



WORKFORCE INVESTMENT BOARD
Board Meeting, June 6, 2011 – 1:00 P.M.
Madren Center, Clemson University

AGENDA

- I. Call to Order/Opening Remarks** Stephanie Collins, Board Chair
- II. Approval of Minutes (3/9/11)** Stephanie Collins
- III. Committee Reports**
 - A. Marketing Committee Brandi Runion, Staff
 - i. Job Fair Results
 - ii. Website Update
 - iii. OneStop Rebranding
 - B. Workforce Skills & Education Committee Dr. Mary Gaston, Interim Chair
 - i. Corrective Action Plan Recommendation
 - ii. Incentive/Training Recommendation*
 - C. Business Partnerships Committee Lawrence Nichols, Chair
 - i. WorkKeys PY11
 - ii. Incumbent Worker Training
 - iii. On-the-Job Training Proposal
 - D. Youth Council Kristi King-Brock, Chair
 - i. Parent of Youth Membership Application*
 - ii. Youth Performance, Third Quarter
 - iii. PYC Request for Modification
 - iv. PYC Budget Negotiations
 - v. 2-1-1 Outreach Project Summary
 - E. Finance Committee David Collins, Chair
 - i. Draft Allocations
 - ii. SCDEW ARRA WorkKeys Budget Modification Request*
 - iii. ResCare PY'10 & PY'11
 - a. ResCare PY'10 Summary
 - b. ResCare – De-obligation of ARRA DW Funds*
 - c. ResCare PY'11 Budget*
 - iv. PYC PY'10 & PY'11
 - a. PYC PY'10 Summary
 - b. PYC PY'11 Budget*
 - v. WorkLink PY'10 & PY'11
 - a. PY'10 Summary
 - b. Budget Request – ARRA State Reserve for VOIP*
 - c. PY'11 Budget
 - 1. 20% Transfer of Program DW funds to Program Adult*
 - 2. Overall Budget*
- IV. Strategic Plan Update** Stephanie Collins
- V. LWIB Standards & OneStop Certification** Jennifer Kelly
- VI. Steering Committee Update** Stephanie Collins
- VII. Other Business**
- VIII. Adjournment**

NEXT BOARD MEETING -- JUNE 6, 2011 -- 1:00pm
MADREN CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE BOARD MEETING AT 12:00 P.M.



Connecting Companies & Employees

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

March 9, 2011 - Minutes

Conference Room – Madren Center – Clemson University

Members Present:

Jim Alexander
Stan Brooks
Danny Brothers
David Collins
Stephanie Collins

Danny Fahey
Mary Gaston
Teri Gilstrap
Russ Karpick
Kristi King-Brock

Joseph McElveen, III
Lawrence Nichols
Bob Oppermann
Shae Rozakos

Members Absent:

Ronnie Booth
Ray Farley
Hugh Foster

Jose Garcia
Billy Gibson
Butch Harris

Melvin Martin
Ed Parris
Steve West

Partners/Guests Present:

Trent Acker
Bill Burdet
Jennifer Campbell
Karen Craven
Shari Gibson
Debra Giordano
Dana Grant

Amanda Hamby
Karen Hamrick
Emily Hawkins
Joanne Johnson
Elsie Kelly
Kal Kunkel
Abby Linden

Ron Mattox
Christina McCurry-Cobb
Lisa McWherter
Rick Murphy
Renee Murdock
Nancy Thompson

Staff Present:

Sharon Crite
Windy Graham
Mary Harris

Amy Jessee
Jennifer Kelly
Jimmy Pennell

Crayton Pruitt
Brandi Runion

I. Call to Order

Chair Stephanie Collins called the meeting to order and announced the meeting was being recorded for processing of minutes. A quorum was present to conduct the business of the Board. Introductions were made around the room.

II. Approval of Minutes

The minutes from the January 12th, 2011 meeting were e-mailed with the meeting notice, included in the meeting packet, and posted on the website for review. Chair Collins called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Russ Karpick made a motion to approve the minutes as submitted, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

III. Presentation of Awards

Amy Jessee presented Small Business of the Year Award to Tri-Tech USA.

Amy Jessee presented Stephanie Collins with the Volunteer of the Year Award.

Chair Collins recognized Amy Jessee for her role in stepping up to fill the Interim Director position for WorkLink with the departing of Nita Colman.

IV. Update on Operational Structure

Chair Collins stated that the Executive Committee had voted to keep all three of the OneStops and the WorkLink office in the current locations. She stated that the OneStops in Anderson, Liberty, and Seneca would be renting the buildings that they are currently housed in from SCDEW for an annual rate of 2% of the initial cost of the facility. She stated that the WorkLink office would remain in Clemson University's Center for Applied Technology (CAT Building) and would add a third storage unit at Tiger Paw Storage in Pendleton, SC, to use for file storage.

Chair Collins stated that the Executive Committee would like for members of the Board to keep on the lookout for buildings that might be options for relocating OneStops or the WorkLink office in the future.

Chair Collins explained that the Executive Committee had also voted to approve budgeting \$30,000 for an unarmed security guard at the Anderson OneStop and had charged the WorkLink staff with completing the procurement for Operations/Maintenance and IT services. She stated that the Board would need to ratify the decisions of staying in the current locations as well as the procuring of a security guard.

Chair Collins stated that the first item would be the vote on locations of the three OneStops and the WorkLink office.

BOARD ACTION TAKEN: Executive Committee made a motion to approve staying in the current locations for the Anderson, Liberty, and Seneca OneStops; and to remain in the current location for the WorkLink office with the addition of a third storage unit. The motion carried with a unanimous voice vote.

Chair Collins stated that the next vote would be on the budgeting of \$30,000 for an unarmed security guard at the Anderson OneStop.

Russ Karpick asked why the decision had been made to just include the Anderson OneStop for a security guard. Chair Collins stated that in the Executive Committee meeting that Arbor staff had stated the need for security in Anderson was greater than that of the other two locations. She stated that the reasoning included the higher traffic seen at the Anderson location, the physical location itself being in a higher risk area than the other two locations, and the higher number of incidents that would benefit from the placement of a security guard at the Anderson location.

Teri Gilstrap asked if SCDEW would be sharing in the cost of the security guard at the Anderson location.

BOARD ACTION TAKEN: Executive Committee made a motion to approve the budgeting of \$30,000 for an unarmed security guard at the Anderson OneStop. The motion carried with a voice vote of 12 in approval and 2 in opposition.

V. Committee Reports

A.) Marketing – Shae Rozakos, Chair

i. Job Fairs

Shae Rozakos referred the Board to page 14 of the packet provided. She announced that the job fair would take place on Tuesday, March 22, 2011 at the Anderson Recreation Center.

Shae Rozakos stated that the Job Fairs that were held in Honea Path at Watkins Center on February 10th and a Veterans' Job Fair was held on February 11th were great successes.

Shae Rozakos stated that nearly 300 people attended the February 10th Job Fair at the Watkins Community Center, including 215 job seekers, 25 employers, service agencies, and volunteers.

ii. Soft Skills Certificate & Board Commitment

Shae Rozakos referred the Board to page 15 of the packet provided. She stated that the proprietary certificate of completion shown is the one that the Marketing Committee had created and approved for participants to be awarded with to show completion of VantEDGE Employment Curriculum. She stated that it was to be voted on by the Board.

Kristi King-Brock asked if the certification is recognized by the state. Amy Jessee stated that it was not.

Teri Gilstrap asked if they were going to be able to use the VantEDGE Employment Curriculum for just Youth or if it was going to be used for both Youth and Adults. Amy Jessee clarified that it is more so a certificate for presenting to employers.

Teri Gilstrap cautioned the Board about not having one set curriculum, for both Adults and Youth. Amy Jessee stated that the Workforce Skills and Education

Committee had reviewed the certificate before the Marketing Committee and that they had also approved the certificate for use.

Teri Gilstrap stated she thinks that there should be a universal certificate that is recognized by the state instead of a proprietary certificate.

Bob Oppermann stated he was not sure that it is a good idea to have just one. He stated that since the Adult and Youth curriculums are not the same that there should be a separate certificate for each.

Chair Collins asked if this certificate could be considered for state approval. Deb Giordano stated that they could ask but that it was not likely something that would be approved because there was not a performance measure for this. Kristi King-Brock stated that the performance measure fell on the Youth side and that Adult did not have a performance measure for this.

BOARD ACTION TAKEN: Marketing Committee made a motion to approve the use of the VantEDGE Employment Curriculum Certificate as submitted, second by David Collins. The motion carried with a unanimous voice vote.

Teri Gilstrap stated this Board needs to put efforts in the future to put something that you can put your hands on.

iii. Website Contract Extension

Shae Rozakos reported that worklinkweb.com website contract was at its end and that the Marketing Committee was pleased with the results they had received and had decided they would like to extend the contract for the company that was currently under contract, Art/Design. She stated that this would be done in the Finance Committee section.

B.) Workforce Skills & Education

i. Strategic Planning

Jennifer Kelly referred the Board to pages 16-17 of the packet provided. She stated that the Workforce Skills and Education Committee reviewed and updated the strategic plan in preparation for the LWIB standard review which will take place in April 2011. The committee voted to replace "consortium operator" with "operator" throughout the entire strategic plan. She also stated that they had moved the WorkKeys goal to the Business Partnerships Committee section, due to it being a better fit.

ii. ResCare Workforce Status Update

Jennifer Kelly informed the board that Arbor E&T, LLC's second quarter monitoring had been conducted December 6-10, 2010. WorkLink WIB staff issued the official second quarter monitoring to Arbor in early January. Their response is due back February 11, 2011. She informed the board members that their response did not

indicate a resolution to repeated findings; therefore, the first step in the Sanctions and Rewards Policy was taken. A Corrective Action Plan (CAP) letter was mailed out on February 16, 2011 requiring the following deficiencies to be addressed:

- enrollment numbers
- certification numbers
- memorandum of understanding
- ITA database

Jennifer Kelly stated that at the request of the Board, the workshop calendar was reviewed by Arbor and a new schedule was instituted to make OneStop On-the-Go available two days per week versus the previous one day per week.

Jennifer Kelly informed the board that Windy Graham, VOS Coordinator who oversees the performance and reporting management, reviewed WorkLink's performance measures, and Arbor's certification and enrollment numbers. She referred the board members to page 18 and 19 of the packet provided for their review.

iii. OneStop News

Jennifer Kelly informed the board members that the OneStop workshop calendar was located on page 20 of the packet provided and that the OneStop On-the-Go site schedule was included on page 21. She also informed the board members that the WIA intensive service workshop calendar was listed on page 22.

C.) Business Partnerships Committee – Lawrence Nichols, Chair

i. OJT & WorkKeys Updates

Lawrence Nichols referred board members to pages 23-24 of the packet provided. He stated that the business partnerships committee had reviewed the addition of a Request for Qualifications (RFQ) that was voted on in the January board meeting. He stated that the committee as well as the board thought it was imperative that it can be determined that potential contractors not only have the ability and experience, but the infrastructure and financials as well. He stated that the On-the-Job Training RFQ/RFP was issued Monday, February 28, 2011.

