per week

Participants must adhere to Educational and Occupational Training Programs attendance policy which is a 75% attendance rate to receive transportation reimbursement assistance. Participants must notify their Career Coach immediately of emergencies that prevent class attendance.

For Work Experience, the limit for transportation assistance is the first two (2) weeks of training. After the first two (2) weeks of training, the participant must practice financial literacy and plan for transportation expenses.

Customer Incentives:

Customers are eligible for incentives, upon completion of goals, and will be awarded as outlined in the PYC PY 15 Skill Invoice Criteria Form.

Customers must provide the appropriate documentation to their Career Coach to receive incentives as outlined in the PY 15 Skill Invoice Form.

WorkLink Local Workforce Development Area (LWDA) authorize: For youth participants in follow-up receiving a supportive service or incentive, there is no need for an open activity. However, a case note along with appropriate supportive documentation in the case file is required to document supportive services (F-youth activity codes) and/or incentives (F19-youth activity code) provided to participants in follow-up.

PYC 09/15

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MEASURE	AMOUNT
Common Measure: Program Skills Gain	
Program Skills Gain in Reading and/or Math	\$ 50.00
Note: A Student can receive \$50 per EFL Gain in Reading and/or Math until they are no longer BSI.	
Non-Common Measure: Pre-Employment Work Maturity Skills	\$50.00
Must Complete ALL 5 Classes to earn the incentive	
Complete Resume Workshop & Resume	
Complete NIOSH or OSHA Safety Course	
Complete Financial Literacy Workshop	
Complete Employability Workshop or Class	
Complete Entrepreneurial Workshop	
Non-Common Measure: WorkKeys Certification (Only eligible to earn one)	
Bronze WorkKeys Certificate	\$ 25.00
Silver WorkKeys Certificate	\$ 50.00
Gold or Platinum WorkKeys Certificate	\$ 75.00
Common Measure: Credential Attainment (Secondary Education or Occupational)	
Obtain GED or High School Diploma (Available through the end of 4th Quarter after Exit)	\$ 150.00
Quarter after Exit) (May be earned in \$37.50 increments if the GED is taken in sections)	
Obtain a Nationally Recognized Occupational Skills Credential (Available through the end of 4th Quarter after Exit)	\$ 100.00
Common Measure: Placement and Retention (Employment or Post-Secondary)	
Enter and retain Employment by the end of the 2nd and 4 th Quarter after Exit if not employed at enrollment	\$ 50.00
Enter and retain Post-Secondary enrollment verified through the National Student Clearing House by the end of 2 nd and 4 th Quarter after Exit	\$ 50.00

PY15 Skill Invoice Criteria
 (Incentives)



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DRAFT

<p>Computer and/or accessories not to exceed \$650</p>	<p>Enter and retain enrollment in a Degree Program in Post-Secondary into 2nd Quarter after exit to obtain two or four year degree. Full Time students must take 12 hours or more with verification of Clearing House documentation prior to computer and/or accessories eligibility. Part-time students must take 6 hours and be employed a minimum of 15-20 hours per week. To qualify, part-time students will require employment verification, from first semester to the present. 2nd semester Clearing House verification documented prior to computer and/or accessories eligibility. In addition, satisfactory progress, must be documented for the full or part-time credit hours earned for a cumulative GPA of 2.0 or higher.</p>
--	---

- To serve a small amount of in-school youth and assist our local community by offering a career pathway "summer only" paid work experience training opportunity. This opportunity will grant the in-school youth participation in work readiness preparation, training in a career pathway and/or in-demand career cluster, and obtain experience other than fast food or retail for the summer.
 - The outcome is to keep the in-school youth engaged throughout the summer with a training opportunity, keep the youth participant's career pathway goal front and center, and assist youth participants in their next step(s) towards post-secondary education (Associates Degree) and/or employment in their career pathway/in-demand career cluster goals.
- Vision:**
- To serve a small amount of in-school youth and assist our local community by offering a career pathway "summer only" paid work experience training opportunity. This opportunity will grant the in-school youth participation in work readiness preparation, training in a career pathway and/or in-demand career cluster, and obtain experience other than fast food or retail for the summer.
- The outcome is to keep the in-school youth engaged throughout the summer with a training opportunity, keep the youth participant's career pathway goal front and center, and assist youth participants in their next step(s) towards post-secondary education (Associates Degree) and/or employment in their career pathway/in-demand career cluster goals.
- In-School Program Eligibility Criteria:**
- In-School Youth (Senior - Must be age 18 before or by H. S. Graduation date).
 - Complete and obtain WorkKeys certificate, HS Diploma and dual credit credential in an in-demand career pathway and/or career cluster.
 - Youth must have intentions to pursue post-secondary education and/or employment (including military) with the goal of continuing in an in-demand career pathway.
 - Youth must reside in Anderson, Oconee, or Pickens Counties, meet Workforce Innovation and Opportunity Act (WIOA) Youth Criteria of Low Income with one identified Youth Barrier and go through WIOA Eligibility/Certification process.
 - Eligibility/Certification/Enrollment is conducted by WorkLink Youth Service Provider: Palmetto Youth Connections (PYC).

PY 14-15 In-School Pilot Program Outcomes:

- A total of six (6) youth were certified and eligible for WIA In-School Services. 6/10 = 60%.
- Four (4) of the six youth participated in a work experience training opportunity. 4/6 = 66%.
- Work Experience (WKE) Worksites/Employers: TTI (Doug Newton), Mergon (Shelby Evans), and Quality Electric (Andy McDonald).
- Employment Gained in a Career Pathway or Goal: Three (3) of the six youth gained employment in their career pathway or identified goal. 3/6 total = 50%. Hiring Employers: Mergon, Anderson, SC (Dylan Shedd @ \$12.00 per hr.), Bosch via HTI, Anderson, SC (Dale Tench @ \$11.00 per hr.), and United States Marine Corp (USMC) Recruit/Boot Camp, Partis Island, SC (Chris Sisk @ \$14.00 per hr.).
- Hourly Rate Range: \$11.00-\$14.00 per hour, Full-Time Status (40 hrs. per week).
- Post-Secondary Status: Three (3) of the six youth are currently attending Tri County Technical College to pursue their Associate Degree in Mechatronics 3/6 = 50%.

In-School Pilot Program

- **PYC Work Readiness Preparation** is value added to each youth participant prior to work experience placement. Workshops (Resume, Employability, and Financial Literacy), National Institute for Occupational Safety and Health (NIOSH) Certification, ServSafe Certification, and Hospitality class offered by TCTC. Incentives are earned and Supportive Services are provided to youth participants in need.

Kenneth

Kenneth Buchanan spent the last year putting the final pieces of his career path into place to prepare him to graduate from the College's Mechatronics program before he turns 20.

He started his plan as a senior at Crescent High School by enrolling in the Career Pathways Program (CPP), which enables students to achieve a Tri-County credential by the time they graduate from high school. CPP gives students a head start on college, allowing them to complete an associate degree in a technical program within one year of full-time study after high school.

Last year Kenneth earned a college certificate in Basic Electronics weeks before graduating from high school. "I was pretty proud walking across the stage before I graduated from Crescent. The Career Pathways Program is a good opportunity to get ahead in college," added Kenneth, who hopes one day to enroll at Clemson University.





Kenneth Buchanan graduated from Tri-County Technical College with a certificate in Basic Electronics in May 2015 about three weeks before he graduated from Crescent High School. Kenneth participated in the Career Pathways Program while in high school and expects to graduate with an associate degree in Mechatronics next spring.

learn," said Brue. "We'd love to have him back next summer. He will make a great technician one day."

"I learned something new every day. My supervisor and PFC coach- es taught me a lot," Kenneth said. "It was a great learning experi- ence. I was challenged every single day."

Kenneth was evaluated by PFC staff on his transferable skills that are applicable to all jobs, such as attendance, punctuality, work- place appearance, response to supervision, communication, and teamwork. Kenneth was rated highly in all areas, Campbell added. "Kenneth is respectful of others and takes his work seriously. He is mature for his age, quick to learn, and takes pride in his work and his appearance. Supervisors and co-workers spoke highly of him and his capabilities. He was a bright light for us. I see a promising future for Kenneth. I'm proud of what he accomplished and how he represented our program."

PFC Career Coach Rhonda Wengert, who met Kenneth when he was selected for the in-school youth pilot program, got to know him as they met on a regular basis during his work at TTI. "I admire his perseverance in completing a college certificate while in high school, as well as his dedication to his work at TTI. He kept going. He didn't slow down. He still hasn't as he pursues his career goal."

Technical Career Pathways for High School Students

- In 2015 the College and Crescent High School piloted a technical career pathways program that included 7 sta- dents enrolled in the Basic Electronics Certificate at the Anderson Campus.
- Later that year, the S.C. General Assembly funded a proviso making it possible for high school students to take college courses in career pathways with little or no out-of-pocket costs.
- Since that time, the program has grown to 166 students from all seven school districts.
- Programs include Automotive, Industrial Electronics, Mechatronics, HVAC, and Welding.
- Participants take two or more technical courses each year with the goal to graduate with a college certificate as high school seniors and transition directly into college or an associate degree program or enter the workforce.

He began Tri-County's Mechatronics program this fall as a third-se- mesier student with more than 20 college credits and a silver Workkeys' certification. He gained on-the-job experience at TTI Power Equipment in Anderson last summer through a WorkLink paid work experience, while earning more certifications through the National Institute for Occupational Safety and Health (NIOSH) and ServSafe. At 18 Kenneth plans to graduate from Tri-County within a year—debt free—thanks to the State proviso that paid for pathways classes, along with a LIFE scholarship and Pell grant. "That's a big deal for me and my parents. It can't get any better than this," said Kenneth.

"College is so much easier when you start at Tri-County with smaller classes and teachers, who interact one on one and help you when you have problems. Working at TTI gave me real-world experience that complements my classes this semester," he said.

Through the Workforce Development Board (WorkLink) and its youth service provider, Palmetto Youth Connections (PYC), last sum- mer Kenneth and five other 2015 Anderson School District Three high school graduates participated in paid work experiences. To be eligible for the program, participants must be 18 years old, enrolled in an in-demand, career cluster/career pathways program, have earned a Workkeys' certificate, plan to pursue a postsecondary de- gree and meet Workforce Innovation and Opportunity Act (WIOA) youth eligibility criteria.

Jennifer Campbell, workforce development specialist for PYC, worked with Kenneth in career readiness classes for young workers prior to his interview at TTI. Campbell got to know Kenneth as she helped him and other students with resume building and inter- viewing skills before he secured the job at TTI.

For eight weeks, he worked in the compliance test lab assisting with hands-on applications, such as monitoring the temperature on battery-operated tools while they are being used. He also spent time learning basic analog and digital controls. "Kenneth was able to perform basic monitoring which allowed me and others in the lab to set up more testing," said Mike Brue, a lab technician who supervised Kenneth.

"Kenneth came in prepared with general knowledge that he could build on during his time here. Kenneth is intelligent, diligent, and hard working. He is always willing to take direction and willing to

Event: AOP Business & Industry Showcase
Anderson Sports & Entertainment Center
Anderson, SC

Sept. 29-30, 2015

Transportation Assistance Requests by School District	Request for Transportation Actual Award Paid	# of Students Funded	# of Buses Funded	AOP BIS Funds
Anderson School District 1	\$ 1,713.20	720	16	
Anderson School District 2		558	6	\$ 612.92
Anderson School District 3	\$ 406.93	206	8	
Anderson School District 4	\$ 443.58	203	5	
Anderson School District 5	\$ 59.35	1006	26	\$ 1,413.05
Oconee County School District	\$ 2,376.94	875	17	
Pickens County School District		1155	27	\$ 4,478.92
Total Actual Award Paid \$11,504.89	\$ 5,000.00	4,723	105	\$ 6,504.89

WorkLink WDB Youth Committee

Youth Formula Funds

Thousands of students learn about future careers

BY: Frances Parrish

POSTED: 7:39 PM, Sep 29, 2015

UPDATED: 8:00 PM, Sep 29, 2015

TAG: local news (/topic/local+news) | news (/topic/news) | education (/topic/education)

Lakeside Middle School students Kaylyn Evans and her friend Desahraye Hughes stood among rows of tables, deciding which booth to visit next at the Business Industry Showcase Tuesday morning. Both students had just visited the Greenville Health System table because they are interesting in being pediatricians.

Evans said she has been interested in health care for a while.

"I've always helped my grandma," Evans said. "She calls me her little nurse."

Hundreds of students wandered around the Civic Center of Anderson, planning what tables to visit and who to talk to on the first day of the Business Industry Showcase. Approximately 5,000 eighth-grade students from Anderson, Pickens and Oconee County schools will attend the fifth annual showcase over two days.

Rick Murphy, the Tri-County regional workforce adviser for the South Carolina Department of Commerce and one of the organizers of the event, said the eighth-grade students and the top 150 seniors in all seven districts will have a chance to talk to business representatives about potential jobs and careers.

"It's not just a field trip," Murphy said. "It's an opportunity for them to see what type of businesses are in this area."

About 48 businesses, including Bosch, United Way, Borg Warner and Walgreens and several colleges such as Southern Wesleyan, Clemson University and Tri-County Technical College were represented at the event.

"It's a great experience for the kids, and it's an opportunity to see careers available in the area," said Catherine Phillips, a guidance counselor at Lakeside Middle School. Per state mandate, eighth-grade students make their own individualized graduation plan before registering for high school classes.

"We do goal setting, and oddly enough, most of them have an idea of what they're interested in," Phillips said.

Even if the students knew what they wanted to be, they carried a piece of paper with a list of questions to ask the representatives to learn more about different jobs.

Murphy said a curriculum was developed to help teachers take information learned at the event, and what students are learning in school and apply it to the working world. "It's to show why they are learning the type of math they are learning, and showing how what you take in school is important in your career," Murphy said.

Beginning in high school, students are asked to choose classes and possible career center classes. Phillips said within the next three weeks, the students will begin working on their graduation plans based on their chosen career cluster, such as architecture and construction, information technology and health science.

Follow Frances Parrish on Twitter @frances_AIM

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One Stop Operations Committee Report

Presented November 11, 2015 – Board Meeting

The Workforce Skills and Education Committee met on November 4, 2015.

Strategic Plan Update

The One Stop Operations Committee discussed a plan on how to address the goals laid out in the Strategic Plan. The Committee agreed to address one objective per committee and review progress on items already addressed previously. At this meeting, the Committee reviewed Goal 1, Objective 1: Establish a baseline for Workkeys data.

Data captured 10.20.15

ANDERSON COUNTY		ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]						WORKFORCE	
		TOTAL	BRONZE	SILVER	GOLD	PLATINUM	NOT EARNED	PLUS	NCRC
Current	Private	753	129	420	201+	*			11
	Public	530	78	299	150+	-			78
Emerging &	High School	2859	727	1485	623	24-			325
Transitioning	College	85	15	47	23	0-			5
	Adult Education	658	161	421	76	0-			93
	Unemployed	1121	272	657	191+	-			68
	Recent Veteran	8+	17	7	0	0-			0
	Workforce category not identified	49	17	23	9	0-			0
Totals		6063	1400	3359	1273+	-			580
NCRC Earned WKIV* 3620									

OCONEE COUNTY		ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]						WORKFORCE	
		TOTAL	BRONZE	SILVER	GOLD	PLATINUM	NOT EARNED	PLUS	NCRC
Current	Private	258	33	165	59+	-			6
	Public	274	24	140	105	5-			127
Emerging &	High School	777	176	401	193	7-			0
Transitioning	College	17+	8	6	0-	-			0
	Adult Education	252	68	160	23+	-			0
	Unemployed	595	153	354	87+	-			6
	Recent Veteran	+	0+	0	0-	-			0
	Workforce category not identified	97	29	58	9+	-			0
Totals		2273	487	1286	484+	-			139
NCRC Earned WKIV* 1393									

SC Works System

Outreach

Jennifer Kelly, Program Director for Worklink, reviewed the progress the Outreach Committee has made with outreach efforts. The Outreach Committee meets monthly on the first Thursday of each month.

- Matt Fields, Operator for the Worklink SC Works Centers, has written a series of jobseeker articles relating to soft skills that will be published in the Seneca Journal. As part of each article, he talks about the SC Works Centers.
- Ms. Kelly also shared with the committee a series of flyers in the process of being published.

- One flyer features job seeker services that can be shared across all three counties.
- An employer flyer and a job seeker community resource flyer have been tailored for each county.
- A business card featuring the SC Works Clemson address and phone number with talking points on the back will be printed for Board members and partners to share with the community.
- A post card will be released in Pickens County, targeting low-income mail routes, pointing them to the SC Works Centers in Clemson and Easley.

Operator Update

Matt Fields, Operator of the Worklink SC Works Centers, gave a brief update regarding operations. Mr. Fields reviewed the reports that can be seen in the Board packet with the committee.

Mr. Fields requested to close the satellite centers at 12pm on November 19 in order for staff to participate in a Thanksgiving dinner and participate in staff training. The Committee voted to approve this request.

Partnerships

Mr. Fields reported that he is working with several partners in regards to the SC Works Centers. Mr. Fields stated that a referral process has been implemented between Anderson Interfaith Ministries (AIM) and the SC Works Centers. Changes are being made in the referral process in order to increase referrals to training through AIM.

Mr. Fields also stated that he is also working with MorphoTrust, a for-profit company that provides background checks to jobseekers, to find out more about the services offered and expectations of a potential partnership.

WIA Adult & DW Program

Funding Re-allocation/Re-capture

Trent Acker, Executive Director for Worklink, reviewed with the committee the Funding re-capture in the amount of \$325 from the State from the Dislocated Worker allocation. This was due to the fact that we were

PICKENS COUNTY									
ACT NATIONAL CAREER READINESS CERTIFICATE (NCRC)									
WORKFORCE									
	TOTAL	Bronze	Silver	Gold	Platinum	Not	Not	Earned	Plus
	NCRC	NCRC	NCRC	NCRC	NCRC	NCRC	NCRC	NCRC	NCRC
Current	318	37	195	83 +	-	-	-	-	17
Public	183	15	122	46	0-	0-	0-	0-	42
Emerging & High School	1541	373	765	389	14-	14-	14-	14-	161
Transitioning College	55	6	31	16 +	-	-	-	-	5
Adult Education	898	150	561	187	0-	0-	0-	0-	98
Unemployed	635	122	394	118 +	-	-	-	-	59
Recent Veteran	7	+	6	0	0-	0-	0-	0-	0
Workforce category not identified	299	65	188	46	0-	0-	0-	0-	0
TOTAL	3936	769	2262	885 +					382

2119

NCRC Earned WKIV*

required to obligate 80% of the Dislocated Worker funds prior to June 30, 2015. Any overage would be returned to the State for re-distribution. We obligated 79.95%, resulting in the \$325 being re-captured. However, we received \$7,965 in Adult funding from other local areas that did not obligate 80% of their Adult funding by the June 30 deadline. The Finance Committee voted to give the reallocated Adult funds to the Henkels and McCoy budget. The final recommendation on which line items would receive the funding would be left to the One Stop Operations Committee.

Financial Update

Mr. Fields reviewed the expenditure and obligation rates associated with the Operator and WIOA (Adult, DW) Program grants awarded to them for this program year. Thru September 30, 2015:

- 22.9% of the Operator Grant has been expended.
- 25.9% of the Adult budget has been expended.
- 30.2% of the Dislocated Worker budget has been expended.
- The goal to be expended is 25%.

\$69,929.43 remains of the tuition line item (includes both Adults and Dislocated Workers) that may be used for new participants requesting training. \$175,920.57 has already been promised to participants in the WIOA program.

Henkels and McCoy brought modification requests for the Operator and the Adult and Dislocated Worker budgets. The Committee approved the modification for the Operator as is, and voted to put the \$7,965 towards tuition, indirect and profit in the Adult program budget.

WIOA Program Update

Mr. Fields reviewed the program usage reports in the packet. Renee Alexander, Center Manager for the SC Works Centers, gave an overview of four success stories.

Performance Measures Update

Windy Graham, Performance and Reporting Specialist for WorkLink, stated that we are currently meeting or exceeding the Adult and Dislocated Worker measures for Entered Employment, Retention Rate, and Average Earnings. Ms. Graham reminded the committee that this will be last year of these performance measures. We will be under WIOA performance measures beginning in July of 2016.

Eligible Training Provider List

Ms. Graham reviewed two applicants to the Eligible Training Provider List (ETPL): Norris Mechanical and Solar Energy International. Norris Mechanical applied previously to train welders through our ETPL list, but was denied due to the fact that Norris Mechanical had not obtained all previously required licensures. The committee voted to accept Norris Mechanical onto the ETPL at this time. Ms. Graham shared labor market information with the committee demonstrating that solar energy installation is not currently in-demand in the WorkLink region. Ms. Graham stated that Solar Energy International has not responded to her requests for additional information at this time. The Committee voted to deny Solar Energy International access to the ETPL in the WorkLink region due to lack of demand for solar panel installers.

Priority of Service Policy

Ms. Kelly reviewed the Priority of Service Policy adopted by the Executive Committee on October 9, and proposed a change to the Basic Skills Deficiency section. This proposal comes after further information and

guidance was given by the State to the local administrators. The revised policy would expand the basic skills deficiency priority to allow anyone that does not (1) currently have a High School Diploma or GED; or (2) score at least a Gold level certificate or higher to enter the WIOA program under this priority. The Committee voted to approve this change to the policy.

Employer Services

Business Engagement

Mr. Acker shared with the Committee that the Business Services Integration Team continues to meet monthly with Business Service Representatives from across the region. The purpose of this team is to address Employer Service Standards in the Onestop Certification Standards. These are still pending. The team is currently reviewing the Business Engagement Plan for WIOA compliance. Patty Manley, Business Service Representative for Worklink, is leading the team and has reached out to Ready SC and to Rick Murphy (Regional Workforce Adviser) with the Regional Education Center to ask them to join this group.

The State Workforce Development Board set a goal for FY15 to engage 10,000 new businesses/employers and to enroll them in the Customer Relationship Manager module of the SC Works Online Services database. To reach the goal, each workforce area must increase employer engagement by 10.1%; Worklink's goal is to engage 685 new employers. The policy states that "employer engagement is defined as an in-person consultation with a new business to promote and discuss the range of services available through the SC Works system. Consult must be with a company rep that has hiring authority. Phone calls, emails, & informational packets or business cards left are not included in this definition." We are working with Department of Employment and Workforce (DEW) recruiters, Henkels & McCoy staff and DEW Veteran Representatives to meet this goal. At the end of August our area had engaged 95 new businesses. We are waiting on the September and October reports from the State.

Covidien Layoff/Job Fair

The SC Works Centers hosted a job fair on October 14, 2015 on-site at Covidien. Worklink, Henkels and McCoy, SCDW Recruiters and Trade worked together to serve 45 soon to be laid off employees to find new employment. The following employers were present at the job fair: Jtek, Michelin, Greenfield and Itron. Tri-County Technical College Corporate & Community Education division was present to discuss MSSC training opportunities. Rapid Response information was given out the following week.

Incumbent Worker Training Grants

Ulbrich is the remaining rapid response IWT grant, set to finish on December 30, 2015. One class remains to be completed and billed. There is one new rapid response IWT application pending for Stanco Metal Products. It has been routed to DEW for review.

Worklink has also issued a request for proposals for local IWT grants. Worklink was awarded with approximately \$45,000 to award to companies in the Worklink region. The funds will be split according to county fair share. The Economic Developers will form an ad hoc committee that will meet on November 9 to decide on a recommendation for funding.

On-the-job Training Coordination

Anderson employers utilizing OJT funds are going well. Worklink has two successful completions with K&K Trucking and MTS Office Machines. There was one unsuccessful completion at Belton Metals due to a participant quitting. The participant was 70 hours short of successful completion of the contract; however, the remaining participant still has an active OJT contract ongoing at Belton Metals. This participant is doing very

well despite multiple barriers, including being an ex-offender and homeless. OJT agreements in Oconee County with Moresun Custom Woodworking and in Pickens County at Reliable Automatic Sprinkler Co. have recently been executed. Ms. Manley is currently in the process of establishing OJT contracts with VCI and Wilbert Plastics in Pickens County, and is following up with Robinson Home Improvement, a small business that has expressed interest. The On-the-job Training Contract log is in the Board packet.

Work-Based Learning Policy

Ms. Kelly brought forth a proposed policy for Work-Based Learning. Ms. Kelly stated that the policy formalizes (for the purposes of WIOA) how we handle business services in the region. The following are guidelines outlined in the policy:

- OJT and ITAs will be written for Apprenticeships. The total for the apprenticeships will be subject to the \$5,000 per program year or \$10,000 lifetime cap.
 - OJT will be reimbursed at the 75% rate for small businesses (250 employees or less) or long-term unemployed individuals 16 weeks or longer); otherwise, 50% reimbursement will be used.
 - IWT funds set aside by the Board will be handled by an ad hoc committee.
 - Transitional jobs will not be pursued at this time.
- The proposed policy is available in the Board packet. The Committee voted to adopt this policy.