Lawrence Nichols informed the board that Ben Cox, OJT contract writer for SCDEW, made a presentation to the committee which provided information on current numbers, challenges, and planning. He stated that since the OJT contract writer was not hired until three months into the contract, due to SCDEW, a plan was put in place to quickly to expend funds. He stated that over the last three months Mr. Cox had increased OJT placements 500%.

Lawrence Nichols informed the board that the business partnerships committee reviewed a presentation made by the work keys coordinator, Daniel Bjork with SCDEW, to examine current work keys figures for both participants and businesses. He stated that the committee discussed, that since this is an ARRA position that will be eliminated as of July 1, 2011 and the increase in WorkKeys throughout the

region, the committee discussed the possibilities of looking into charging for WorkKeys on site services in order to expand the WorkLink regions WorkKeys infrastructure. He stated that we need to recoup our costs and that the committee is going to look into how to proceed to balance how the money is spent. Jimmy Pennell stated it was directly proportional to amounts given to them and stated that all the money would go back into the program.

ii. Eligible Training Provider List (ETPL)

Lawrence Nichols stated that the committee is continuing to discuss the definition of marketability and the possibility of controlling training entrances through quarterly review of the eligible training provider list. The committee recommended two members from the Business Partnerships Committee to join members of the Workforce Skills and Education Committee to form an ad-hoc committee for quarterly review of the providers and their programs. He stated that this is important part in order to align workforce development efforts with in demand sectors and future employment growth.

iii. Strategic Planning

Lawrence Nichols stated that the committee reviewed and approved a recommendation to move all work keys objectives from the strategic plan to be listed under the Business Partnerships Committee.

iv. Business Services Point of Contact

Amy Jessee informed the board members that one of the OneStop certification standards for regional economic development is to appoint a business services point of contact. She stated that this person will be the lead person to manage the employer services team and be the point of contact for regional economic development and employer service initiatives. She stated that a recommendation for Jimmy Pennell to fill this role had been made and that it required a board vote.

BOARD ACTION TAKEN: Business Partnerships Committee made a motion to approve the appointment of Jimmy Pennell as the Business Services Point of Contact; second by Bob Oppermann. The motion carried with a unanimous voice vote.

D.) Youth Council Committee – Kristi King-Brock, Chair

i. Palmetto Youth Connections Summer Program

Dana Grant gave presentation on Summer Youth Employment Program. See presentation.

Karen Craven informed of the board that 79 participants were served during the summer employment program and that 24 of those participants gained employment. She stated that 75 had been their goal and that that number had been surpassed. She stated that 78 of the participants increased their work readiness scores; she stated that one participant did not need to increase their work readiness scores.

She stated that the participants tallied 12,528.85 hours of work during the summer employment program.

Jennifer Campbell shared several success stories that had come from the summer youth employment program. See presentation.

ii. 2-1-1 Project Update & Project Staff

K. King-Brock gave an overview of the 2-1-1 project and stated that it was in the process of being updated to be used by the call center for referring people to services in the area that could be utilized.

Kristi King-Brock introduced Mary Harris as the newest member of WorkLink and explained that she was the staff member that was brought aboard to gather and update the database being used for 2-1-1.

Kristi King-Brock explained that there are three phases to the project.

Phase 1. There are 266 community and faith based organizations in the current database and that approximately 60% of them need updating.

Phase 2. To add agencies that are not already involved with 2-1-1. She explained that this phase brings up challenges in finding the agencies that are willing to provide assistance to the public. Many of them are churches or neighborhood agencies that have a target audience and are not wanting to be listed in a database for public use.

Phase 3. Marketing

Teri Gilstrap asked if it is just youth or going to add adult services available to this database. Kristi King-Brock referred to creation of "Community Tracker" which is a similar database that could have information for the agencies that did not want to be in 2-1-1, but could be referred to a person that fit into their particular target audience that may not already know that the services were available to them.

iii. New Member Applications

K. King-Brock referred the Board to page 25 of the packet provided to review the application of Amy Miller to join the Youth Council.

BOARD ACTION TAKEN: The Youth Council proposed approval of the acceptance of application by Amy Miller to join the Youth Council; the motion was second by Teri Gilstrap. The motion carried with unanimous voice vote.

iv. Strategic Plan

Kristi King-Brock referred the Board to pages 26-27 of the packet provided which showed the Youth Council Strategic Plan. She stated that the modifications to the Youth Strategic Plan were highlighted.

BOARD ACTION TAKEN: The Youth Council proposed approval of the changes made to the Youth Council Strategic Plan; second by Shae Rozakos. The motion carried with unanimous voice vote.

Danny Fahey stated that he hoped the Committees would communicate when it came to ideas or uses for WorkKeys and Soft Skills in the continued effort to improve their use.

E.) Finance Committee- David Collins, Chair

i. Contract Modifications

David Collins referred the Board to pages 29-36 of the packet to review the Finance Committee section. He stated that each item will need Board ratification. He stated that Arbor/ResCare ARRA Eligibility, and Intensive grants had been reviewed by the Finance Committee and that no additional money was being awarded, however there would be one line item shifting to another line. He referred the Board members to Finance Attachment A. He stated that the contract modifications would be voted on collectively.

David Collins stated that Oconee Adult Education ARRA grants had been reviewed by Finance Committee and they were recommending the addition of \$5,200 to complete the current session as well as have an additional session.

David Collins stated that Pickens Adult Education ARRA grants had been reviewed by the Finance Committee as well and that they were bringing the recommendation of granting an additional \$4,000 to have an extra 130 hours of instruction.

David Collins stated that the last contract modification was SCDEW ARRA OJT. He stated that the Finance Committee reviewed the request for an additional \$48,000 in ARRA Adult funds. He stated that the WorkLink OJT contract writer is working with three employers to fill contracts through the end of the program year.

BOARD ACTION TAKEN: Finance Committee proposed approval of the modifications made to contracts as listed; second by Kristi King-Brock. The motion carried with approval by voice vote, all in agreement with one abstention by Dr. Mary Gaston.

ii. ARRA and Incentive Proposed Spending

David Collins stated that the Finance Committee had approved the proposed budget as listed for Board members on page 30 of the packet provided. He stated that the remaining balance after the listed expenditures will be used on salaries to allow for more carryover for next year.

David Collins stated that we as a WIB had been awarded \$41,848 in Incentive money based on our PY '09 results. He stated that SCDEW has asked for an outline of how we would like to spend that money. He referred the Board members to page 29 to see the breakdown of the proposed spending. He stated that this

information will also go in the PY '11 budget as the grant period will be July 1, 2011-June 30, 2012.

BOARD ACTION TAKEN: Finance Committee proposed approval of the proposed Incentive money spending; second by Jim Alexander. The motion carried with approval by voice vote, all in agreement with one abstention by Dr. Mary Gaston.

iii. In-House Budget Review

David Collins stated that the Finance Committee had reviewed and approved the In-House Budget and that the Board needed to ratify the decision. He referred the Board members to page 31 of the packet provided to see the breakdown of the proposed spending.

Kristi King-Brock asked if there would be any extra money that could be used for funding a Summer Youth Employment Program this year. She asked if state reserve could be used for this. Brandi Runion stated that it was all gone and the Adult/DW money could not be moved to Youth to be used for this program.

BOARD ACTION TAKEN: Finance Committee proposed approval of the proposed Incentive money spending; second by Executive Committee. The motion carried with unanimous voice vote.

iv. Contract Extensions for Arbor/ResCare, PYC, and Art/Design Associates

David Collins as you committee had reviewed extending the contracts for Eligibility Determination and a OneStop Coordination and Assessment, Intensive, Training and Follow-up through June 30, 2012, provided that the board evaluates Arbor's response to the Corrective Action Plan (CAP) Letter issued February 14, 2011, and the issues outlined therein are resolved in a timely manner to the satisfaction of the board. The Sanctions and Rewards Policy steps will be followed, which are 1) issue Corrective Action Plan letter, 2) if not resolved, place on probationary status for no less than 90 days, and 3) is still not resolved, de-obligate funds or issue a new request for proposals, dissolving current contract.

David Collins stated that the Finance Committee along with the Youth Council recommended the extension of the contracts for the Out-of-School Youth through June 30, 2012 to remain with PYC.

David Collins stated that the finance committee along with the marketing committee recommended the extension of the personal services contract with Art/Design Associates at the current rate of \$750 a month for maintenance and updates, \$285 a month for search engine optimization, and \$45 a month for website hosting. The total cost for 12 months (July 1, 2011 through June 30, 2012) would be \$12,960.

BOARD ACTION TAKEN: Finance Committee proposed approval of contract extensions with Arbor, PYC, and Art/Design Associates; second by Executive Committee. The motion carried with unanimous voice vote.

VI. Service Provider Standard Reports

Amy Jessee referred the Board members to the Service Providers standard reports included in the packet provided on pages 27-37. She stated that if anyone would like to see anything else included to please let the staff know.

VII. LWIB Standards Review

Amy Jessee referred the board to pages 40 – 43 of the packet provided. She stated that a team from the state would be reviewing us on April 21, 2011. She stated that the staff had started working on preparing everything that goes into this review. She stated that the board's performance is determined by whether you need or do not meet the seven local board standards. She reviewed the standards as follows: board establishment, strategic planning, resource alignment, support of a quality one-stop system, support for youth, LWIB program and funding oversight, fiscal and performance accountability.

BOARD ACTION TAKEN: Committees proposed approval of the changes made to the Strategic Plan; second by Executive Committee. The motion carried with unanimous voice vote.

Chair Collins re-emphasized how important LWIB standards review and announce that members may be called to participate.

VIII. OneStop Certification Timeline

Amy Jessee informed the board that the one-stop certification implementation timeline was located on page 52 of the packet provided. She stated that if there were any questions to please contact staff.

IX. Steering Committee Update & NAWB Update

Chair Collins stated that the steering committee was still planning on WorkLink becoming a legal entity. She stated that the plan is still to become a 501(c) (3). She stated that there was an attorney already in place and that the board would be informed of any updates.

Chair Collins gave a review of their trip to Washington she stated that they met with several of our local representatives offices and that they asked for them to continue to fight for the continuation of funding. She stated that they informed those representatives that the process is working.

X. Other Business

Chair Collins informed the board that the position description for the Executive Director position at WorkLink had been posted.

Chair Collins stated that the SCDEW Area Regional Director position was delayed in the hiring process and that the scheduled date to have someone in that position had been moved from the first of April to sometime later in the month of April.

Jim Alexander announced that they would be doing the career showcase again and that the dates were set for Sept 20-22, 2011; he stated that they were expecting to have 5,500 students come through for three country showcase. Pre-event on night of 20th, Wednesday the 21st will be from 8 am- 8 pm, and Thursday the 22nd will be from 8 am- 3pm.

XI. Adjournment

With no further business to discuss, meeting was adjourned.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant



Marketing & Outreach Committee Report

Prepared for the June 6, 2011 Board Meeting

2-1-1 Outreach Project

The committee invited representatives from area United Way offices to discuss outreach for the 2-1-1 System. As an online database and free information helpline, 2-1-1 is a vital resource to the WorkLink area of Anderson, Oconee and Pickens Counties. WorkLink is currently working to update the database and has secured 5 large billboards to promote the service for up to six months, at a total cost of \$3,000.

Job Fair Results

Results from the employer survey are in, and the March 22, 2011 Job Fair was a success. WorkLink hosted 50 organizations and open the doors to more than 900 job seekers. Employers estimate receiving an average of 69 resumes at each booth, interviewing an average of 7 people on-site and making a total of 17 provisional job offers. In the month following the event, 54 firm job offers were made, and employers estimate hiring a total of 122 individual who attended the event. WorkLink received very good or excellent ratings on the registration process and the overall impression of the Job Fair, and employers appreciated the early admission for JobReady job seekers.

Website Update

Visits to our website, www.worklinkweb.com, increased in the past quarter due in part to the Job Fair outreach. From January 1 through March 31, 2011, we received 6,344 visitors with 20,508 pages views. These numbers are up 91% from the Job Fair time period last year.

- 67% of these were new visits
- 42% come from search engines (the result of our search engine optimization)
- 29% come from direct traffic (typing in the website address)
- 29% come from referring sites (such as andersonlibrary.org)

OneStop Rebranding

The committee has reviewed the outreach budget for PY2011 and the proposed rebranding expenses and is awaiting more information on the design and funding from SCDEW.



Grant Application & Research Report

April 19, 2011, Marketing Committee Meeting

Funded Projects:

- **On-the-Job Training National Emergency Grant** – Implementation plan submitted to receive \$182,118 for the WorkLink area.
- **Health Profession Opportunity Grant** – Statewide application through DSS was awarded \$2,197,236. LWIB's can collaborate on this grant.

Applications Submitted or In Progress:

- **Environmental Workforce Development and Job Training Grant** – letter of support and information provided for Anderson County application.
- **Green Jobs Innovation Fund** – letter of support provided for statewide SCMEP application.
- **Trade Adjustment Assistance Community College and Career Training Grants** – Assistance provided to TCTC for their application.
- **New Era Rural Technology Competitive Grants** – Letter of commitment provided to TCTC application for training opportunity in bioenergy, pulp and paper manufacturing or agricultural-based renewable energy.
- **YouthBuild** – partnerships being developed for youth program focused on GED attainment and construction skills.

Other Information:

- **State Farm Strong Neighbors Grant** – application submitted a year ago with no response/not funded.
- **Career Pathways Innovation Fund** – regional LWIB application explored, but not submitted.
- **National Fund for Workforce Solutions** – grant of \$300,000 awarded to Greenville Works for training in and around Greenville County.

Workforce Skills and Education Committee Report, 5.31.11

Presented June 6, 2011 – Board Meeting

Corrective Action Plan Ad hoc Committee:

ResCare Workforce Services second quarter monitoring was conducted December 6 – 10, 2010. WorkLink WIB staff issued the official second quarter monitoring issued to Arbor in early January. Their response to the report was due February 11, 2011.

Their response did not indicate a resolution to repeated findings; therefore, the first step in the Sanctions and Rewards Policy was taken. A Corrective Action Plan (CAP) letter was mailed out on February 16, 2011 requiring the following deficiencies to be addressed:

- Enrollment numbers
- Certification numbers
- Memorandum of Understanding
- ITA Database

All Corrective Action Plan items were to be resolved by no later than May 15, 2011. The Corrective Action Plan Ad hoc Committee comprising of Board members and Workforce Skills and Education Committee reviewed the items for successful completion. The Committee voted to extend the Corrective Action Plan through June 30, 2011; then place ResCare on a 90 day probationary period beginning July 1, 2011. Their progress will be reviewed at the 30-day, 60-day, and 90-day marks. Particular attention should be given to national support, follow-up services, expenditure levels, and the resolution of the Corrective Action Plan items.

WSEC Meeting:

No quorum was present to make recommendations on ResCare's budget or DW ARRA expenditures.

Email Vote:

May 31 Email Vote: The Incentive grant states that 25% of our total award will be based on our success in accomplishing the following: "Through professional consultation or documented research, establish 3 to 5 high growth or high demand industries/occupations in your LWIA in which to target training for WIA participants."

Based on research compiled by staff liaison Jennifer Kelly, the Committee voted in favor of recommending to the Board that training for Program Year 2011 be directed to the following five high-growth, high-demand industries for the WorkLink region:

1. Manufacturing/Advanced Materials
2. Medical/BioSciences
3. Transportation, Logistics, Distribution
4. Construction/Energy
5. Computer Technology/Information Services



In-Demand/High Growth Industry Clusters

Recommendation

Background: WorkLink is pursuing incentive money from the State. These dollars typically have fewer restraints associated with it than regular allocations that WorkLink receives from Department of Labor. In order to be eligible to receive this money, WorkLink has to fulfill certain criteria that were laid out by the State. This year Department of Employment and Workforce is asking each local area to **identify three to five in-demand/high-growth industry clusters in which WorkLink can target occupational training** beginning July 1, 2011. Once these industries are identified, WorkLink will endorse training only in the occupations that are directly affiliated with the identified industries.

Recommendation: When conducting research, WorkLink took into consideration employer need/demand, size of businesses in the three-county region, growth projections for industries, and upcoming job openings for the three-county region. Based on the research conducted, compiled, and analyzed, WorkLink recommends that occupational training should be directly associated with the following five industry clusters:

General Industry Cluster	Upstate Alliance Cluster	Support (examples)
Manufacturing Level: Regional, local	Advanced Material	Mechatronics, MSSC, Six Sigma; Automotive suppliers, Medical Device suppliers, Plastics
HealthCare Level: Local	Biosciences	C.N.A, EMT, Pharmacy Techs, Surgical Techs, Nursing; Hospitals, Research facilities, Geriatrics
Transportation, Logistics, Distribution Level: Statewide	Automotive	Truck driving, mechanics, automotive; Logistics companies
Construction Level: Regional, local	Energy	Environmental initiatives, Welding, Pipefitters, Electricians, Fiberoptics; Waste Water, Nuclear suppliers

<p>Computer Technology Level: Regional</p>		<p>Government, office support, maintenance, hardware, software, and networking; supports changes in technology for each industry (CNC, Medical technology, automotive advancements, etc)</p>
--	--	--

Research Sources:

- Economic Development Offices, Anderson, Oconee, Pickens Counties
- Appalachian Council of Governments, Regional Strategic Plan
- CareerOneStop Occupational Profiles
- ATA Report
- GE Capital, Industry Research Monitor: Truck Transportation
- Tri-County Technical College
- Workforce Development Alliance
- Department of Employment and Workforce, Labor Market Information
- Department of Commerce, Labor Market Information
- UpState Alliance
- New Carolina
- SC Chamber of Commerce
- Personal Pathways
- WorkLink Business Survey



Business Partnerships Committee Report

Presented June 6, 2011 – Board Meeting

Business Services Integration Team

The Business Service Representative for WorkLink was appointed as the lead for all business services in the region at the last Board meeting. Since that appointment, a Business Service Integration Team has been established with OneStop employer outreach staff, including Wagner-Peyser staff and Veteran Representatives. The first meeting took place on May 5, 2011. The focus of the Business Service Integration Team will be to act as a single point of contact for employers, acting as an agent and referral source for all business services available in the community and answering questions. This team is in the process of evaluating the Employer Standards associated with the OneStop Certification initiative, and will be implementing these standards as quickly and effectively as possible.

WorkKeys

The WorkKeys Coordinator position funded through DEW will end on June 30, 2011. ResCare will be taking over the WorkKeys job duties as of July 1, 2011. Services will continue to be delivered to businesses and WIA customers as they were delivered this year.

Coming Soon: DEW has notified WorkLink staff that the WorkKeys module will be purchased and opened for staff to match employers with jobseekers that have obtained the WorkKeys credential.

WorkLink Business Survey

WorkLink is pursuing incentive money from the State. These dollars typically have fewer restraints associated with it than regular allocations that we receive from Department of Labor. In order to be eligible to receive these funds, we have to fulfill certain criteria that are laid out by the State. This year they are asking us to identify three to five in-demand/high-growth industry clusters in which we can target our occupational training beginning July 1, 2011. The results of this determination will drive training decisions for program year 2011.

In pursuit of these funds, WorkLink surveyed employers in the three-county region to determine hiring needs for the future. The results from 49 employers are as follows:

Question	Response percent	Response Count
What is your business size?		
Small (0-100 employees)	55.1%	27
Medium (101-249 employees)	30.6%	15
Large (over 250 employees)	14.3%	7
Has your firm hired new employees in the last 12 months or plan to hire in the next 12 months?		
Yes	81.6%	40
No	18.4%	9

What is your business/industry sector?		
Agriculture, Food, Natural Resources	2.2%	1
Advanced Materials	0.0%	0
Architecture and Construction	0.0%	0
Art, A/V Technology and Communication	2.2%	1
Automotive	0.0%	0
Business Management and Administration	8.7%	4
Education and Training	0.0%	0
Energy	0.0%	0
Finance	0.0%	0
Government and Public Administration	4.3%	2
Health Science/Biosciences	6.5%	3
Hospitality and Tourism	4.3%	2
Human Services	8.7%	4
Information Technology	4.3%	2
Law, Public Safety, Correction, Security	2.2%	1
Manufacturing	52.2%	24
Marketing	2.2%	1
Transportation Distribution and Logistics	2.2%	1

What applicants meet the education requirements, has your firm had difficulty finding employees with the following basic skills?

Problem Solving	37.5%	15
Communication	40.0%	16
Computer Skills	27.5%	11
Teamwork	25.0%	10
Soft Skills	37.5%	15
Job Specific	40.0%	16

These results will be one research component of determining In-demand/High Growth Industries for the WorkLink region.

Incumbent Worker Training

Applications for Incumbent Worker Training dollars are being accepted through May 31, 2011. An ad hoc committee of the Board will be convened to determine which companies will receive grant dollars for incumbents after applications have been received and processed.

PY'11 On-the-Job Training Contract Proposals

The Committee issued a Request for Proposals to deliver On-the-Job Training Contract Writing services. The Committee reviewed all bids as well as a proposal to bring the On-the-Job Training program in-house to WorkLink. The Committee recommended rejecting all bids at this time and allowing WorkLink to evaluate and operate the program from in-house during program year 2011.