Other Business

2016 Committee Meeting Date

The following 2016 Committee meeting dates were approved by the committee: January 20, 2016; March 16, 2016; May 18, 2016; August 17, 2016; October 19, 2016.

Ad Hoc Committee Members

The Committee received one application for Kal Kunkel to join the Operations Committee. This application was tabled until the next One Stop Operations Committee meeting.

Finding the Right Job

Submitted by LifePagnator on October 17, 2015 - 12:45 am

Many of the staff members in our SC Works office often start off with the question, "What kind of job are you looking for?" The responses often vary to what seems like a fairly simple question. Some job seekers know exactly what they are looking for. Working in an industry for an extended amount of time allows someone to build expertise in that field, and many job seekers stay in the same type of work their entire career. Another response staff members receive to the question is "anything but what I was doing before."

A rocky experience with an employer or industry can make job seekers want to change careers hoping to find a better work life. The last common answer to the question is "I don't know." One would think that answer comes from our younger clientele, however that would be a poor assumption. Job seekers, no matter what age, have had many experiences, both good and bad, that can shape how they feel about what job they should go into next.

The good thing for those who still want to know what to do when they grow up is that there are many tools available to find out that ever-important answer. Just like the Myers-Briggs personality inventory, and others like it, career development has assessments that can help steer job seekers to a career that they may find more fulfilling and enjoyable. Career interest inventories such as the South Carolina Career Information System (SCCIS), Mynexmove and others allow those who dare to take them the opportunity to find out what jobs align with personalities, goals, education and experience. These assessments vary in length and depth.

SCCIS is only 80 questions long and allows users to answer in the form of smiley faces. Once completed, it shows which industry clusters the test taker is most interested in. The difficulty with this test is most who take it answer with the more ambiguous answers of "like" or "not sure" rather than the more direct options of "like very much" or "dislike." Giving the more direct answers gives a better reading on what you really want to do than the other answers.

Mynexmove is a good assessment, with a lot of details — if you like to have more details. The assessment sends a user through around 50 questions with five answer choices. The nice thing about the answers it gives is that the site is tied directly into a large jobs database called O*Net. The site even provides some crosswalks from military careers to civilian careers. The other component that people like with Mynexmove is its ability to show what careers are available with more training or another degree.

We spend a third of the day — or more in most cases — at work, so finding a job that suits your personality is important. At SC Works, we can help you find a job that suits you. We are here to help job seekers and employers with locations in Seneca, Clemson, Easley and Anderson. For more information on services, please call (864) 643-0071 or visit worklink.scworks.org.

Age	Anderson	Oconee	Pickens	Other	Total	%
Under 19	2	0	1	0	3	
19-21	7	6	5	0	18	
22-32	55	23	15	0	93	
33-44	56	17	19	2	94	
45-54	28	18	15	1	62	
55-64	11	7	7	1	26	
65+	0	0	0	0	0	
Total	159	71	62	4	296	
Race	Anderson	Oconee	Pickens	Other	Total	
African American/Black	45	16	10	1	72	
American Indian/Alaskan Native	1	0	0	0	1	
Asian	0	0	0	0	0	
Hawaiian/Other Pacific Islander	0	0	0	0	0	
White	108	51	50	3	212	
Not Provided	5	4	2	0	11	
Total	159	71	62	4	296	
Ethnicity	Anderson	Oconee	Pickens	Other	Total	
Hispanic or Latino heritage	6	5	4	0	15	
Not Hispanic or Latino heritage	151	65	58	4	278	
Not Provided	2	1	0	0	3	
Total	159	71	62	4	296	
Gender	Anderson	Oconee	Pickens	Other	Total	
Female	86	46	35	1	168	
Male	73	25	27	3	128	
Total	159	71	62	4	296	
Education Level	Anderson	Oconee	Pickens	Other	Total	
Less than 9th Grade	7	0	1	0	8	
9th-12th Grade (No Diploma)	48	13	6	0	67	
GED	21	14	13	0	48	
HSD	46	27	21	2	96	
Vocational School Certificate	17	7	9	0	33	
Associate's Degree	10	6	5	1	22	
Bachelor's Degree	9	3	6	0	18	
Education beyond a Bachelor's degree	1	1	1	1	4	
Total	159	71	62	4	296	
Disability	Anderson	Oconee	Pickens	Other	Total	
No	159	69	60	4	292	
Yes	0	2	2	0	4	
Total	159	71	62	4	296	
Employment Status at Participation	Anderson	Oconee	Pickens	Other	Total	
Employed	35	23	19	1	78	
Employed but received notice of layoff	8	1	4	1	14	
Not Employed	116	47	39	2	204	
Total	159	71	62	4	296	
Veteran	Anderson	Oconee	Pickens	Other	Total	
No	152	68	58	3	281	
Yes	7	3	4	1	15	
Total	159	71	62	4	296	

Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of

SC WORKS WORKLINK

BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
 ANDERSON-OCONEE-PICKENS

WIOA Individualized Career Services = July 1, 2015 - June 30, 2016

Job Seeker at WIOA Enrollment	A O P Other				Total
	A	O	P	Other	
	Total				
Veterans	CO 6	3	4	1	14
	New 1	0	0	0	1
Offenders	CO 48	11	3	9	71
	New 6	1	1	0	8
TAA Co-enrolled	CO 1	5	2	0	8
	New 0	0	0	0	0
Adult/DW Low Income	CO 97	35	31	1	164
	New 7	2	3	0	12
SNAP Recipient	CO 54	21	15	0	90
	New 6	0	3	0	9
Basic Skills Deficient	CO 23	5	5	0	33
	New 6	3	2	0	11

Caseload Breakdown	Active	Follow-up	Total
	Hamrick	62	88
Hunter	84	33	117
Morgan	79	54	133
Parnell	71	60	131
Riddle	0	37	37
Total	296	272	568

Active Enrollment	CO	September	Total
	Hamrick	58	4
Hunter	80	4	84
Morgan	73	6	79
Parnell	66	5	71
Riddle	0	0	0
Total	277	19	296

Eligibility	September	YTD Total
	Applications, Complete	18
Application, Incomplete	0	0
YTD Total Determinations	18	66

*Priority of Service is in effect. Eligible individuals that will be enrolled because they meet one or more of the following categories: low income, basic skills deficient, public assistance recipient, Veteran (or Spouse), or does not meet self-sufficiency guidelines.

Enrollment	September	TD Planned	(+/-)
	New MTD Enrolled	19	20
New YTD Enrolled	76	60	16

Workers	CO	New YTD	Total
	Platinum	0	0
Gold	1	1	2
Silver	9	7	16
Bronze	0	0	0
Total	10	8	18

Career Interest	Sept	YTD
	Admn, Support, Waste Mgmt., Remediation	1
Health Care and Social Assistance	6	24
Manufacturing	3	8
Professional Scientific Technical Services	2	4
Retail Trade	1	1
Other	8	35

One-on-One Services	September	YTD
	106 - Provided Internet Job Search Support	2
115 - Resume Preparation Assistance	0	0
123 - Job Development Contacts	0	0

Activity	September	YTD
	106 - Provided Internet Job Search Support	2
115 - Resume Preparation Assistance	0	0
123 - Job Development Contacts	0	0

SC WORKS

DRIVING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

WVDA Training Services and Follow-Up Services - July 1, 2015 - June 30, 2016

Recommended for Training Services

	September Total	YTD Total
GED	5	7
Occupational	7	34
On-the-Job Training	1	3

OTJ Training Synopsis

Company Name	Location of Company	In-Progress	Success	Unsuccessful
Berkon Metal Company, Inc.	Anderson	2		
K & K Trucks, LLC	Anderson		1	
MedShore	Anderson		12	
MIS Office Machines	Anderson		1	

Total Current Contracts	3
Total Carryover	13
Total All OTJ Contracts	16

* Carryover equals those contracts started in PY14 but finished in PY15

Funding Source	September	YTD Total
Adult	0	5
Dislocated Workers	0	0
National Dislocated Worker Grant (NDWG)	0	11

Follow-Up Services

	Total	YTD Total
Entered Employment (Based on current Quarter)*	40	52
Services Provided	58	166

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

Occupational Training by Provider

Name	Currently In Training	PY 15 Rec'd Training
Adult Education - District 1 and 2	4	4
Adult Education - Districts 3, 4 and 5 Anderson	7	10
Adult Education - Oconee Adult Education	3	3
Adult Education - Pickens Co Adult Learn	1	1
Arc Labs	1	3
Carolina Computer Training	2	2
Greenville Technical College	7	8
ITT	1	1
Palmetto School of Career Development	0	1
Southern Wesleyan University	1	1
Tri-County Technical College	30	48
Truck Driver Institute	0	1

Total	57	83
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Total Occupational Training by Cluster

Occupation	Total Training	PY 15 Rec'd Credential
GED Training	18	18
Admin, Support, Waste Mgmt., Remediation Svcs.	12	1
Manufacturing	23	8
Professional, Scientific, Technical Services	29	0
Health Care and Social Assistance	5	11
Retail Trade	0	0

Funding Source PY 15 Rec'd (occupational and GED training)

	YTD Total
Adult	70
Dislocated Workers	13
NDWG	0
Trade (co-enrolled)	8
Total	91

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

Daniel Fox Success Story

My name is Daniel Fox and I was enrolled into the WIA program on February 11, 2015 for assistance with obtaining my GED and gaining full time employment. I lost a good job where I was making \$30 an hour and all I could think about was how I am going to provide for my family. I met JT Parnell at Pelzer Adult Ed and we created a plan to map out what I needed to do in order to gain employment. WIOA was able to help me with gaining my GED, workkeys and full time sustainable employment. The funding allowed me to concentrate on my school work without having to worry about how I was going to pay for it.

I met with JT in March about employment opportunities and was referred to Waste Management for possible truck driver positions. I told JT that I had already been out there but he insisted on me going back with a referral form from SC Works. Waste Management offered me a job on 3/30/15 as a truck driver making \$17.50 an hour. I was excited and called JT to tell him the good news. We then discussed my options for me to obtain my GED. I switched to night classes and obtained my GED on 4/28/15. I was also able to earn a Silver workkeys. WIOA is a great program and I could not be where I am today without the services that were provided to me.

I am pleased to announce that I have gained a promotion with Waste Management as the Lead truck driver. I am over all the trucks that go to the Duke Power plant in Williamston SC. With that offer came a raise to \$19 an hour. I would like to thank the WIOA program, Pelzer Adult Ed and all that played a part in making this goal a reality.

Daniel Fox



Meet Tina



"At my age I didn't think that I would be able to go back to school. Because of WIOA, I did get the opportunity, not only to go to school, but to obtain a job that I enjoy and can take care of myself."
- Tina Henson

Tina Henson attended an SC Works Orientation at the Seneca SC Works Center on 8/20/2014 after losing her position at RBC Aerostructures where she had been employed since July 2013. Because of a health issue, she could no longer do heavy machining with her hands.

Tina had been in manufacturing for over fifteen years. She had obtained various certifications including CNC Operation, Machinist I and II through CATT, Ready SC, and Leadership Development in Manufacturing. After carefully looking at many career options, she decided that she would like to pursue training in the Patient Care Technician Express certification at Tri-County Technical College.

She started her training on 1/12/2015 in the first phase of the training. She completed Nurse Aide training and received her certificate on 2/12/2015. She completed the EKG Technician and the Phlebotomy Technician phases by July 2015. She took the EKG certification examination through ASPT and became certified on 7/27/2015.

She had a lead on an EKG position through her instructor with the Greenville Hospital System. She was interviewed and was offered a PRN position at the Greenville Hospital campus starting at \$11.27 per hour. She started her new position on 8/24/2015. She is currently averaging 24 hours each week and is on call for additional hours each week. She hopes to obtain a full time position in the near future.

Tina worked very hard in obtaining the Patient Care Technician certification in a six month time period.

Meet Bertie

Like many folks, Bertie Ray Ellis understands that the fulfillment of a dream is often accomplished through a step-by-step process. Rarely does success ever fall into our laps, so we must take these steps sometimes to make it happen. Ray's dream is to teach World Religion as a High School level course, and he is taking the steps to make this dream come true.

Ray was unemployed and studying Religion through online classes at Clemson University when he realized that he needed some quick training so he could get a job and support his family. He heard about the demand for truck drivers and decided to research the field. He learned of a training program offered through TDI (Truck Drivers Institute) and decided that getting this 3-week training and working in the industry would enable him to provide the support his family needed.