PY 2010 WIA Quarterly Report Summary-3rd Quarter (rolling 4 quarters)

Performance Measure	Group	80% of Goal	Goal	State	Worklink	Upper Savannah	Upstate	Greenville	Midlands	Trident	Pee Dee	Lower Savannah	Catawba	Santee-Lynches	Waccamaw	Lowcountry
Placement in Employment or Education	Youth (14-21)	48.8	61.0	57.2	68.0	81.3	68.2	51.2	67.7	59.3	62.2	46.6	46.8	41.8	33.0	67.0
Attainment of Degree or Certificate	Youth (14-21)	44.0	55.0	55.0	55.7	62.7	65.2	50.0	59.4	65.8	74.9	30.2	46.2	39.4	29.1	54.9
Literacy or Numeracy Gains	Youth (14-21)	36.0	45.0	47.3	58.7	59.6	85.3	41.7	45.5	54.1	64.4	31.6	40.4	60.0	33.8	35.5
Entered Employment Rate	Adults	48.0	60.0	59.3	54.8	65.5	66.5	59.9	66.1	55.7	61.4	59.7	52.7	66.5	59.5	59.0
	DW	51.2	64.0	66.0	57.2	74.3	76.2	66.2	69.6	71.2	69.7	70.1	53.9	63.2	61.4	63.3
	NEG	N/A	N/A													
Retention Rate	Adults	65.6	82.0	81.9	80.9	84.2	84.7	82.4	82.4	80.4	83.5	82.3	82.0	83.7	80.2	78.4
	DW	70.2	87.8	87.9	84.7	90.8	87.6	89.9	85.3	86.7	92.3	88.4	86.7	86.4	89.2	89.3
	NEG	N/A	N/A													
Average Earnings	Adults	Goal		9,613	10,813	9,093	11,461	10,278	10,700	9,687	9,660	8,755	10,818	10,563	9,500	8,568
		Actual		10,285	11,182	8,815	11,012	10,667	9,727	11,669	10,358	8,815	10,310	9,343	9,163	8,447
	DW	Goal		12,400	12,000	12,000	12,400	14,600	14,000	12,120	10,700	12,000	13,725	12,000	12,450	11,100
		Actual		13,855	13,334	12,323	13,232	16,403	14,137	16,239	12,023	11,870	12,445	9,666	20,402	13,315
	NEG		N/A													



REQUEST FOR MODIFICATION

Grant Number: 10Y495H1	Date of Request: 6/1/11
Grantee: Palmetto Youth Connections	
List Below How the Grant Currently Reads: (Please list page number, section number and item number)	
<p>WIA OPERATING COSTS (page number N/A; budget forms)</p> <p>Line Item: Postage Original Cost: \$1,885.00 Budget Mod: \$2,885.00</p> <p>Line Item: Participant Supplies Original Cost: \$5,375.00 Budget Mod: \$4,375.00</p>	
List Below the Reading Per Your Request To Modify (Attach Any Modification Budget Sheets)	
<p>Palmetto Youth Connections is requesting permission to modify the current budget to move \$1,000.00 from the Participant Supplies line item to the Postage line item. This will leave the Participant Supplies line item at \$4, 375.00 and the Postage line item at \$2,885.00.</p> <p style="text-align: center;">*Please see the attached Budget Vs. Actual Expenditures YTD*</p>	
Please Provide Brief Explanation for Your Request to Modify This Grant	
<p>PYC Management has reviewed our current budget line item balances in an effort to make available extended resources to participants. We are requesting to move a total of \$1,000.00 as noted above in order to best serve our participants for this program year. The increase in the postage line item is due to the increase in gas prices; that has increased the FedEx expenses for mailing WIA participant supportive service checks and WIA participant incentive payments. Please contact PYC Management if further explanation or documentation is required.</p>	
*** DO NOT WRITE BELOW THIS SECTION ***	
<p>WorkLink Budget Modification provided to: <u>Worklink Executive Director, Jennifer Kelly</u></p> <p>WorkLink Budget Modification Approved Date: _____</p>	



Worklink Workforce Investment Board Grant # 10Y495H1

Budget vs. Actual Expenditures YTD

Job Number 1103

Budgeted Expenses			1103-I1008	1103-I1009	Total Expenses	Balance	% Spent
	codes	Budget mod #:	2/28-3/27	3/28-4/24			
Salary Total	0.0	334,853	30,373	31,859	226,029	108,824	67.50%
Fringe Benefit Total	0.1-0.5	133,991	12,154	12,748	90,445	43,546	67.50%
Subtotal		\$468,844	\$42,527	\$44,607	\$316,474	\$152,370	67.50%
Indirect	1.11	83,886	5,300	7,591	53,926	29,960	64.28%
Facility TCTC	1.1	13,800		3,450	13,800	0	100.00%
Software License	2.11	6,450		2,150	6,060	390	93.95%
Operating Costs (01)							
Communications	1.5	14,100	1,316	1,405	12,683	1,417	89.95%
Postage	1.9	2,885	383	411	1,888	997	65.44%
Staff Travel	1.6	14,221	1,409	1,558	12,096	2,125	85.06%
Staff Consumable Supplies	1.2	7,000			6,994	6	99.91%
Printing/Copies	1.4	1,100			450	650	40.91%
Participant Supplies	2.1	4,375	549	41	3,822	553	87.36%
Subtotal		\$43,681	\$3,657	\$3,415	\$37,933	\$5,748	86.84%
Training Costs (02)							
Work Experience	2.9	9,280	160	595	755	8,525	8.14%
Assessment/Exam Fees	2.3	11,825	747	899	5,893	5,932	49.84%
Participant Books	2.2	6,450	224		765	5,685	11.86%
Adult Ed Teacher (tuition)	2.5	38,758		9,689	38,756	2	99.99%
Gateway to College/Technical Coll	2.7						
TCTC Tuition		67,200		4,824	41,651	25,549	61.98%
TCTC Fees		19,200	150	324	5,329	13,871	27.76%
TCTC Books		12,600		315	6,195	6,405	49.17%
GTC Program Fee		30,000		750	14,750	15,250	49.17%
Student supplies		6,000		150	3,040	2,960	50.67%
Occupational Skills		34,400	1,067	749	14,386	20,014	41.82%
Subtotal		\$235,713	\$2,348	\$18,295	\$131,520	\$104,193	55.80%
Supportive Services Costs (03)							
Childcare	3.3	7,740	300		3,000	4,740	38.76%
Transportation	3.2	43,000	2,600	3,175	22,965	20,035	53.41%
Student Incentives	3.1	32,788	2,650	3,025	21,174	11,614	64.58%
Emergency Assistance	3.5	7,500	500		913	6,587	12.17%
Subtotal		\$91,028	\$6,050	\$6,200	\$48,052	\$42,976	52.79%
Other							
Audit	1.10	6,937			2,312	4,625	33.33%
Advertising	1.3	3,000		100	826	2,174	27.53%
Awards/Events	2.10	1,395			698	697	50.04%
Subtotal		\$11,332	\$0	\$100	\$3,836	\$7,496	33.85%
Performance Payments (Profit)	4.1	43,196	2,729	3,909	27,768	15,428	64.28%
TOTALS		\$997,930					
Monthly Actual Expenses			paid				
			\$62,611	\$89,717	\$639,369	\$358,561	64.07%

2-1-1 Update (Final)

	Anderson	Oconee	Pickens	
TOTAL	56	27	43	126
Aiken accept	48	22	36	106
Complete/pending	3	0	0	3
Delete/Do not list	5	5	7	17

A total of 126 contacts made in the tri-county area; 106 accepted by Aiken; 3 complete but, pending; and, 17 delete (no longer serving) or “do not list(s)”.

Phase II

Phase II goal was to add new agencies for the tri-county area. Assignment 1 started on April 5, 2011 with the potential to capture 37 new agencies (Anderson =15; Oconee =10; and, Pickens = 12).

From these potential additions, the following resulted:

In Anderson County: **Seven (7) agencies were added**
 Three (3) are pending approval
 And, five (5) were listed as a “delete”

In Oconee County: **Five (5) agencies were added**
 And, five (5) were listed as “delete”

In Pickens County: **Five (5) agencies were added**
And, seven (7) were listed as “delete”

The Faith Base Community was originally addressed in a mass mailing, via a personalized letter of invitation, directing interested parties to the WorkLink website to complete the 2-1-1 profile/registration form. Additionally, we offered an opportunity for churches to join the Youth Council for an information session in fall 2011. This effort was met with a disappointing response.

Our focus was, and is, to capture those churches that are offering mentoring, tutoring, etc. to the youth in our communities.

Due to the fact that so few churches in our region are currently listed in 211 (and, only 157 churches—statewide), we have decided to try another tack. To wit, we have reached out to the representative “Overseers” for our region’s largest (representative) denominations: Baptist; Methodist; Church of God; Presbyterian and Pentecostal Holiness.

In a letter sent to these varying bishops; executive presbyters and superintendents, it has been explained that we are seeking their administrative support in enrolling their congregations/churches into 2-1-1. And, with the exception of the Pentecostal Holiness Church, there exists at least one “representative” church for each denomination. Additionally,

these church Overseers are directed to note that their “brother and sister” congregations are already listed (regionally and statewide).

Yes. The new tack is intended to nudge their competitive spirit!

In our final push for additional information, we have partnered with the regions Chamber(s) of Commerce. Each of the Chambers: Anderson Area; Greater Oconee; Westminster and Walhalla; Clemson Area; Greater Easley and Pickens will be soliciting information from their membership via an E-Blast (and/or, inclusion in their newsletter).

Included with this status report, you will find a hard copy of the message “**WHAT ARE YOU DOING**” *to prepare for your 2020 workforce*. This solicitation for information (via an embedded electronic survey) will enable us to gather critical information, relative to our Business Community’s efforts in offering: *paid and unpaid work experience; job shadowing; internships; OJT opportunities and, mentoring.*

Phase III

A marketing committee meeting, led by staff (Amy Jessee), was held on April 19, 2011 to initiate marketing strategies for 2-1-1.

In addition to working together to create and fund a tri-county marketing effort, which will include bookmarks for Oconee and Pickens counties upcoming 2011 Campaign and a multicolored,

tri-fold in Anderson County, Fairway Advertising has created a fantastic bilingual post for billboards throughout the tri-county region. *“Got Questions/Tienes Preguntas”* boards will be posted during June 2011 and be rotated and remain in the market for the next 6 months (Dec 2011). In addition to the attached “hard copy proof”, please see the marketing value of this project, as reflected in the comments from Fairway, below:

Fairway would like to donate five (5) of our 10’6” x 36’ bulletin boards at \$0.00 per flight. These will stay up for at least six (6) flights. They will probably remain up for a lot longer than that, as we will use your vinyl(s) to help cover old, dated material that we need to cover.

These bulletins average \$1300 per board, per flight, in the tri-county. That is a value of \$6,500 per flight...on six (6) flights that is \$39,000 in advertising value. This represents a minimum value, as we will be leaving them up past that time.



worklink

Connecting Companies & Employees

Anderson • Oconee • Pickens SC

What are you doing to prepare for your 2020 workforce?

We want to know what your business is doing TODAY to encourage the workforce of TOMORROW. WorkLink Workforce Investment Board connects companies and employees, including the employees of tomorrow. Our youth program ensures that young adults have the skills and training they need to transition successfully into careers in this region.

Does your company currently provide or plan to participate in the following?

- Job Shadowing
- Apprenticeships
- Paid or Unpaid Internships
- Academic Mentoring or Tutoring

Are you looking for any special skills or training in your future hires?