Ray also found out about the WIOA program and how it could possibly help. He took the necessary steps through the WIOA process and was approved for the training funding.

Upon completion of the training, Ray had a job waiting on him. He started driving for Maverick Transport on September 20, 2015. He is driving 400-600 miles per day, earning .42 cents per mile, and he is working 5 days per week. He is very excited about this job, and he understands the importance of the truck driving industry. He states that without truck driving, "America stops".

Ray is very thankful for the help he received from the WIOA program. Ray states that, through this assistance, he has been able to acquire the ability to "feed his family and pursue his dream".

Meet Brandy

Brandy is a wife and a mother of 3 children. She had worked in the medical field for about 10 years. Earlier in 2015 she lost her job as a surgical tech, where she had been employed for almost 4 years. Brandy did not want to go back into the medical field after her last job, she had just become too burned out. Her husband, Eddie, began driving commercially in March of 2015 as a team driver for a local company and this really got Brandy to thinking of making a career change.

Brandy came to the WIOA in early March of 2015 looking for training options. During the career counseling phase she discovered that the WIOA could assist her with obtaining her Class A CDL license. After discussing this possibility with her husband, they decided Brandy should obtain her Class A CDL license and that they could be team, not only at home, but now on the road as drivers.



Brandy's road to training was not smooth. She had to take the permit test multiple times, but Brandy persevered, and passed on her fourth attempt. Brandy was excited to begin her training at the end of July. She excelled in the classroom and in the skills portion of training. With a week left in training her instructor got sick and was out of work for a month. With a month out of the driver's seat Brandy was nervous when it was time for her CDL Class A exam. She was scared about the skills test since the State DOT was coming into town to test her. Brandy stepped into that truck on test day and passed her test with flying colors.

Brandy successfully completed her CDL Class A training and was faced with another issue, this time a good one, where to go to work? She had multiple job offers but had to decide on one. Which one? She and Eddie are now team drivers, burning up the road together for AmCam.

ETPL Summary

Norris Mechanical, LLC
 46-2024474
 Jerry D. Norris, Jr.
 415 Manley Drive
 Anderson, South Carolina 29626

Primary Phone: 864-958-6187

Owner: jerrynorris75@yahoo.com

Office Manager: call4amanda@gmail.com

Website: www.norrismechanicalsc.com

Course Catalog:

<https://drive.google.com/file/d/0Bw97HwNlwiEd0RBdzJD1Z0VWFZZY1HcTNGTKhzTHcyUXV/view?pli=1>

Accreditation: <http://www.nccer.org/> with <http://www.mclasc.com/> contact:

Jackie Clarkson, MCTA/SCL SkillsUSA Director

Maintenance and Construction Technology Alliance (MCTA)

119 Melanie Lane

Summerville, SC 29485

jclarkson6@aol.com

Fax: 843.771.4825

Cell: 843.364.0095

Program of Study	Cost	Length of Training	Location
WLD-101 Plate Welding	\$4,040.00	40 hours a week for a 6-week period = 240 hours per class	415 Manley Drive, Anderson, South Carolina 29626
WLD-102 Pipe Welding	\$4,040.00	40 hours a week for a 6-week period = 240 hours per class	415 Manley Drive, Anderson, South Carolina 29626
WLD-103 Pipe Welding	\$4,040.00	40 hours a week for a 6-week period = 240 hours per class	415 Manley Drive, Anderson, South Carolina 29626
WLD-104 Pipe Welding	\$4,040.00	40 hours a week for a 6-week period = 240 hours per class	415 Manley Drive, Anderson, South Carolina 29626

*Net lists Welding as a Bright Outlook occupation.

Solar Energy International
84-1223691

39845 Mathews Lane

Paonia, Colorado 81428

Phone: 970-527-7657

Fax: 970-527-7659

Primary Contact: Breccia Cressman, Student Advisor

Phone: 970-527-5050

Email address: breccia@solarenergy.org

Website: www.solarenergy.org

Course Catalog: <http://www.solarenergy.org/self-solar-professionals-certificate-program/>

Accreditation: NABCEP <http://www.nabcep.org/> and IREC <http://www.irecusa.org/>

What are NABCEP and IREC?

If you have been looking into Solar Panel Installation Training, then you have probably heard of NABCEP and IREC, but have no idea who they are, or what they mean to your training. Essentially, they are the regulatory bodies who make sure solar power technicians, and solar training companies, have received the certification or accreditation they need to provide their customers with quality installation service and expert training.

NABCEP - the North American Board of Certified Energy Practitioners - sets the skill level and background experience a technician will need in order to receive national certification in Solar Panel Installation. The certifications offered are for solar photovoltaic panels, solar thermal panels and wind energy installers. To receive Solar Training Certification, you must attend Solar Classes provided by an accredited Solar Training Provider. It involves a minimum number of training hours and course work in your chosen solar installation field and you must pass the Solar Training Certification Exam provided by NABCEP. Once you have that you are ready to start your career at the highest level - a NABCEP Certified Installation technician or Certified PV Technical Sales professional.

IREC stands for Interstate Renewable Energy Council and is similar to NABCEP, but where NABCEP sets the standards for individual technicians, IREC sets the standards for Solar Training companies. IREC sends their auditors to the facilities that provide solar classes and solar training through IREC. IREC sends their auditors to the company and the training program - from a company's financial fitness, to the quality of their curriculum. They also ensure that the teachers have the knowledge and experience they need to provide state-of-the-art training. Once the IREC auditors have completed the quality assessments, they submit their reports to the ISFQ board for approval. Accreditation is awarded when the ISFQ board approves the reports.

NABCEP and IREC were formed to make sure the solar classes and solar training offered to the public are of the highest national quality. If you are about to start your training for a career in solar power then you should be aware of these two organizations. Make sure any Solar Classes you take are offered by a provider with IREC Accreditation. Any Solar Training you receive should be approved by NABCEP to qualify you to take the Solar Training Certification exam. Once solar power becomes more widespread, national certification will be even more important to your career. Consumers are rapidly becoming knowledgeable about solar energy and will want technicians with a nationally recognized Solar Training Certification.

Program of Study	Cost	Length of Training	Location
Residential and Commercial Photovoltaic Systems Certificate	\$4275.00 * *cost can be higher if student chooses more in person than online training	200 contact hours	Online campus/ Lab-Based 39845 Mathews Lane

O*Net lists Solar Photovoltaic Installers as a Bright Outlook occupation nationwide but is listed as NA for South Carolina.

**Worklink
EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: 15-006**

SUBJECT: Priority of Service for Adult Funding

ISSUANCE	DATE: October 9, 2015
EFFECTIVE	DATE: October 9, 2015
EXPIRATION	DATE: Indefinite

PURPOSE: This is a Worklink local instruction letter approved by the Worklink Workforce Development Board.

BACKGROUND: WIOA is the first update to the nation's landmark workforce development legislation since WIA in 1998. This new act, signed into law by President Obama on July 22, 2014, is intended to improve and strengthen the public workforce system and help Americans—especially youth and adults with significant barriers to employment—obtain skills, postsecondary credentials, and employment. It includes many provisions that create opportunities for success for low-income and lower-skilled individuals. Further, it underscores the importance of coordination with other federal education and training programs, including TANF employment and training services, among others.

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires priority be given to “public benefits recipients, other low-income individuals, and individuals who are basic skills deficient” when providing career and training services using WIOA Title I Adult funds. The Local Board and the Governor may establish a process that also gives priority to other individuals eligible to receive such services, provided that it is consistent with priority of service for veterans (see § 680.650).

POLICY: All customers have the right to apply for WIOA services. Therefore, evaluation of the priorities listed below should only be completed after eligibility determination has been finalized. These priorities only affect customers applying for Adult funding.

Residence Requirement - All participants in the WIOA program must be Anderson, Oconee, or Pickens County residents or have last worked in the Anderson, Oconee, and Pickens County area. Anyone not meeting this requirement will be referred to the WIOA program in their respective service area.

Worklink will serve those that meet the residence requirement and at least one of the following circumstances:

A list of these enrollments must be maintained and made available at monitoring. A waitlist will be established by the service provider. Each customer on the waitlist will be served in the order that they are waitlisted.

Worklink has set the Self-Sufficiency rate to be 185% of the Lower Living Standard Income Levels. Please refer to the most recent Worklink Instruction on Federal Income Guidelines for the Lower Living Standard Income Levels.

5. No more than 20% of the negotiated total enrollments for the year that do not meet one of the criteria numbered 1-4 above. Each participant (based on family size and income) must be determined as not meeting the self-sufficiency rate for the Worklink area.

Furthermore, those that are not able to read, write or speak English at a level necessary to function on the job, in the individual's family, or in society will be determined basic skills deficient.

For the purpose of this priority:

- Those that lack a High School Diploma or GED; OR
- A participant must score an 8.9 grade level or below on the Test for Adult Basic Education (level 7-8 and 9-10) in Reading or Total Math (Math Comp and Applied Math) administered within the previous 6 months; OR
- A participant scores a WorkKeys level 4 or below on at least one of the three components of the National Career Readiness Certificate: Reading for Information (raw score of 78), Locating Information (raw score of 79), and/or Applied Math (raw score of 77). The certification must still be valid according to ACT standards.

4. Those determined Basic Skills Deficient. TEGL 17-05 will be used to define the Basic Skills Deficiency definition until further guidance is made available by the State or by the US Department of Labor.

3. Public Assistance Recipients
All public assistance recipients must provide documentation as required for data validation and/or eligibility purposes.

2. Low-income
Staff will determine low-income status as part of the eligibility application process. Appropriate documentation should be present in the file for family income as required by WIOA. The low-income indicator may be used at the end of the eligibility application to determine priority for service.

1. Veterans and eligible spouses of Veterans.
All Veterans must meet the WIOA definition of a Veteran and provide a valid DD-214.

The service provider should review the impact on performance of high enrollments in one quarter and implement a plan to evenly distribute the enrollments of these customers into the WIOA program evenly over the four quarters of the program year. (Example: 100 enrollments planned for the year. 20% of the 100 would be 20 slots for the program year. Instead of 20 enrolled in the first quarter, 5 would be enrolled in each quarter during the program year.)

Grandfather Clause - All participants that were enrolled, but do not meet these priorities between July 1, 2015 to the effective date of this policy will be grandfathered in for WIOA services.

ACTION: All applicable Worklink Workforce Development Area service providers, sub-recipients, contractors and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

INQUIRIES: Direct all inquiries on this Instruction Letter to Worklink Workforce Development Board Staff, Jennifer Kelly, Worklink, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631, telephone 864.646.5898, or email jkelly@worklinkweb.com.

Trent Acker, Executive Director
Worklink Workforce Development Board
DISTRIBUTION: All WIOA Staff

Data through: September 2015
 Last Revision Date: 10/21/2015

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

	Q1 2015	Q1 2015	Q1 2015	Q2 2015	Q2 2015	Q2 2015	Q3 2015	Q3 2015	Q3 2015	Q4 2015	Q4 2015	Q4 2015	Total
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	
Employer Services													
Internal Job Orders Created	178	236	258										672
Anderson	51	60	105										216
Clemson	65	85	69										219
Eastley	21	17	32										70
Inactive Honoa Path	3	6	4										13
Inactive Liberty Center	7	9	4										20
Seneca	31	59	44										134
Services Provided Employers	1028	1542	1164										3734
Anderson	457	624	366										1447
Clemson	375	780	667										1822
Eastley	22	32	15										69
Seneca	174	106	116										396
Hiring Events	12	12	21										45
Total Job Seekers	187	354	163										704
Anderson	97	271	77										445
Oconee	0	47	53										100
Pickers	90	36	33										159
Entered Employments	50	75	78										203
Anderson	4	8	8										20
Clemson	40	60	53										153
Eastley	0	0	4										4
Inactive Honoa Path	0	0	1										1
Seneca	6	7	12										25
Rapid Response Events	0	0	4										4
Covidien	0	0	64										64

Worklink

EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: 15-007

SUBJECT: Work Based Learning Policy for Adults and Dislocated Workers

ISSUANCE	EFFECTIVE	EXPIRATION
DATE: November 11, 2015	DATE: November 11, 2015	DATE: indefinite

PURPOSE: This is a Worklink local instruction letter approved by the Worklink Workforce Development Board.