- Soft Skills
- Computer Skills
- Degree or Certificate
- Prior Experience

Please take a minute to answer these two (2) questions utilizing the link, below:

<https://www.surveymonkey.com/s/TOMORROWSWORKFORCE-WorkLinkWIB>

For more information, contact: Sharon Crite, WorkLink Youth Services Coordinator, at scrite@worklinkweb.com or (864) 646-1828, Relay Service Dial 711 (TTY).

WorkLink is an Equal Opportunity Employer/Program and is funded through the Workforce Investment Act of 1998. Auxiliary aids and services are available upon request to individuals with disabilities.



Finance Committee Report

March 11 Executive Committee

The following items were approved at the March 11 Executive Committee that related to Finance:

1. Voted to allow PYC to prepare their PY'11 budget to include \$120,000 of unobligated Program Youth funds.
2. Voted to allow WorkLink to transfer 35% of the PY'10 Formula DW funds to Formula Adult
3. Voted to allow ResCare to transfer funds from their Intensive and Eligibility DW grants to the Adult grants.

SCDEW

(*) Approved SCDEW ARRA WorkKeys® Grant Modification Request to shift line items in the Adult grant as presented as well as increasing the DW grant by \$5,708.

Draft Allocations

We have received two draft allocations from the State for PY'11 funds. We have prepared budget based on the "Worst Case Scenario" as we have been told by the State that this is the least amount of money that we will receive. The numbers for Youth are final. If we receive the lower amount now, we are still eligible for IWT and Incentive funds later. If we receive the higher amount now, the State will not issue IWT and Incentive funds.

ResCare

1. (*) Approved deobligation of \$140,000 from the ARRA DW grant to be used by the WIB for: Labor Market Analysis & reclassification of expenses coded to formula funds. Approved contract modification of \$20,000 to be used to purchase OneStop On-the-Go laptops to be used primarily for Rapid Response.
2. (*) Approved ResCare PY'11 budget. This includes funding 4 positions for 3 months as well as Supportive Services for 3 months which will be fully funded with the carryover budget presented to Finance in September.

PYC

(*) Approved PYC PY'11 budget. They have had a Program Manager resign and they will not fill this position in PY'11. They have also reduced their numbers to 170 PYC and 25 Gateway to College.

WorkLink

1. (*) Approved PY'10 budget request to add \$58,864 for a grant received by SCDEW to pay for VOIP in the Anderson, Seneca, & Liberty OneStop Centers.
2. (*) Approved PY'11 Transfer of 20% of DW program funds to program Adult.
3. (*) Approved PY'11 budget. This includes staffing for Executive Director, Business Services, & Marketing positions. This does not include the Job Fair which occurs in the Spring of 2012. This will be added in September with carryover funds.

() – Items needing Board approval*

SCDEW ARRA WorkKeys® Grant

SCDEW has requested a modification to their ARRA WorkKeys Grant that ends June 30, 2011. This request needs to be made to cover expenses through June 30, 2011.

NOTE: These are ARRA Grants that end June 30, 2011.

Adult	Current Budget	Budget Request	Amended Budget	% Change	Actual thru April	Balance with Budget Request
Salaries & Fringe	67,495	(3,089)	64,406	-4.58%	63,059.59	1,346.41
Equip	667	50	717	7.50%	657.19	59.81
Operating	20,243	2,934	23,177	14.49%	22,417.65	759.35
Indirect	15,105	105	15,210	0.70%	14,945.76	264.24
	103,510	-	103,510	0%	101,080.19	2,429.81

DW	Current Budget	Budget Request	Amended Budget	% Change	Actual thru April	Balance with Budget Request
Salaries & Fringe	197,371	955	198,326	0.48%	192,936.37	5,389.63
Equip	1,585	55	1,640	3.47%	1,579.98	60.02
Operating	28,682	3,811	32,493	13.29%	31,320.60	1,172.40
Indirect	42,468	887	43,355	2.09%	42,308.97	1,046.03
	270,106	5,708	275,814	2.11%	268,145.92	7,668.08

Combined	Current Budget	Budget Request	Amended Budget	% Change
Salaries & Fringe	264,866	(2,134)	262,732	-0.81%
Equip	2,252	105	2,357	4.66%
Operating	48,925	6,745	55,670	13.79%
Indirect	57,573	992	58,565	1.72%
	373,616	5,708	379,324	1.53%

Motion to grant SCDEW the request for modification to shift line items in the Adult grant as presented as well as increasing the DW grant by \$5,708.

5-18-11

DRAFT - **Worst Case Scenario**

DRAFT

WIA Program Allotments for Program Year PY 2011

Summary of the WIA Adult, Youth, and Dislocated Worker Allocations by Local Area (May 17, 2011)

State Reserve at 5% for 1st Quarter for Adult and DW, and entire program year for Youth

PY 2011	Adult \$13,141,414	Youth \$13,916,063	Dislocated Worker 19,186,456.00	Total \$46,243,933
	\$11,270,642	\$13,220,260	13,797,553.00	Local Distribution \$38,288,455
Trident *	\$1,279,051	\$1,482,860	\$1,584,006	\$4,345,917
Greenville	\$876,328	\$1,046,947	\$1,319,356	\$3,242,631
Upper Savannah	\$765,685	\$887,122	\$902,303	\$2,555,110
Upstate **	\$990,867	\$1,111,423	\$1,262,456	\$3,364,746
Midlands	\$1,240,407	\$1,615,214	\$1,655,720	\$4,511,341
Worklink ***	\$873,167	\$1,075,378	\$981,015	\$2,929,560
Lower Savannah	\$927,116	\$1,066,170	\$1,161,982	\$3,155,268
Pee Dee	\$1,280,483	\$1,516,440	\$1,366,969	\$4,163,892
Catawba	\$988,167	\$1,165,041	\$1,022,879	\$3,176,087
Santee Lynches	\$634,726	\$713,572	\$736,735	\$2,085,033
Lowcountry	\$474,073	\$492,289	\$582,274	\$1,548,636
Waccamaw	\$940,572	\$1,047,804	\$1,221,858	\$3,210,234
Local Area Totals	\$11,270,642	\$13,220,260	\$13,797,553	\$38,288,455
State Reserve	\$1,870,772	\$695,803	\$2,510,934	\$5,077,509
State Rapid Response			\$2,877,969	\$2,877,969
State Totals	\$1,870,772	\$695,803	\$5,388,903	\$7,955,478
Total Allotment	\$13,141,414	\$13,916,063	\$19,186,456	\$46,243,933

PY 2009 Comparison

Total Allotment	16,317,914.00	17,299,897.00	23,089,893.00	56,707,704.00
% Difference	-19.47%	-19.56%	-16.91%	

DRAFT

DRAFT

WIA Program Allotments for Program Year PY 2011

Summary of the WIA Adult, Youth, and Dislocated Worker Allocations by Local Area (May 17, 2011)

State Reserve at 5% for entire program year

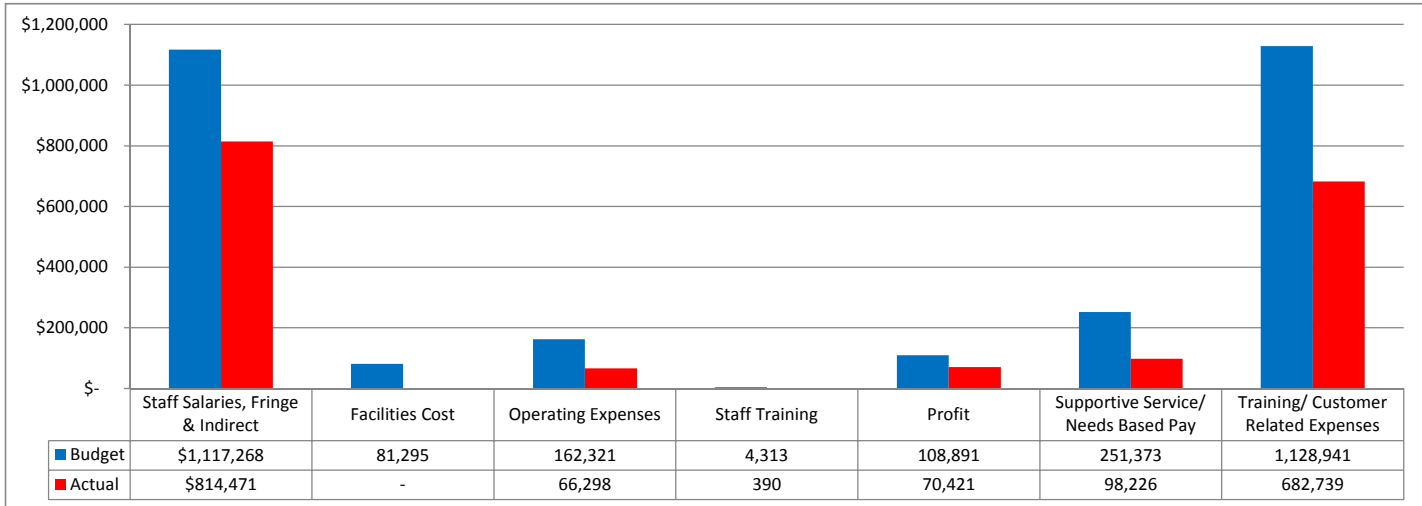
PY 2011	Adult	Youth	Dislocated Worker	Total
	\$13,141,414 95%	\$13,916,063 95%	\$19,186,456 80%	\$46,243,933 Local Distribution
	\$12,484,343	\$13,220,260	\$15,349,165	\$41,053,768
Trident *	\$1,416,787	\$1,482,860	\$1,762,136	\$4,661,783
Greenville	\$970,697	\$1,046,947	\$1,467,724	\$3,485,368
Upper Savannah	\$848,138	\$887,122	\$1,003,773	\$2,739,033
Upstate **	\$1,097,570	\$1,111,423	\$1,404,426	\$3,613,419
Midlands	\$1,373,982	\$1,615,214	\$1,841,915	\$4,831,111
Worklink ***	\$967,196	\$1,075,378	\$1,091,336	\$3,133,910
Lower Savannah	\$1,026,956	\$1,066,170	\$1,292,653	\$3,385,779
Pee Dee	\$1,418,377	\$1,516,440	\$1,520,693	\$4,455,510
Catawba	\$1,094,579	\$1,165,041	\$1,137,907	\$3,397,527
Santee Lynches	\$703,078	\$713,572	\$819,585	\$2,236,235
Lowcountry	\$525,124	\$492,289	\$647,754	\$1,665,167
Waccamaw	\$1,041,859	\$1,047,804	\$1,359,263	\$3,448,926
Local Area Totals	\$12,484,343	\$13,220,260	\$15,349,165	\$41,053,768
State Reserve	\$657,071	\$695,803	\$959,323	\$2,312,197
State Rapid Response			\$2,877,968	\$2,877,968
State Totals	\$657,071	\$695,803	\$3,837,291	\$5,190,165
Total Allotment	\$13,141,414	\$13,916,063	\$19,186,456	\$46,243,933