BACKGROUND: The WIOA Adult and Dislocated Worker programs, in coordination with Wagner-Peyser (WP) Employment Service (ES), are pivotal pieces of the SC Works delivery system, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of adults and dislocated workers. WIOA made some significant reforms to how services are delivered in the SC Works system. Among the reforms made, WIOA enhances access and flexibility for work-based training options, such as Registered Apprenticeships, on-the-job training, customized training and incumbent worker training.

POLICY: Under WIOA there are additional work-based training options and flexibilities for adults and dislocated workers:

Registered Apprenticeship (RA)

WIOA emphasizes the importance and value of Registered Apprenticeships as a component of potential training and employment services that the workforce system can provide to its customers. A two-fold benefit, Registered Apprenticeships may be used as a career pathway for job seekers and as a job-driven strategy for employers and industries.

Section 122(a)(3) of WIOA provides a new opportunity for Registered Apprenticeship programs to be more directly connected to the public workforce system. Registered Apprenticeships automatically qualify to be placed on Worklink's Eligible Training Provider List (ETPL), allowing ITAs to support participants in Registered Apprenticeship programs, and more directly connect those programs to SC Works centers. Staff is strongly encouraged to promote registered apprenticeships in our area and work with Apprenticeship Carolina in order to register apprenticeship programs with Department of Labor.

In order for WIOA funds to be invested in Registered Apprenticeships, the employer or intermediaries providing the Apprenticeship training has:

- (1) An Apprenticeship registered with Department of Labor (DOL);
- (2) Has applied, been approved, and placed on the Eligible Training Provider List; and

(3) And has met all qualifications consistent with the Work Place Safety checklist.

The following are examples of registered apprenticeships that may be placed on the Eligible Training Provider List:

- Employers who provide related instruction: A number of employers with RA programs provide formal in-house instruction as well as on-the-job training (OJT) at the work site.
- Employers who use an outside educational provider: Under this model RA program sponsors do not provide the related instruction or educational portion of the apprenticeship, but rely upon an outside educational entity to deliver instruction.
- Employers can use two- or four-year post-secondary institutions, technical training schools or on-line courses for related instruction. The employer is the ETP and must identify their instructional provider.
- Joint Apprenticeship Training Programs: These programs are made up of employers and unions. They have an apprenticeship training school where the instructional portion of the apprenticeship program is delivered. The training schools are usually administered by the union, in which case the union would be the ETP.
- Intermediaries: Intermediaries can serve as program sponsors when they take responsibility for the administration of the apprenticeship program. They also can provide expertise such as curriculum development, classroom instruction and supportive services, as appropriate. The intermediary is the ETP and must identify the instructional provider if an outside organization is providing the educational portion of the apprenticeship. Intermediaries include:
 - Educational institutions including two- and four-year post-secondary institutions or technical schools. In this model the educational institution administers the program, works with employers to hire apprentices and provides classroom or online instruction for the apprenticeship program;
 - Industry associations that administer the program and work with employer/members and educational entities to implement the apprenticeship program; and
 - Community-based organizations that administer the program and work with employers, educational entities and the community to implement the apprenticeship program.

WIOA training services may be used in conjunction with Registered Apprenticeship programs in the following ways:

- An ITA may be developed for a participant to receive RA training;
- An OJT contract may be developed with a RA program for training participants. OJT contracts are made with the employer, and RA generally involves both classroom and on-the-job instruction. The OJT contract may be made to support some or all of the OJT portion of the RA program;
- A combination of an ITA to cover the classroom instruction along with an OJT contract to cover on-the-job portions of the RA is allowed; and
- Incumbent worker training may be used for upskilling apprentices who already have an established working/training relationship with the RA program.

The Business Service Liaison and/or Career Coach may determine the appropriate funding by Registered Apprenticeship opportunity. The cap for an apprenticeship will not exceed \$5,000 in a program year or \$10,000 in a lifetime. The apprenticeship cap will include the total of the OJT and the occupational training amounts.

Supportive services may be used in coordination with career and/or training services, to participants in a RA program. These supportive services must be consistent with WIOA section 134(d)(2), Section 12, state policies, and the Worklink Workforce Development Board Supportive Service policy.

The Staff member responsible for the case will enter a Registered Apprenticeship activity code for these participants. See the Adult Activity Code Definitions located in the Staff Online Resources page of SCWorks Online Services:

- 334, Registered Apprenticeship - Classroom Training
- 358, Registered Apprenticeship - OJT

On-the-Job Training

OJT continues to be a key method of delivering training services to adults and displaced workers. WIOA allows for up to 50 percent of the wage rate of the participant to be reimbursed to employers for the costs of training while the participant is in the program. However, WIOA also allows local areas to increase the reimbursement level to up to 75 percent when taking into account the following factors:

- The characteristics of the participants (e.g. length of unemployment, current skill level, and barriers to employment);
- The size of the employer (e.g. small and medium-sized business often have more barriers to participation at lower reimbursement rates);
- The quality of employer-provided training and advancement opportunities; and
- Other factors the State or local boards may determine appropriate (e.g. the number of employees participating in the training, wage and benefit levels of the employees (both pre and post participation earnings)), and relation of the training to the competitiveness of the participant).

Worklink will reimburse according to the following:

Employers providing an OJT can receive reimbursement for a portion of the hourly pay rate – typically up to 50%--which is considered payment for extraordinary costs to the employer associated with training a new employee.

Worklink will increase the employer reimbursement for on-the-job training (OJT). This waiver permits the following reimbursement amounts: 1) up to 75% for employers with 1-250 employees. For employers with more than 250 employees, the statutory requirement of up to 50% applies.

An ad hoc committee will determine the process for soliciting and allocating IWT contract awards.

In order for Incumbent Worker to be funded at this level, the Board must first approve up to 20% of local allocations to be designated by the Board in its budget.

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees; and
- At least 50 percent of the cost, for employers with more than 100 employees.

employer:

Rules for matching funds are provided in the Uniform Guidance and DOL exceptions at 2 CFR 200.306 and 2 CFR 2900.8, respectively. Under section 134(d)(4)(D) of WIOA, the minimum amount of employer share in the Incumbent Worker Training depends on the size of the

Employers are required to pay for a significant cost of the training for those participants in incumbent worker training; this can be done through both cash and/or in-kind payments. The wages paid to participants, while in training, may be considered as a source of matching funds.

opportunities provided by the employer).

- The relationship of the training to the competitiveness of a participant and the employer; and
- Other factors the State or local boards may determine appropriate (e.g., the number of employees participating in the training, wage and benefit levels of those employees (both pre- and post-participation earnings)), and the existence of other training and advancement opportunities provided by the employer).

The characteristics of the participants in the program:

Incumbent Worker Training provides both workers and employers with the opportunity to build and maintain a quality workforce. Incumbent Worker training can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employer. Under section 134(d)(4) of WIOA, local boards can use up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing Incumbent Worker training. Incumbent Worker training needs to take into account the following factors:

Incumbent Worker Training

Staff will evaluate each business based on employee counts first, and then based on the number of weeks the jobseeker being placed on the OJT contract is unemployed. The OJT contract may be written for whichever provides the highest reimbursement rate. A staff member may evaluate each employer and reimburse at a lower percentage amount if warranted. Justification should be documented in the case file.

requirements of 50% percent will apply.

Worklink will also use a sliding scale for employer reimbursement based on the length of the participant's unemployment. Reimbursement amounts are as follows: 1) up to 75% employer reimbursement where OJT is provided to individuals unemployed for 16 weeks or more, and 2) where OJT is provided to individuals unemployed less than 16 weeks, the current statutory

Transitional jobs

Transitional jobs are a new type of work-based training that is allowed under WIOA.

Transitional jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, and are combined with comprehensive career and supportive services. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Unlike OJT, there is no assumption that the individual will be retained in their transitional job after the experience is over, though that would be a successful experience and outcome. Under section 134(d)(5) of WIOA, local boards may use up to 10 percent of their adult and displaced worker funds to provide transitional jobs to individuals.

If local areas choose to use transitional jobs as part of their service delivery strategy, they should adopt policies and identify employers (public, private or nonprofit) that can provide quality experiences for individuals to eventually obtain unsubsidized employment.

Additionally, these policies should include plans on the amount reimbursements would be for the jobs, what supportive services should be included, and any limits on the duration of the transitional job.

At this time, Worklink is not funding Transitional Job opportunities.

Grandfather Clause – All OJT employers and WIOA participants served between July 1, 2015 to the effective date of this policy will be grandfathered in for WIOA services.

ACTION: All applicable Worklink Workforce Development Area service providers, sub-recipients, contractors and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

INQUIRIES: Direct all inquiries on this instruction letter to Worklink Workforce Development Board Staff, Jennifer Kelly, Worklink, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631, telephone 864.646.5898, or email jkelly@worklinkweb.com.

Trent Acker, Executive Director

Worklink Workforce Development Board

DISTRIBUTION: All WIOA Staff

PERSONS WITH DISABILITIES COMMITTEE

Meeting Summary

October 15, 2015, 3:00pm

WorkLink Conference Room, Clemson, SC

Members of the Committee

Pamela Smith

Billy Gibson

Brooke Dobbins

Pat Pruitt

Edgar Brown

October 15, 2015 was our first official WIOA meeting of the Persons with Disabilities Committee.

The Committee voted to accept Susan Stockton as a Ad hoc Committee Member. Ms. Stockton is the WorkLink Disabled Veterans' Outreach Program (DVOP) specialist. She develops job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities.

We were given an update on the Clemson Center ADA compliance construction. The contractor has expanded the walkway, extended the parking lines, installed parking barriers and appropriate signage. We are still waiting on the work to be done on the threshold at the entrance of the Center. The project is currently under budget.

Ms. Pamela Smith provided a brochure for Vocational Rehabilitation (VR) and highlighted VR's services. VR only works with persons with a disability ages of 16-64. They collaborate with partners providing work experience for youth and adults.

Ms Smith informed members of an informational event to be held at the City of Clemson on November 6th. The event will highlight services provided and the customer/clients they assist as a way to educate partners and the public of services available.

The Committee meets on the 2nd Thursday of the month prior to the Board meetings. Our meetings are scheduled for 01/14, 03/10, 05/12, 08/11, and 10/13 for the upcoming year.

The Clemson Center hosted the ClemsonLIFE Program on 10/16/2015. The mission of the ClemsonLIFE Program at Clemson University is to provide a coordinated course of study that includes career exploration and preparation along with self-awareness, discovery and personal improvement through a framework of courses, job internships, and community participation.

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



Nikki R. Haley
Governor
Cheryl M. Stanton
Executive Director

September 23, 2015

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

Dear Mr. Pelissier:

State Employment and Training Instruction Number 11-15 states, "Each LWIA must obligate at least 80 percent of the program portion of its current PY/FY allocation for each of the three fund streams - Youth, Adult, and Dislocated Worker - by June 30th of each program year. If more than 20 percent of the program funds remain unobligated as of June 30th, these excess program funds will be recaptured by the State and reallocated to those local areas that meet the obligation requirement." After calculating Worklink's obligation rate the following amount will be recaptured from the following funding stream.

- Program Year 2014 Dislocated Worker (\$320)

The enclosed NFAs reflect the amended amount. Please sign each original, return one copy, and retain one fully executed copy for your files. The grant numbers shown on the NFA should be used when submitting Requests for Drawdown and Monthly Financial Status Reports. Please distribute a copy of this documentation to the appropriate program and/or finance staff.

Questions regarding the Notice of Funds Authorization should be directed to Michelle Harris at (803) 737-0407.