PY 2009 Comparison

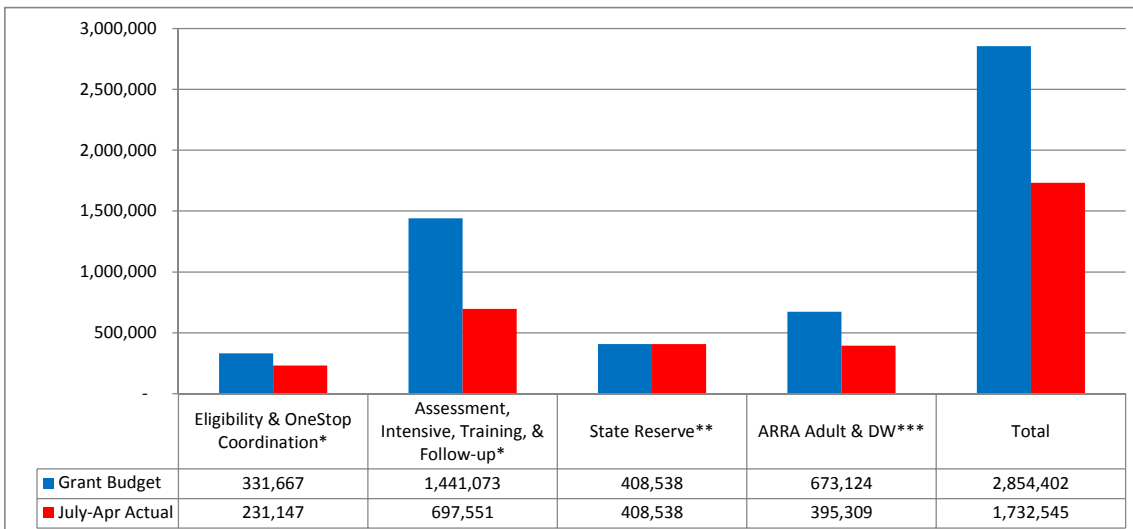
Total Allotment	16,317,914.00	17,299,897.00	23,089,893.00	56,707,704.00
% Difference	-19.47%	-19.56%	-16.91%	

Summary of ResCare Expenditures through April 2011 - By Category

Category	Budget	Eligibility	Intensive	ARRA	State Res	YTD Total	Balance
Staff Salaries, Fringe & Indirect	\$ 1,117,268	\$ 203,506	\$ 487,891	\$ 123,074	\$ -	\$ 814,471	\$ 302,797
Facilities Cost	81,295	-	-	-	-	-	81,295
Operating Expenses	162,321	10,296	48,918	7,084	-	66,298	96,023
Staff Training	4,313	225	165	-	-	390	3,923
Profit	108,891	17,120	42,958	10,343	-	70,421	38,470
Supportive Service/ Needs Based Pay	251,373	-	9,353	-	88,873	98,226	153,147
Training/ Customer Related Expenses	1,128,941	-	108,266	254,808	319,665	682,739	446,202
	\$ 2,854,402	\$ 231,147	\$ 697,551	\$ 395,309	\$ 408,538	\$ 1,732,545	\$ 1,121,857



Grant Name	Grant Budget	July-Apr		% Spent to Date
		Actual	Balance	
Eligibility & OneStop Coordination*	331,667	231,147	100,520	70%
Assessment, Intensive, Training, & Follow-up*	1,441,073	697,551	743,522	48%
State Reserve**	408,538	408,538	-	100%
ARRA Adult & DW***	673,124	395,309	277,815	59%
Total	2,854,402	1,732,545	1,121,857	61%



*Grant Period ends 6/30/11 (Funds not expended may be carried over to PY'11)

**Grant Period ends 3/31/11 (Funds not expended will be returned to SCDEW)

***Grant Period ends 6/30/11 (Funds not expended will be returned to SCDEW)

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Arbor E&T LLC. Contract # 10SA295R1 & 10SD295R1

Project/Activity ARRA Adult & DW Funding Source WIA Modification # Forecast

Line Items	50.9%	49.1%	Actual	Forecast	Total Spend	Actual	Forecast	Total Spend	Adult Variance	DW Variance	Total Variance
	Adult Budget Amount	DW Budget Amount	Adult Spend to 4/30/11	Adult Spend May to June	Adult Spend Total	DW Spend to 4/30/11	DW Spend May to June	DW Spend Total			
Salaries & Fringe Benefits	\$ 99,512	\$ 94,467	\$ 68,187	\$ 31,325	\$ 99,512	\$ 42,759	\$ 7,676	\$ 50,435	\$ (0)	\$ 44,032	\$ 44,032
Facilities/Rent Costs (space)	\$ 8,329	\$ 5,143	\$ -	\$ 8,329	\$ 8,329	\$ -	\$ 5,143	\$ 5,143	\$ 0	\$ -	\$ 0
Non-Expendable Equipment Costs	\$ 6,674	\$ 15,727	\$ -	\$ 6,674	\$ 6,674	\$ -	\$ 3,358	\$ 3,358	\$ -	\$ 12,369	\$ 12,369
Operating Expenses	\$ 12,693	\$ 7,840	\$ 4,539	\$ 1,400	\$ 5,939	\$ 2,545	\$ 400	\$ 2,945	\$ 6,754	\$ 4,895	\$ 11,649
WI Customer Wages and Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs	\$ 191,301	\$ 184,852	\$ 191,292	\$ -	\$ 191,292	\$ 63,516	\$ 29,119	\$ 92,635	\$ 9	\$ 92,217	\$ 92,226
WI Customer Supportive Services Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Needs-Based Payment Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Payments to Employers Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ 742	\$ 458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 742	\$ 458	\$ 1,200
Training Fees/Professional Fees/ Profit	\$ 11,035	\$ 10,663	\$ 6,359	\$ 3,432	\$ 9,791	\$ 3,984	\$ 993	\$ 4,977	\$ 1,244	\$ 5,686	\$ 6,930
Indirect Costs	\$ 12,047	\$ 11,641	\$ 7,463	\$ 3,979	\$ 11,442	\$ 4,665	\$ 1,151	\$ 5,816	\$ 605	\$ 5,825	\$ 6,430
Total Budget Costs	\$ 342,333	\$ 330,791	\$ 277,840	\$ 55,139	\$ 332,979	\$ 117,469	\$ 47,840	\$ 165,309	\$ 9,355	\$ 165,482	\$ 174,836
			Estimated Percentage of Grant Spent		97%			50%			

DW - Training Cost

\$4,115.00	Actual May AP
\$1,294.00	G'Tech Invoice 5-19-11
\$5,000.00	Aviation Training Voucher
\$18,710.00	DW Computer Classes
\$29,119.00	Total

***WorkLink Staff recommends a deobligation of \$160,000 from ResCare's 10SD295R1 ARRA DW Grant	
Current Budget	330,791.00
Deobligation of Funds	(160,000.00)
New Budget	170,791.00
Actual Expenditures through April + Estimated May & June	(165,309.00)
	5,482.00
Estimated Percentage of Grant Spent w/ Deobligation	-97%

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Arbor E&T LLC Contract # _____

Project Activity Eligibility & OneStop Coordination Fund Source WIA

Period	Clients Served		
	Carryover	New	Cumulative
July	0	45	45
August		59	104
September		59	163
October		72	235
November		86	321
December		59	380
January		59	439
February		59	498
March		59	557
April		59	616
May		59	675
June		45	720

Projections only and may require adjustments due to:

- 1) Maintaining the same number of Career Counselors
- 2) Active case loads average 90 per Career Counselor

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Arbor E&T LLC. Contract # _____

Project Activity Assessment, Intensive, Training & Follow-Up Fund Source WIA

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July	1563	45	1608	70	30	100	1508
August		59	1667	84	36	220	1447
September		59	1726	98	42	360	1366
October		72	1798	91	39	490	1308
November		86	1884	95	40	625	1259
December		59	1943	95	41	760	1183
January		59	2002	67	29	855	1147
February		59	2061	67	29	950	1111
March		59	2120	67	29	1045	1075
April		59	2179	63	27	1135	1044
May		59	2238	77	33	1245	993
June		45	2283	63	27	1335	948

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

BASE - STAFFING POSITION LEVELS

Staffing Position Level Comments

SCDEW Positions - Based on positions provided by SCDEW on 10/23/2010. Trade Coordinator positions were not included in SCDEW totals.

Trade Coordinator positions were added to SCDEW position totals below.

WIA Positions - Based on positions in current contract(s). There are six (6) positions that were funded with ARRA funds that will expire on 6/30/2011.

The six (6) positions are included in the WIA position count. The total amount of WIA positions after 6/30/2011 will be 17 (23-6=17).

Location	Positions			Percentages		
	SCDEW	WIA	Total	SCDEW %	WIA %	Total %
Anderson	27	15	42	64%	36%	100%
Liberty	14	4	18	78%	22%	100%
Seneca	14	4	18	78%	22%	100%
Totals	55	23	78	71%	29%	100%

Location	Positions			Percentages		
	SCDEW	WIA	Total	SCDEW %	WIA %	Total %
Anderson	28	11	39	72%	28%	100%
Liberty	14	3	17	82%	18%	100%
Seneca	14	3	17	82%	18%	100%
Totals	56	17	73	77%	23%	100%

Added IT Person to SCDEW

July 2011 to December 2011

Location	Positions			Percentages		
	SCDEW	WIA	Total	SCDEW %	WIA %	Total %
Anderson	17	11	28	61%	39%	100%
Liberty	8	3	11	73%	27%	100%
Seneca	8	3	11	73%	27%	100%
Totals	33	17	50	66%	34%	100%

Added IT Person to SCDEW

January 2012 to June 2012

BASE - FACILITIES POOLS

ANDERSON

			July	August	September	October	November	December	January	February	March	April	May	June
			23%	23%	23%	23%	23%	23%	34%	34%	34%	34%	34%	34%
Allocable Share	Year	Month												
Rent	\$1,941.21	\$161.77	\$37.67	\$37.67	\$37.67	\$37.67	\$37.67	\$37.67	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Utilities - Water, Sewage, Garbage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Janitorial	\$18,558.00	\$1,546.50	\$360.14	\$360.14	\$360.14	\$360.14	\$360.14	\$360.14	\$525.81	\$525.81	\$525.81	\$525.81	\$525.81	\$525.81
Grounds	\$1,800.00	\$150.00	\$34.93	\$34.93	\$34.93	\$34.93	\$34.93	\$34.93	\$51.00	\$51.00	\$51.00	\$51.00	\$51.00	\$51.00
Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Network	\$5,604.84	\$467.07	\$108.77	\$108.77	\$108.77	\$108.77	\$108.77	\$108.77	\$158.80	\$158.80	\$158.80	\$158.80	\$158.80	\$158.80
Network Support (Staff)	\$19,392.00	\$1,616.00	\$376.33	\$376.33	\$376.33	\$376.33	\$376.33	\$376.33	\$549.44	\$549.44	\$549.44	\$549.44	\$549.44	\$549.44
Email	\$7,680.00	\$640.00	\$149.04	\$149.04	\$149.04	\$149.04	\$149.04	\$149.04	\$217.60	\$217.60	\$217.60	\$217.60	\$217.60	\$217.60
Computer Utilities	\$22,032.00	\$1,836.00	\$427.56	\$427.56	\$427.56	\$427.56	\$427.56	\$427.56	\$624.24	\$624.24	\$624.24	\$624.24	\$624.24	\$624.24
Telephone Equipment	\$14,458.08	\$1,204.84	\$280.58	\$280.58	\$280.58	\$280.58	\$280.58	\$280.58	\$409.65	\$409.65	\$409.65	\$409.65	\$409.65	\$409.65
Data Lines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (i.e. Shredding)	\$900.00	\$75.00	\$17.47	\$17.47	\$17.47	\$17.47	\$17.47	\$17.47	\$25.50	\$25.50	\$25.50	\$25.50	\$25.50	\$25.50
WIA Supervision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total - Anderson	\$92,366.13	\$7,697.18	\$1,792.49	\$1,792.49	\$1,792.49	\$1,792.49	\$1,792.49	\$1,792.49	\$2,617.04	\$2,617.04	\$2,617.04	\$2,617.04	\$2,617.04	\$2,617.04