Sincerely,

Rebecca Battle-Bryant, Ph.D.
Assistant Executive Director
Workforce and Economic Development

Enclosures

cc: Trent Acker, Robert Halfacre

SC Appalachian Council of Governments

Program Year 2014 Expenditure Rates - Dislocated Worker						
Local Area/Subgrantee	Program Beginning Balance	Admin Beginning Balance	Program Expenditures - (DW)	Program Expenditures - (Adult)	Admin Expenditures	Fund Utilization Rate
SC Appalachian Council of Governments	927,950.00	111,942.00	397,972.00	372,576.00	87,524.00	82.52%

Program

Program Year	Total Program Award	Prior Year Expenditures - DW	Prior Year Expenditures - Adult	PY 2014 Beginning Balance	PY 2014 Expenditures - DW	PY 2014 Expenditures - Adult	Balance of Program (of total award)
PY 2014	650,517.00	0.00	0.00	650,517.00	168,012.00	325,103.00	75.80%
PY 2013	741,374.00	140,728.00	323,213.00	277,433.00	229,960.00	47,473.00	100.00%

Program Year	Earmarked for Adult Program Expenditures	Earmarked Expenditures	Earmark %	Balance of Earmark
PY 2014	325,103.00	325,103.00	50%	0.00
PY 2013	370,586.00	370,586.00	50%	0.00

Administration

Program Year	Total Admin Award	Prior Year Admin Expenditures	PY 2014 Beginning Balance	PY 2014 Admin Expenditures	Balance of Admin (of total award)	% Expended
PY 2014	72,279.00	0.00	72,279.00	47,861.00	24,418.00	66.22%
PY 2013	82,374.00	42,711.00	39,663.00	39,663.00	0.00	100.00%

Obligations							
PY14 FY15	PY14 FY15 Program Allocation	PY14 FY15 Program Obligation	PY14 FY15 Admin Allocation	PY14 FY15 Admin Obligation	PY14 FY15 Program Unobligated	PY14 FY15 Admin Unobligated	% Obligated
650,517.00	650,517.00	520,094.00	72,279.00	72,279.00	47,861.00	130,423.00	78.6%

Obligations							
PY13 FY14	PY13 FY14 Program Allocation	PY13 FY14 Program Obligation	PY13 FY14 Admin Allocation	PY13 FY14 Admin Obligation	PY13 FY14 Program Unobligated	PY13 FY14 Admin Unobligated	% Obligated
741,374.00	741,374.00	741,374.00	82,374.00	82,374.00	0.00	0.00	100.00%

Adult Reallotment - \$98,407			
Trident	\$1,239,653	12.32%	\$12,126
Greenville	\$840,134	8.35%	\$8,218
Upper Savannah	\$658,438	6.54%	\$6,441
Upstate	\$945,905	9.40%	\$9,253
Midlands	\$1,335,489	13.27%	\$13,063
Workink	\$814,228	8.09%	\$7,965
Lower Savannah	\$978,594	9.73%	\$9,572
Pee Dee	\$1,108,674	11.02%	\$10,845
Santee Lynches	\$609,085	6.05%	\$5,958
Lowcountry	\$494,747	4.92%	\$4,839
Waccamaw	\$1,035,394	10.29%	\$10,128
Local Area Totals	\$10,060,341	100.00%	\$98,407.00
DW Reallotment - \$116,270			
Upper Savannah	\$832,070	10.43%	\$12,132
Upstate	\$932,213	11.69%	\$13,592
Midlands	\$1,505,849	18.88%	\$21,955
Lower Savannah	\$1,346,915	16.89%	\$19,638
Pee Dee	\$1,219,675	15.29%	\$17,783
Santee Lynches	\$525,172	6.59%	\$7,657
Lowcountry	\$500,904	6.28%	\$7,303
Waccamaw	\$1,111,748	13.94%	\$16,209
Local Area Totals	\$7,974,546	100.00%	\$116,270.00
Youth Reallotment - \$26,751			
Trident	\$1,348,871	12.34%	\$3,302
Greenville	\$861,848	7.89%	\$2,110
Upper Savannah	\$645,337	5.91%	\$1,580
Upstate	\$978,891	8.96%	\$2,396
Midlands	\$1,472,087	13.47%	\$3,604
Workink	\$877,553	8.03%	\$2,148
Lower Savannah	\$956,665	8.75%	\$2,342
Pee Dee	\$1,106,552	10.13%	\$2,709
Catawba	\$1,044,411	9.56%	\$2,557
Santee Lynches	\$614,202	5.62%	\$1,504
Waccamaw	\$1,021,477	9.35%	\$2,501
Local Area Totals	\$10,927,894	100.00%	\$26,751.00

Operator Budget PY15

Line Item	Contract Amount	SEPTEMBER			Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
		1697-11002 Adult	1697-11002 DW	25.0%			
Staff Salary Total	\$52,662.48	8,692.76	672.42	\$12,438.34	\$40,224.14	23.6%	
Fringe Benefit Total	\$18,652.41	1,296.34	307.56	\$4,603.63	\$14,048.78	24.7%	
Staff Cost Total	\$71,315	4,989.10	979.98	\$17,041.97	\$54,272.92	23.9%	
Operating							
1.2 Staff Consumable Supplies	\$600.00	38.18	6.74	\$44.92	\$555.08	7.5%	
1.4 Copy, Print	\$301.08	0.00	0.00	\$66.29	\$234.79	22.0%	
1.5 Communications	\$1,395.68	44.93	7.92	\$52.85	\$1,342.83	3.8%	
1.6 Staff Travel	\$2,270.00	38.97	18.43	\$108.69	\$2,161.31	4.8%	
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%	
1.8 Staff Computer Leases	\$1,398.24	0.00	0.00	\$480.00	\$918.24	34.3%	
1.9 Postage	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%	
Operating Total (01)	\$6,205.00	122.08	33.09	\$752.75	\$5,452.25	12.1%	
Subtotal	\$6,205.00	8,111.18	1,018.07	\$752.75	\$5,452.25	12.1%	
General Overhead (Indirect)	\$8,775.25	578.59	114.68	\$2,014.36	\$6,760.89	23.0%	
Audit Cost	\$604.07	35.78	7.09	\$124.56	\$479.51	20.6%	
Profit/Fee Held for Performance	\$3,100.80	204.45	40.52	\$711.79	\$2,389.01	23.0%	
Contract Total	\$90,000	5,929.99	1,175.36	\$20,645.44	\$69,354.57	22.9%	

Adult Budget PY 15

Line Item	Contract Amount	JULY			AUGUST			SEPTEMBER			Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligations
		1600-11000	1600-11001	1600-11002	1600-11000	1600-11001	1600-11002	1600-11000	1600-11001	1600-11002				
Staff Salary Total	\$248,199.00	18,156.39	19,944.11	20,922.02	19,944.11	20,922.02	19,944.11	20,922.02	20,922.02	59,062.52	\$189,136.48	23.6%		
Fringe Benefit Total	\$ 97,465.55	8,463.42	8,240.74	8,309.04	8,240.74	8,309.04	8,240.74	8,309.04	8,309.04	\$25,013.14	\$72,452.41	25.7%		
Staff Cost Total	\$345,664.55	26,619.81	28,184.87	29,231.03	28,184.87	29,231.03	28,184.87	29,231.03	29,231.03	\$84,075.71	\$261,588.84	24.3%		
Operating														
1.2 Staff Consumable Supplies	\$3,473.85	29.47	78.09	211.03	78.09	211.03	78.09	211.03	211.03	\$318.59	\$3,155.26	9.2%		
1.3 Advertising, Outreach	\$934.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$934.74	0.0%		
1.4 Copy, Print	\$3,876.00	364.33	92.14	685.44	92.14	685.44	92.14	685.44	685.44	\$1,141.91	\$2,734.09	29.5%		
1.5 Communications	\$5,498.48	415.15	0.00	469.54	0.00	469.54	0.00	469.54	469.54	\$884.69	\$4,613.79	16.1%		
1.6 Staff Travel	\$17,737.80	1,047.62	707.56	1,084.07	707.56	1,084.07	707.56	1,084.07	1,084.07	\$2,839.25	\$14,898.55	16.0%		
1.7 Staff Conferences, Training	\$3,060.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$3,060.00	0.0%		
1.8 Staff Computer Leases	\$11,618.21	5,008.00	2,349.97	0.00	2,349.97	0.00	0.00	0.00	0.00	\$7,357.97	\$4,260.24	63.3%		
1.9 Postage	\$2,040.00	0.00	164.19	18.84	164.19	18.84	164.19	18.84	18.84	\$183.03	\$1,856.97	9.0%		
Operating Total (01)	\$48,239.08	6,864.57	3,391.95	2,468.92	3,391.95	2,468.92	3,391.95	2,468.92	2,468.92	\$12,725.44	\$35,513.64	26.4%		
Direct Training														
2.1 Participant Supplies	\$ -	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$30.00	-\$30.00	#DIV/0!		
Tuition - Includes WK assessment	\$ -	254.00	261.00	503.25	261.00	503.25	261.00	503.25	503.25	\$1,018.25	-\$1,018.25	#DIV/0!	884.74	
2.2 Instructional Related Costs (Books)	\$ 13,557.50	120.00	524.50	332.50	524.50	332.50	524.50	332.50	332.50	\$977.00	\$12,580.50	7.2%		
2.3 Credential Exam Fees (CAM/GED/WK)	\$195,415.00	28,468.00	6,703.62	19,156.29	6,703.62	19,156.29	6,703.62	19,156.29	19,156.29	\$54,327.91	141,087.09	27.8%	29931.16	
2.6 Tuition (College/Occupational Training)	\$208,972.50	28,872.00	7,489.12	19,992.04	7,489.12	19,992.04	7,489.12	19,992.04	19,992.04	\$56,353.16	\$152,619.34	27.0%	31652.90	
Direct Training Total (02)	\$208,972.50	28,872.00	7,489.12	19,992.04	7,489.12	19,992.04	7,489.12	19,992.04	19,992.04	\$56,353.16	\$152,619.34	27.0%		
Support Services														
3.4 Training Support Materials	\$4,250.00	1,110.77	316.30	2,524.79	316.30	2,524.79	316.30	2,524.79	2,524.79	\$3,951.86	\$298.14	93.0%		
Support Service Total (03)	\$4,250.00	1,110.77	316.30	2,524.79	316.30	2,524.79	316.30	2,524.79	2,524.79	\$3,951.86	\$298.14	93.0%		
Sub-total	\$261,461.58	63,507.15	316.30	54,216.78	316.30	54,216.78	316.30	54,216.78	54,216.78	\$73,030.46	\$188,431.12	27.9%		
General Overhead (Indirect)	\$68,724.00	7,189.01	4,458.07	6,137.34	4,458.07	6,137.34	4,458.07	6,137.34	6,137.34	\$17,784.42	\$50,939.98	25.9%		
Audit Cost	\$4,730.81	444.55	275.68	379.52	275.68	379.52	275.68	379.52	379.52	\$1,099.74	\$3,631.07	23.2%		
Profit/Fee Held for Performance	\$24,284.24	2,540.29	1,575.29	2,168.67	1,575.29	2,168.67	1,575.29	2,168.67	2,168.67	\$6,284.25	\$17,999.99	25.9%		
Contract Total	\$704,845.58	73,681.00	45,691.27	62,902.31	45,691.27	62,902.31	45,691.27	62,902.31	62,902.31	\$182,274.58	\$522,571.00	25.9%	31652.90	

DW Budget PY 15

Line Item	Contract Amount	JULY			AUGUST			SEPTEMBER			Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligations
		1601-11000	1601-11001	1601-11002	1601-11000	1601-11001	1601-11002	1601-11000	1601-11001	1601-11002				
Staff Salary Total	\$43,800.00	3,925.32	9,599.60	3,808.08	\$11,243.00	\$32,557.00	25.7%							
Fringe Benefit Total	\$ 17,196.27	1,870.32	1,453.34	1,521.10	\$4,844.75	\$12,351.52	28.2%							
Staff Cost Total	\$60,996.27	5,795.64	4,962.93	5,329.18	\$16,087.75	\$44,908.52	26.4%							
Operating														
1.2 Staff Consumable Supplies	\$613.03	5.20	11.01	37.25	\$53.46	\$559.57	8.7%							
1.3 Advertising, Outreach	\$164.95	0.00	0.00	0.00	\$0.00	\$164.95	0.0%							
1.4 Copy, Print	\$684.00	64.30	16.26	120.96	\$201.52	\$482.48	29.5%							
1.5 Communications	\$970.32	71.30	0.00	81.28	\$152.58	\$817.74	15.7%							
1.6 Staff Travel	\$3,130.20	148.83	155.97	183.09	\$487.89	\$2,642.31	15.6%							
1.7 Staff Conferences, Training	\$540.00	0.00	0.00	0.00	\$0.00	\$540.00	0.0%							
1.8 Staff Computer Leases	\$2,050.27	407.00	378.98	0.00	\$785.98	\$1,264.29	38.3%							
1.9 Postage	\$360.00	0.00	28.99	14.99	\$43.98	\$316.02	12.2%							
Operating Total (01)	\$8,512,577	696.63	591.21	437.57	\$1,725.41	\$6,787.36	20.3%							
Direct Training														
Tuition - Includes WK assessment	\$ -	0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!							
2.2 Instructional Related Costs (Books)	\$ 2,392.50	0.00	0.00	23.50	\$23.50	\$2,369.00	1.0%							
2.3 Credential Exam Fees (CAN/GED/WK)	\$34,485.00	7,168.00	0.00	7,345.00	\$14,513.00	19,972.00	42.1%						4643.9	
2.6 Tuition (College/Occupational Training)	\$36,877.50	7,168.00	0.00	7,368.50	\$14,536.50	\$22,341.00	39.4%						4699.90	
Direct Training Total (02)	\$73,755.00	7,168.00	0.00	7,391.50	\$29,073.50	\$42,341.00	57.1%							
Support Services														
3.4 Training Support Materials	\$750.00	0.00	17.00	0.00	\$17.00	\$733.00	2.3%							
Support Service Total (03)	\$750.00	0.00	17.00	0.00	\$17.00	\$733.00	2.3%							
Subtotal	\$46,140.27	49,680.27	5,571.14	49,185.29	\$16,278.91	\$29,861.96	95.9%							
General Overhead (Indirect)	\$12,127.84	1,546.34	630.65	1,486.91	\$3,663.91	\$8,463.93	30.2%							
Audit Cost	\$834.85	95.62	39.00	91.95	\$226.57	\$608.28	27.1%							
Profit/Fee Held for Performance	\$4,285.45	546.41	222.85	525.41	\$1,294.67	\$2,990.78	30.2%							
Contract Total	\$124,384.68	15,848.65	6,463.64	15,239.52	\$37,551.80	\$86,832.88	30.2%						4699.90	

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY15 budget to facilitate a change in staff. Excess funds in Staff Costs will be shifted to Operating Costs and Training Costs.

There is an overall addition of \$7965 to the budget through the Adult Funding Recapture from SCDEW. Staff Costs will be decreased by \$1718, Operating Costs will be increased by \$327, and Training Costs will be increased by \$1390 with the split while \$6860 will be to the Adult program.

Budget Modification Summary & Narrative

Contractor: Henkels & McCoy, Inc.
Contract #'s: 15A295H1 & 15D295H1
Program: SC Works Case Management Services
Submission Date: 11/4/2015
Region Manager: Amanda Wagner
Program Manager (s): Steve Riddle, Renee Alexander, & Matt Fields

**1600 – Worklink (Adult/DW Services)
 Contract Budget Modification #1**



CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

A decrease in \$178 in Staff Cost.

Staff Positions	PY14 Staff	PY15 Original Budget	PY15 Budget Mod #1 Adult-DW	Amount of Increase or Decrease
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Sub-Total of Staff Costs	Rate			
\$ 291,998.72		\$ 290,914.64		\$ (1,084.08)
Fringe Benefits				
Health Insurance	25.13%	\$ 73,382.40	25.06%	\$ 72,802.20
FICA	7.65%	\$ 22,337.90	7.65%	\$ 22,254.97
State UEC-BUI	3.02%	\$ 8,816.36	3.02%	\$ 8,785.82
FUT	0.12%	\$ 350.40	0.12%	\$ 349.10
SC WC	0.32%	\$ 934.40	0.32%	\$ 930.93
Public General Liability	3.02%	\$ 8,816.36	3.02%	\$ 8,785.82
Sub-Total Fringe:	38.28%	\$ 114,641.82		\$ 114,008.44
TOTAL		\$ 406,640.54		\$ 404,923.08
				\$ (1,717.46)

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

\$327 moved to Operating Expenses.

Amt of Increase or Decrease	PY15 Budget Mod #1 Adult-DW	PY15 Original Budget		
				Operating Costs
\$ -	\$ -	\$ -		1 1 Facility, Utilities, Maintenance
\$ (0.00)	\$ 4,086.89	\$ 4,086.89		1 2 Staff Consumable Supplies
\$ 0.00	\$ 1,099.69	\$ 1,099.69		1 3 Advertising, Outreach
\$ -	\$ 4,560.00	\$ 4,560.00		1 4 Copy, Print
\$ 371.00	\$ 6,839.80	\$ 6,468.80		1 5 Communications
\$ 3.51	\$ 20,871.51	\$ 20,868.00		1 6 Staff Travel
\$ -	\$ 3,600.00	\$ 3,600.00		1 7 Staff Conferences, Training
\$ (47.04)	\$ 13,621.44	\$ 13,668.48		1 8 Staff Equipment / Computer Leases / Software
\$ -	\$ 2,400.00	\$ 2,400.00		1 9 Postage
\$ 327.47	\$ 57,079.33	\$ 56,751.86		Sub-Total Operating

Training Costs Narrative

Increase Tuition by \$1,390 with the split, 6860 added directly to the Adult program

				Training
\$ -	\$ 15,950.00	\$ 15,950.00		2 3 Credential Exams & Assessments
\$ -	\$ -	\$ -		2 5 Tuition (Adult Education)
\$ 8,250.18	\$ 238,150.18	\$ 228,900.00		2 8 Tuition (College or Vocational)
\$ -	\$ -	\$ -		2 8 On-the-Job Training
\$ 8,250.19	\$ 284,100.19	\$ 248,850.00		Sub-Total Training

Supportive Services Narrative

No Change.

				Supportive Services
\$ -	\$ -	\$ -		3 11 Transportation
\$ -	\$ -	\$ -		3 12 Childcare
\$ -	\$ -	\$ -		3 13 Emergency Assistance
\$ -	\$ 5,000.00	\$ 5,000.00		3 14 Training Support Materials
\$ -	\$ 8,000.00	\$ 8,000.00		Sub-Total of Supportive Services

CONTRACT BUDGET MODIFICATION

Training Fees (Profit), Indirect, & Audit Fees

An increase of \$274.40 to Profit, \$776.57 to Indirect Cost, and \$53.46 to Audit Fee as a result the additional \$7965 in Adult Funding.

Sub-Total of Contract Costs	\$	714,242.40	\$	721,102.69	\$	6,860.19
Indirect Cost & Fees						
Training Fee (Profit)	4.00%	\$ 28,569.70	4.00%	\$ 28,844.10	\$	274.40
Indirect Cost	11.32%	\$ 80,852.24	11.32%	\$ 81,628.81	\$	776.57
Audit Fee	0.70%	\$ 5,565.66	0.70%	\$ 5,619.12	\$	53.46
Sub-Total of Indirect & Fees		\$ 114,987.60		\$ 116,092.04	\$	1,104.44
		\$ 829,230.00		\$ 837,196	\$	7,966

APPROVAL(S)

Prepared By

Amanda Wagner

Amanda Wagner, Region Manager

ATTACHMENT 1 - ADULT vs. DISLOCATED WORKER PERCENTAGES

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET
 Service Provider: Henkens & McCoy, Inc. Contract # Mod #
 Project/Activity: SC Works Adult-Only Services Fund Source: WDA Adult & DLYV Formula Funds

Categories & Line Items	Total Cost	ADULT	DLYV	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$	\$	\$	
1.2 Staff Expendable Supplies & Materials	4,087	3,474	613	4,087
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	1,100	925	165	1,100
1.4 Copy & Print Expenses	4,560	3,676	664	4,560
1.5 Communications (Phone, Fax, Internet, etc.)	6,840	5,514	1,026	6,840
1.6 Staff Travel				
Local Mileage cost	16,072	13,661	2,411	16,072
Non-Local Mileage cost	1,800	1,530	270	1,800
Non-Local Per Diem/Lodging Cost	3,000	2,550	450	3,000
1.7 Staff Training / Technical Services Costs (Cont. Training, etc.)	3,600	3,050	540	3,600
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	7,141	6,070	1,071	7,141
Non-Expendable Equipment Purchases (Computer Leases)				
Wide Area Network (WAN) Equipment and Computer Software	6,400	5,508	972	6,400
1.9 Postage (Stamps, FedEx, etc.)	2,400	2,040	360	2,400
TOTAL OPERATING COSTS	\$ 57,079	\$ 48,517	\$ 8,562	\$ 57,079
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$	\$	\$	
2.2 WI Customer Book Costs				
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	15,950	13,558	2,393	15,950
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)				
2.6 Other Individualized Training Cost (CTC Pre-Employment Workshop)				
2.6 Individual Training Account/Voucher Cost	238,150	203,457	34,694	238,150
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages				
TOTAL TRAINING COSTS	\$ 254,100	\$ 217,014	\$ 37,086	\$ 254,100
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$	\$	\$	
3.11 WI Customer Transportation Costs				
3.12 WI Customer Childcare Costs				
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	5,000	4,250	750	5,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)				
3.6 Laptop Incentive (Youth Only)				
TOTAL SUPPORTIVE SERVICES COSTS	\$ 5,000	\$ 4,250	\$ 750	\$ 5,000
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	28,844	24,559	4,285	28,844
4.2 Audit Fee	5,566	4,784	835	5,566
TOTAL FEES/PROFIT COSTS	\$ 34,410	\$ 29,343	\$ 5,120	\$ 34,410

ATTACHMENT 2 - BUDGET FORMS

**WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY**

Service Provider Henkels & McCoy, Inc

Contract #

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification #

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 344,185	\$ 80,738		\$ 404,923	\$ 404,923
OPERATING COSTS	\$ 48,517	\$ 8,562		\$ 57,079	\$ 57,079
TRAINING COSTS	\$ 217,014	\$ 37,086		\$ 254,100	\$ 254,100
SUPPORTIVE SERVICE COSTS	\$ 4,250	\$ 750		\$ 5,000	\$ 5,000
Training Fees/Professional Fees/Profit	\$ 29,343	\$ 5,120		\$ 34,463	\$ 34,463
Indirect Costs	\$ 69,384	\$ 12,244		\$ 81,629	\$ 81,629
Total Budget Costs	\$ 712,694	\$ 124,601	\$ -	\$ 837,196	\$ 837,196
Percentage of Budget	86%	16%		100%	
Cost Limitations			2% Maximum	At least 88%	100%

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 Worklink Workforce Investment Area
 COST AND PRICE ANALYSIS WORKSHEET

Service Provider: Henkels & McCoy, Inc
 Contract # _____
 Project/Activity: SC Works Adult-DW Services
 Funding Source: WIOA Adult & DLW Formula Funds
 Mod # _____

STAFF & INDIRECT COST - BUDGET SUMMARY

NON-ADMINISTRATION	ADMINISTRATION	DLW	ADULT		TOTAL		TOTAL AMOUNT	% of	No of	Months	Per Month	Salary	Position Title
			Amount	%	Amount	%							

STAFF SALARIES	FRINGE BENEFITS	Health Insurance	FICA	State UEC-SUI	FUT	SC WC	Public-General Liability	TOTAL FRINGE BENEFITS	INDIRECT COST	RATE	TOTAL COST
\$ 290,914.64	\$ 43,637.20							\$ 48,561.89	\$ 11.32%	\$ 721,902.59	\$ 486,561.89
X 25.06%	X 7.65%	X 3.02%	X 0.12%	X 0.32%	X 3.02%			\$ 114,008.44	\$ 81,878.11		\$ 486,561.89
								\$ 56,907.17	\$ 7,467.78		\$ 413,568.10
								\$ 17,981.27	\$ 12,244.32		\$ 22,882.78
								\$ 1,317.84	\$ 1,317.84		\$ 1,317.84
								\$ 52.38	\$ 139.64		\$ 139.64
								\$ 296.73	\$ 791.29		\$ 791.29
								\$ 1,317.84	\$ 7,467.78		\$ 7,467.78
								\$ 3,338.25	\$ 18,916.72		\$ 18,916.72
								\$ 10,935.33	\$ 61,866.87		\$ 61,866.87
								\$ 22,254.97	\$ 22,254.97		\$ 22,254.97
								\$ 8,785.82	\$ 8,785.82		\$ 8,785.82
								\$ 349.10	\$ 349.10		\$ 349.10
								\$ 930.93	\$ 930.93		\$ 930.93
								\$ 8,785.82	\$ 8,785.82		\$ 8,785.82
								\$ 114,008.44	\$ 114,008.44		\$ 114,008.44
								\$ 81,878.11	\$ 81,878.11		\$ 81,878.11
								\$ 486,561.89	\$ 486,561.89		\$ 486,561.89

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
 CLIENT FLOW PROJECTIONS

Service Provider

Henkels & McCoy, Inc.