LIBERTY

			July	August	September	October	November	December	January	February	March	April	May	June
			23%	23%	23%	23%	23%	23%	34%	34%	34%	34%	34%	34%
Allocable Share	Year	Month												
Rent	\$7,752.66	\$646.06	\$150.45	\$150.45	\$150.45	\$150.45	\$150.45	\$150.45	\$219.66	\$219.66	\$219.66	\$219.66	\$219.66	\$219.66
Utilities - Water, Sewage, Garbage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Janitorial	\$18,558.00	\$1,546.50	\$360.14	\$360.14	\$360.14	\$360.14	\$360.14	\$360.14	\$525.81	\$525.81	\$525.81	\$525.81	\$525.81	\$525.81
Grounds	\$3,360.00	\$280.00	\$65.21	\$65.21	\$65.21	\$65.21	\$65.21	\$65.21	\$95.20	\$95.20	\$95.20	\$95.20	\$95.20	\$95.20
Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Network	\$5,653.20	\$471.10	\$109.71	\$109.71	\$109.71	\$109.71	\$109.71	\$109.71	\$160.17	\$160.17	\$160.17	\$160.17	\$160.17	\$160.17
Network Support (Staff)	\$13,089.60	\$1,090.80	\$254.02	\$254.02	\$254.02	\$254.02	\$254.02	\$254.02	\$370.87	\$370.87	\$370.87	\$370.87	\$370.87	\$370.87
Email	\$3,072.00	\$256.00	\$59.62	\$59.62	\$59.62	\$59.62	\$59.62	\$59.62	\$87.04	\$87.04	\$87.04	\$87.04	\$87.04	\$87.04
Computer Utilities	\$8,748.00	\$729.00	\$169.77	\$169.77	\$169.77	\$169.77	\$169.77	\$169.77	\$247.86	\$247.86	\$247.86	\$247.86	\$247.86	\$247.86
Telephone Equipment	\$3,366.12	\$280.51	\$65.32	\$65.32	\$65.32	\$65.32	\$65.32	\$65.32	\$95.37	\$95.37	\$95.37	\$95.37	\$95.37	\$95.37
Data Lines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (i.e. Shredding)	\$900.00	\$75.00	\$17.47	\$17.47	\$17.47	\$17.47	\$17.47	\$17.47	\$25.50	\$25.50	\$25.50	\$25.50	\$25.50	\$25.50
WIA Supervision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$64,499.58	\$5,374.97	\$1,251.70	\$1,251.70	\$1,251.70	\$1,251.70	\$1,251.70	\$1,251.70	\$1,827.49	\$1,827.49	\$1,827.49	\$1,827.49	\$1,827.49	\$1,827.49

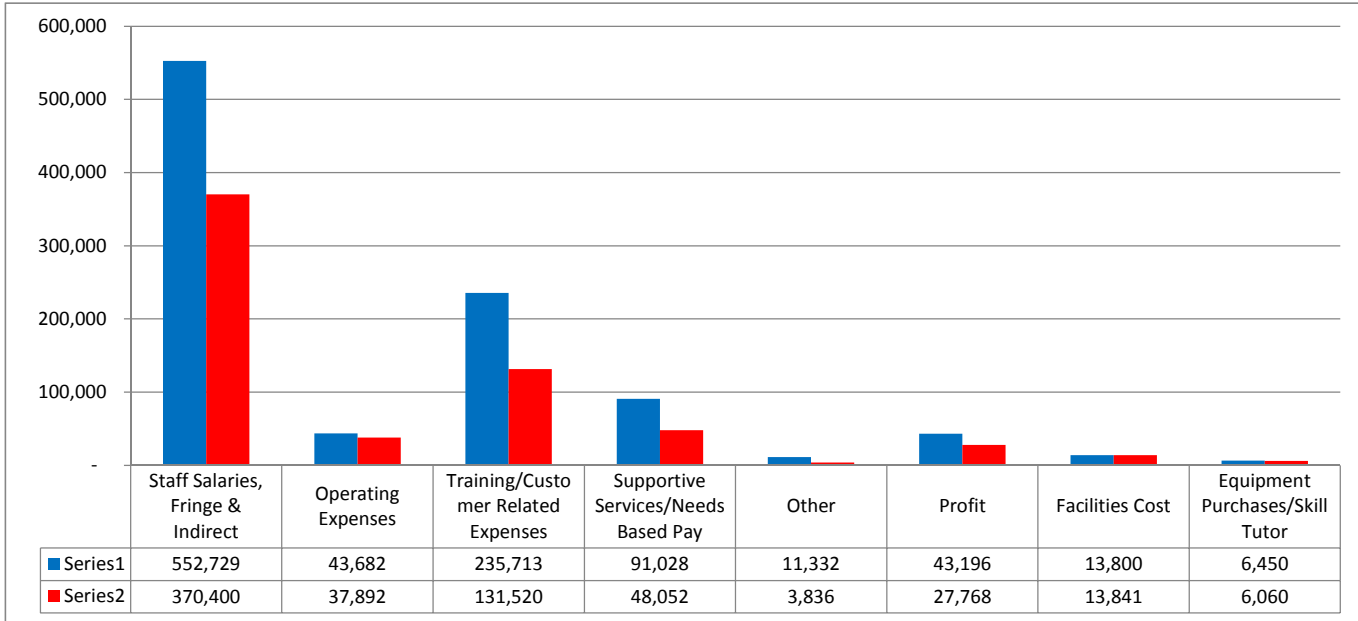
SENECA

			July	August	September	October	November	December	January	February	March	April	May	June
			23%	23%	23%	23%	23%	23%	34%	34%	34%	34%	34%	34%
Allocable Share	Year	Month												
Rent	\$7,991.08	\$665.92	\$155.08	\$155.08	\$155.08	\$155.08	\$155.08	\$155.08	\$226.41	\$226.41	\$226.41	\$226.41	\$226.41	\$226.41
Utilities - Water, Sewage, Garbage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Janitorial	\$18,558.00	\$1,546.50	\$360.14	\$360.14	\$360.14	\$360.14	\$360.14	\$360.14	\$525.81	\$525.81	\$525.81	\$525.81	\$525.81	\$525.81
Grounds	\$4,272.00	\$356.00	\$82.90	\$82.90	\$82.90	\$82.90	\$82.90	\$82.90	\$121.04	\$121.04	\$121.04	\$121.04	\$121.04	\$121.04
Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Network	\$5,554.08	\$462.84	\$107.78	\$107.78	\$107.78	\$107.78	\$107.78	\$107.78	\$157.37	\$157.37	\$157.37	\$157.37	\$157.37	\$157.37
Network Support (Staff)	\$23,270.40	\$1,939.20	\$451.59	\$451.59	\$451.59	\$451.59	\$451.59	\$451.59	\$659.33	\$659.33	\$659.33	\$659.33	\$659.33	\$659.33
Email	\$3,456.00	\$288.00	\$67.07	\$67.07	\$67.07	\$67.07	\$67.07	\$67.07	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92	\$97.92
Computer Utilities	\$15,552.00	\$1,296.00	\$301.81	\$301.81	\$301.81	\$301.81	\$301.81	\$301.81	\$440.64	\$440.64	\$440.64	\$440.64	\$440.64	\$440.64
Telephone Equipment	\$3,760.44	\$313.37	\$72.98	\$72.98	\$72.98	\$72.98	\$72.98	\$72.98	\$106.55	\$106.55	\$106.55	\$106.55	\$106.55	\$106.55
Data Lines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (i.e. Shredding)	\$900.00	\$75.00	\$17.47	\$17.47	\$17.47	\$17.47	\$17.47	\$17.47	\$25.50	\$25.50	\$25.50	\$25.50	\$25.50	\$25.50
WIA Supervision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$83,314.00	\$6,942.83	\$1,616.82	\$1,616.82	\$1,616.82	\$1,616.82	\$1,616.82	\$1,616.82	\$2,360.56	\$2,360.56	\$2,360.56	\$2,360.56	\$2,360.56	\$2,360.56

Total All 3 Locations	\$240,179.71	\$20,014.98	\$4,661.02	\$4,661.02	\$4,661.02	\$4,661.02	\$4,661.02	\$4,661.02	\$6,805.09	\$6,805.09	\$6,805.09	\$6,805.09	\$6,805.09	\$6,805.09	\$68,796.68	ResCare Pays to SCDEW
WIA Supervision & Security	\$8,901.78	\$8,901.78	\$8,901.78	\$8,901.78	\$8,901.78	\$8,901.78	\$8,901.78	\$8,901.78	\$7,658.71	\$7,658.71	\$7,658.71	\$7,658.71	\$7,658.71	\$7,658.71	\$99,362.94	SCDEW pays to ResCare
(SCDEW to Cut Check)			(\$4,240.76)	(\$4,240.76)	(\$4,240.76)	(\$4,240.76)	(\$4,240.76)	(\$4,240.76)	(\$853.62)	(\$853.62)	(\$853.62)	(\$853.62)	(\$853.62)	(\$853.62)	(\$30,566.26)	Negative is Income to ResCare Positive is Expense to ResCare

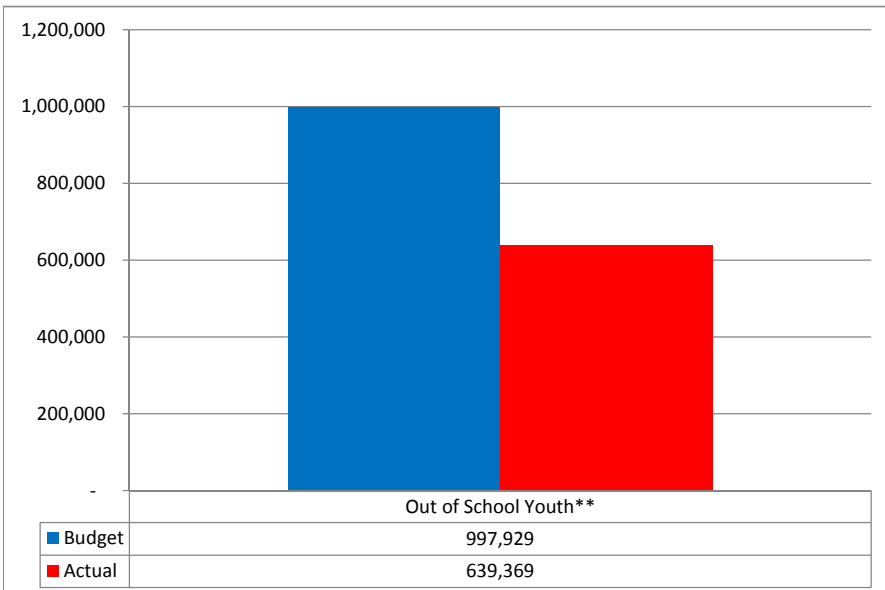
Summary of PYC Expenditures through April 2011 - By Category

Category	Budget	10Y495H1	Balance
Staff Salaries, Fringe & Indirect	552,729	370,400	182,329
Operating Expenses	43,682	37,892	5,790
Training/Customer Related Expenses	235,713	131,520	104,193
Supportive Services/Needs Based Pay	91,028	48,052	42,976
Other	11,332	3,836	7,496
Profit	43,196	27,768	15,428
Facilities Cost	13,800	13,841	(41)
Equipment Purchases/Skill Tutor	6,450	6,060	390
	997,929	639,369	358,560



Budget to Actual Expenditures - 7/1/10-4/30/11

Grant Name	Budget	Actual	
Out of School Youth**	997,929	639,369	64% Percent Spent to Date



**WorkLink PY10 Cost per Participant Comparison
PYC vs. GTC**

The cost per participant comparison below is based on actual budgeted costs of Direct Training & Supportive Services funds only and does not include the operating or Staff Costs. The calculation was done this way to provide an equal comparison.