Contract #

Project Activity

SC Works Adult-DW Services

Fund Source WIOA Adult & DLW Formula Funds

Mod#

1

Period	Carryover	New	Cumulative	Exited	Active
July-15	219	29	248	14	234
August-15		27	275	14	261
September-15		19	294	14	280
October-15		15	309	12	297
November-15		15	324	18	306
December-15		12	336	14	322
January-16		10	346	16	330
February-16		10	356	16	340
March-16		11	367	14	353
April-16		10	377	16	361
May-16		10	387	16	371
June-16		10	397	18	379
PY14 Carryovers	219	178			
New PY15 WIA Enrollments	178				
Active Follow-up	297				
Total Served	694				
Estimated PY15 Carryovers	379				

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

Staff Costs Narrative
<p>Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our FY15 budget to facilitate a change in staff. Operations cost will be lowered by \$392 as a result of the staffing change and moved to Staff Costs.</p> <p>There is no overall change to the current contract budget amount, but Operating Costs, specifically the excess in Communications of \$392 will be moved to Staff Costs.</p>
Budget Summary

Budget Modification Summary & Narrative

Contractor: Henkels & McCoy, Inc.
Contract #'s: 15A995H1 & 15D995H1
Program: SC Works Operator
Submission Date: 10/19/2015
Region Manager: Amanda Wagner
Program Manager (s): Steve Riddle, Renee Alexander, & Matt Fields

1697 – WorkLink (Operator)
Contract Budget Modification #1



\$392 change in Staff Cost.

Staff Positions	Staff	PY15 Original Budget	PY15 Budget Mod #1	Amt of Increase or Decrease
1 Regional Manager	Kal Kunkel	\$ 5,041.92	\$ 2,520.86	\$ (2,520.86)
1 Regional Manager	Amanda Wagner	\$ -	\$ 1,812.72	\$ 1,812.72
2 Fiscal Account Rep	Marah Youm	\$ 1,860.56	\$ 1,872.00	\$ 11.44
3 Program Manager (05)	Renee Alexander	\$ 45,760.00	\$ 46,800.00	\$ 1,040.00
Sub-Total of Staff Costs		\$ 62,662.48	\$ 63,005.68	\$ 343.20
Fringe Benefits	Rate			
Health Insurance		\$ 11,211.20	\$ 11,211.20	\$ -
FICA		\$ 4,028.68	\$ 4,054.93	\$ 26.25
State UEC sur		\$ 1,580.41	\$ 1,600.77	\$ 20.36
FUT		\$ 63.19	\$ 63.61	\$ 0.42
SC WC		\$ 168.52	\$ 169.62	\$ 1.10
Public-General Liability		\$ 1,580.41	\$ 1,600.77	\$ 20.36
Sub-Total Fringe:		\$ 18,662.41	\$ 18,700.90	\$ 38.49
TOTAL		\$ 71,314.89	\$ 71,706.58	\$ 391.69

Operating Costs Narrative

\$392 excess moved out of Operating Expenses.

Operating Costs		PY15 Original Budget	PY15 Budget Mod #1	Amt of Increase or Decrease
1.1 Facility, Utilities, Maintenance		\$ -	\$ -	\$ -
1.2 Staff Consumable Supplies		\$ 600.00	\$ 600.00	\$ -
1.3 Advertising, Outreach		\$ -	\$ -	\$ -
1.4 Copy, Print		\$ 301.08	\$ 301.08	\$ -
1.5 Communications		\$ 1,395.68	\$ 1,004.40	\$ (391.28)
1.6 Staff Travel		\$ 2,270.00	\$ 2,269.59	\$ (0.41)
1.7 Staff Conferences, Training		\$ 120.00	\$ 120.00	\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 1,398.24	\$ 1,398.24	\$ -
1.9 Postage		\$ 120.00	\$ 120.00	\$ -
Sub-Total Operating		\$ 6,205.00	\$ 5,813.31	\$ (391.69)

APPROVAL(S)

Prepared By

Amanda Wagner

Amanda Wagner, Region Manager

Training Fees (Profit), Indirect, & Audit Fees					
No change to Training Fee (Profit).					
Indirect Cost & Fees					
Training Fee (Profit)	4.00%	\$ 3,100.80	4.00%	\$ 3,100.80	\$ (0.00)
Indirect Cost	11.32%	\$ 8,775.25	11.32%	\$ 8,775.25	\$ 0.00
Audit Fee	0.70%	\$ 604.06	0.70%	\$ 604.07	\$ 0.01
Sub-Total of Indirect & Fees		\$ 12,480.11		\$ 12,480.11	\$ 0.00
		\$ 90,000.00		\$ 90,000.00	\$ 0.00

ATTACHMENT 1 - ADULT vs. DISLOCATED WORKER PERCENTAGES

CONTRACT BUDGET MODIFICATION

Service Provider: Hentke & McCoy, Inc. Contract # 15A995H1 & 15D995H1 Mod # 1
 Project/Activity: SC Works Operator Fund Source: WDA Adult & DLV Formula Funds

Categories & Line Items	Total Cost	ADULT	DLV	Non-Administration
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1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.1 Staff Expensible Supplies & Materials	\$ 600	\$ 510	\$ 80	\$ 600
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 301	\$ 256	\$ 45	\$ 301
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 1,004	\$ 854	\$ 151	\$ 1,004
1.6 Staff Travel	\$ -	\$ -	\$ -	\$ -
Local Mileage cost	\$ 1,670	\$ 1,419	\$ 250	\$ 1,670
Non-Local Mileage cost	\$ 360	\$ 308	\$ 54	\$ 360
Non-Local Per Diem/ Lodging Cost	\$ 240	\$ 204	\$ 36	\$ 240
1.7 Staff Training / Technical Services Costs (Cont. Training, etc.)	\$ 120	\$ 102	\$ 18	\$ 120
1.8 Non-Expensible Equipment Purchases (Computers, software, etc.)	\$ 1,098	\$ 824	\$ 165	\$ 1,098
Non-Expensible Equipment Purchases (Computer Leases)	\$ 300	\$ 255	\$ 45	\$ 300
Wide Area Network (WAN) Equipment and Computer Software	\$ 120	\$ 102	\$ 18	\$ 120
1.9 Postage (Stamps, FedEx, etc.)	\$ 5,813	\$ 4,941	\$ 872	\$ 5,813
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, workkeys, etc.)	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs	\$ -	\$ -	\$ -	\$ -
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (CTC Pre-Employment Works)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -
2.8 WI Customer On-the-Job Training Costs	\$ -	\$ -	\$ -	\$ -
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks)	\$ -	\$ -	\$ -	\$ -
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ -	\$ -	\$ -	\$ -
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 3,101	\$ 2,638	\$ 465	\$ 3,101
4.2 Audit Fee	\$ 804	\$ 513	\$ 91	\$ 804
TOTAL FEES / PROFIT COSTS	\$ 3,705	\$ 3,149	\$ 556	\$ 3,705

ATTACHMENT 2 - BUDGET FORMS

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

Service Provider: Henkels & McCoy, Inc. Contract # 15A995H1 & 15D995H1

Project/Activity: SC Works Operator Funding Source: WCOA Adlt & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 60,951	\$ 10,756		\$ 71,707	\$ 71,707
OPERATING COSTS	\$ 4,941	\$ 872		\$ 5,813	\$ 5,813
TRAINING COSTS	\$ -	\$ -		\$ -	\$ -
SUPPORTIVE SERVICE COSTS	\$ -	\$ -		\$ -	\$ -
Training Fees/Professional Fees/Profit	\$ 3,149	\$ 558		\$ 3,705	\$ 3,705
Indirect Costs	\$ 7,459	\$ 1,318		\$ 8,775	\$ 8,775
Total Budget Costs	\$ 76,500	\$ 13,500	\$ -	\$ 90,000	\$ 90,000
Percentage of Budget	86%	16%		100%	100%
Cost Limitations		2% Maximum	At least 98%		100%

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

COST AND PRICE ANALYSIS WORKSHEET

Contract # 15A995H1 & 15D995H1

Service Provider Henkels & McCoy, Inc

Project/Activity SC Works Operator

Funding Source WMA Adult & DLW Formula Funds

Mod # 1

STAFF & INDIRECT COST - BUDGET SUMMARY

Position Title	Star Salaries	Salary	No of Months	% of	TOTAL		ADULT		DLW		ADMINISTRATION	NON-ADMINISTRATION
					Amount	%	Amount	%	Amount	%		
1 Regional Manager	\$ 8,403	6	5%	\$ 2,520.96	85.00%	\$ 2,142.82	15.00%	\$ 378.14	100%			
1 Regional Manager	\$ 6,042	6	5%	\$ 1,812.72	85.00%	\$ 1,540.81	15.00%	\$ 271.91	100%			
2 Fiscal Account Rep	\$ 3,120	12	5%	\$ 1,872.00	85.00%	\$ 1,591.20	15.00%	\$ 280.80	100%			
3 Program Manager (OS)	\$ 3,900	12	100%	\$ 46,800.00	85.00%	\$ 39,780.00	15.00%	\$ 7,020.00	100%			
TOTAL SALARIES												
FRINGE BENEFITS:												
Health Insurance	X	21.15%	\$	11,211.20	85.00%	\$ 9,529.52	15.00%	\$ 1,681.68	100%			
FICA	X	7.65%	\$	4,054.93	85.00%	\$ 3,448.69	15.00%	\$ 606.24	100%			
State UEC-SUI	X	3.02%	\$	1,800.77	85.00%	\$ 1,360.66	15.00%	\$ 240.12	100%			
FUTA	X	0.12%	\$	63.61	85.00%	\$ 54.07	15.00%	\$ 9.54	100%			
9C WC	X	0.32%	\$	169.62	85.00%	\$ 144.18	15.00%	\$ 25.44	100%			
Public General Liability	X	3.02%	\$	1,600.77	85.00%	\$ 1,360.66	15.00%	\$ 240.12	100%			
TOTAL FRINGE BENEFITS			\$	18,700.90		\$ 15,895.77		\$ 2,805.14				
INDIRECT COST RATE	X	11.32%	\$	77,519.89		\$ 4,776.25	85.00%	\$ 7,458.98	15.00%	\$ 1,316.29		
TOTAL COST			\$	80,481.83		\$ 68,409.56	15.00%	\$ 12,072.28	100%			

Worklink Program Year 2014 Financial Status									
JA-24960-13-60-A-45 : Make It In America Grant (MIIA Grant)									
Per Mod #1 Approved Oct 2014									
Program	Revenue	Program Expenditures	Total Obligated	Total % Obligated	Actual Expenditures	Actual % Expenditures	Balance		
	\$ 1,299,610								
Salaries, Fringe (WIB)	\$ 60,100	\$ 60,100	30,716	51%	30,716	51.11%	\$ 29,384		
Indirect (WIB)	21,170		10,752	51%	10,752	50.79%	10,418		
Travel (WIB)	4,886		-	0%	-	0.00%	4,886		
Tri-County Technical College	434,481	434,481	434,481	100%	289,996	66.75%	144,485		
Greenville Technical College	434,481	434,481	434,481	100%	366,146	84.27%	68,335		
Northeastern Technical College	344,492	344,492	344,492	100%	156,835	45.53%	187,657		
Total In-House	\$ 1,299,610	\$ 1,254,922	\$ 1,254,922	97%	\$ 854,445	65.75%	\$ 445,165		
Grant Period: 10/1/13-9/30/16									
Program Expenditures		Total Obligated	Total % Obligated	Actual Expenditures	Actual % Expenditures	Balance			
13M295T1 - TCTC	\$ 11,000	6,286	57%	6,286	57.15%	\$ 4,714			
Marketing	\$ 11,000								
Recruitment & Assessment	11,000	-	0%	-	0.00%	11,000			
Training	370,481	283,710	77%	283,710	76.58%	86,771			
Job Placement	42,000	-	0%	-	0.00%	42,000			
Total In-House	\$ 434,481	\$ 289,996	67%	\$ 289,996	66.75%	\$ 144,485			
Program Expenditures		Total Obligated	Total % Obligated	Actual Expenditures	Actual % Expenditures	Balance			
13M295G1 - GTC	\$ 22,350	9,761	44%	9,761	43.67%	\$ 12,589			
Marketing	\$ 22,350								
Recruitment & Assessment	15,000	-	0%	-	0.00%	15,000			
Training	371,131	356,385	96%	356,385	96.03%	14,746			
Job Placement	26,000	-	0%	-	0.00%	26,000			
Total In-House	\$ 434,481	\$ 366,146	84%	\$ 366,146	84.27%	\$ 68,335			
Program Expenditures		Total Obligated	Total % Obligated	Actual Expenditures	Actual % Expenditures	Balance			
13M295N1 - NETC	\$ 6,000	90	2%	90	1.50%	\$ 5,910			
Marketing	\$ 6,000								
Recruitment & Assessment	12,000	-	0%	-	0.00%	12,000			
Training	283,102	153,404	54%	153,404	54.19%	129,698			
Job Placement	43,390	3,341	8%	3,341	7.70%	40,049			
Total In-House	\$ 344,492	\$ 156,835	46%	\$ 156,835	45.53%	\$ 187,657			