	Budgeted Costs	Slots	Cost Per Annual	Average Time in Program
PYC only Participant				
Direct Training Costs	\$ 111,900.15	175	\$ 639.43	
Supp. Svc. Costs	\$ 55,227.50	175	\$ 315.59	
TOTAL	\$ 167,127.65	175	\$ 955.02	11 Mo.
PYC-GTC Participant				
Direct Training Costs	\$ 137,712.40	40	\$ 3,442.81	
Supp. Svc. Costs	\$ 43,540.00	40	\$ 1,088.50	
TOTAL	\$ 181,252.40	40	\$ 4,531.31	24 Mo.

WORKFORCE INVESTMENT BOARD
Pendleton District Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # _____

Project Activity Palmetto Youth Connections Fund Source _____

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-11	90	5	95	8	2	10	85
August-11	85	15	100	7	3	10	90
September-11	90	15	105	15	5	20	85
October-11	85	5	90	8	2	10	80
November-11	80	5	85	6	4	10	75
December-11	75	5	80	8	2	10	70
January-12	70	15	85	5	5	10	75
February-12	75	15	90	6	4	10	80
March-12	80	10	90	6	4	10	80
April-12	80	5	85	3	2	5	80
May-12	80	5	85	7	3	10	75
June-12	75	5	80	5	5	10	70

Carryovers 90 **105**

New Enrollments 105

Total Served 195

Planned Carryovers 70

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

PO Box 995
1550 Gadsden Street
Columbia, SC 29202
www.dew.sc.gov



Nikki R. Haley
Governor

John L. Finan
Executive Director

April 19, 2011

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

Re: ARRA State Reserve Grant
Grant Number: 10ATU01

Dear *Steve* Mr. Pelissier:

We are pleased to provide the WorkLink Workforce Investment Area with the attached grant in the amount of \$58,864. This grant is a direct result of the State Workforce Investment Board setting aside resources from the American Recovery and Reinvestment Act of 2009 (ARRA) State Reserve funds for local area use. Funds were set aside to assist local areas with providing technology upgrades for one-stop centers within their region.

The enclosed grant agreement includes two face sheets. As signatory official for the Department of Employment and Workforce, I have signed both. To accept the grant, please sign each face sheet as well and return one original to this office. The other face sheet and grant documents should be retained for your file.

We look forward to working with you on this grant. Should you have any questions or need additional information, please contact Abby Linden, Local Operations Coordinator, at 803-737-1909 or alinden@dew.sc.gov.

Sincerely,

Peggy
Margaret Torrey
Assistant Executive Director
Employment and Training

Enclosure(s)

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

1550 Gadsden Street
PO Box 1406
Columbia, South Carolina 29202

GRANT AWARD

Grantee: SC Appalachian Council of Governments

Grant Number: 10ATU01

Contact: Amy Jesse

Award Amount: \$ 58,864

Project Title: Technology Upgrade Grant

Grant Period: 12/1/10-6/30/11

CFDA Number:

17.259 WIA Youth Activities

Conditions:

- Financial Status Reports, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month. Requests for Drawdown of grant funds may be submitted twice a month or less frequently.
- All funds not expended by the end of the grant will be deobligated and returned to the South Carolina Department of Employment and Workforce.

Contacts:

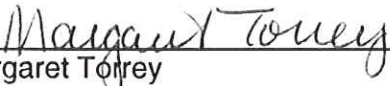
Program Contact: Abby Linden
(803) 737-1909
alinden@dew.sc.gov

Fiscal Contact: Evelyn Ferguson
(803) 737-0407
eferguson@dew.sc.gov

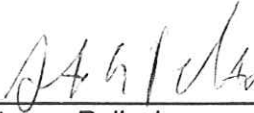
In accordance with the provisions of the Workforce Investment Act of 1998, funds are awarded in the amount shown above for the purposes specified in the Statement of Work. The acceptance of this award creates a contract between the South Carolina Department of Employment and Workforce and the Grantee named above, legally binding the Grantee to carry out the activities set forth in the Grant Agreement. The Grant Agreement consists of this Grant Award Signature Sheet, Part I – Program Statement of Work, Part II – Grant Budget, and Part III – Terms and Conditions.

Approved By:

Approved By:



Margaret Torrey
Assistant Executive Director
Employment and Training



Steven Pelissier
Executive Director

4/18/11

Date

4/25/11

Date

Part I- Statement of Work
Grant #: 10ATU01

This agreement is entered into by the South Carolina Department of Employment and Workforce (SCDEW) and SC Appalachian Council of Governments on behalf of the WorkLink Local Workforce Investment Area (LWIA), pursuant to the provisions and regulations of the Workforce Investment Act (WIA).

1.0 Purpose

1.0.1 This grant is a direct result of the State Workforce Investment Board setting aside resources from the American Recovery and Reinvestment Act of 2009 (ARRA) State Reserve funds for local area use to upgrade circuits to increase bandwidth and enable installation of Voice-Over-Internet-Protocol (VOIP).

1.1 Project Description

1.1.1 The WorkLink LWIA will utilize these funds to purchase equipment needed to configure and support VOIP to include the following: proper data circuit (4Mbps); infrastructure upgrades (sufficient power over Ethernet switches); and vendor certified telephone sets and equipment installation, as required. This new technology will provide better quality of service, increased functionality and user ability, and at a cost savings to current services.

1.1.2 Grant funds will be used in accordance with the provisions of the Workforce Investment Act, its implementing Regulations, and the Terms and Conditions attached to this agreement.

1.2 Reporting

1.2.1 Financial Status Reports, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month. Requests for Drawdown of grant funds may be submitted twice a month or less frequently.

1.2.2 All funds not expended by the end of the grant will be deobligated and returned to the South Carolina Department of Employment and Workforce.

1.2.3 This grant agreement is written for the period December 1, 2010 through June 30, 2011.

WorkLink Program Year 2011 Financial Status

Obligations - As of July 1, 2011

	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Incentive	Total
PY'11 Allocations (NFA's)	\$ 785,850	\$ 87,317	\$ 882,914	\$ 98,102	\$ 967,840	\$ 107,538	\$ 41,848	\$ 2,971,408
Transfer	176,582.70	-	(176,582.70)	-	-	-	-	-
Unobligated Funds	-	-	-	-	120,000.00	-	-	120,000.00
Carryover	-	-	-	-	-	-	-	193,959.00
Total Revenue	\$ 962,433	\$ 87,317	\$ 706,331	\$ 98,102	\$ 1,087,840	\$ 107,538	\$ 41,848	\$ 3,285,367
Obligations								
ResCare-Eligibility	\$ 165,454	\$ -	\$ 124,935	\$ -	\$ -	\$ -	\$ -	\$ 290,389
ResCare-Intensive	513,834	-	387,999	-	-	-	-	901,833
PYC	-	-	-	-	1,010,413	-	-	1,010,413
IWT	-	-	-	-	-	-	-	193,959
OJT	80,000	-	40,000	-	-	-	-	120,000
OJT NEG	-	-	-	-	-	-	-	-
Total Pass-Through Contracts	\$ 759,288		\$ 552,934		\$ 1,010,413		\$ -	\$ 2,516,594
Total Revenue after Obligations	203,145	87,317	153,397	98,102	77,427	107,538	41,848	768,773

In-House - As of July 1, 2011

In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Incentive	Total
Salaries	117,813	37,488	86,430	44,422	38,733	51,226	-	376,112
Fringe	34,039	10,694	24,921	12,527	11,428	14,923	-	108,532
Travel - Training/Conferences/Meetings	1,125	-	1,125	-	2,750	-	-	5,000
Travel - Committee/Board	-	1,000	-	1,000	-	1,000	-	3,000
Supplies - Consummable	-	2,000	-	2,000	-	1,000	-	5,000
Supplies - Non-Consummable	-	750	-	750	-	500	-	2,000
WorkKeys (Assessments & Profiles) (\$15,000 Adult & DW & \$7,000 Youth)	-	-	-	-	-	-	22,000	22,000
Youth Forum	-	-	-	-	6,000	-	-	6,000
Insurance - Tort	-	2,700	-	2,700	-	2,700	-	8,100
Insurance - Auto C&C	-	120	-	120	-	120	-	360
Insurance - Auto Liab	-	400	-	400	-	400	-	1,200
Postage	-	2,000	-	2,000	-	2,000	-	6,000
Printing	4,549	2,751	4,717	2,688	2,496	1,996	8,448	27,645
Telephone, Cell, & Internet	1,250	1,250	1,250	1,250	1,250	1,250	-	7,500
Web Site Hosting & Renewal Fees	-	4,913	-	4,913	-	3,275	-	13,100
Newspapers, Magazines, & Books	-	200	-	200	-	100	-	500
Memberships, Dues, & Prof Fees	600	300	600	300	600	300	-	2,700
Training	5,425	-	5,425	-	1,300	-	1,900	14,050
Conf & Mtg Fees	500	-	500	-	-	-	5,000	6,000
Job Fair Expenses (\$1,000 Food, \$2,000 Rent, \$15,000 Advertising, \$6,000 Printing = \$24,000)	-	-	-	-	-	-	-	-
Rent - WorkLink Storage	-	380	-	380	-	380	-	1,140
Rent - WorkLink Office	-	6,000	-	6,000	-	6,000	-	18,000
R&M - Equipment	-	375	-	375	-	250	-	1,000
R&M & Gas - WIA Car	500	250	500	250	250	250	-	2,000
IT Maint/Support	-	1,000	-	1,000	-	500	-	2,500
Advertising	2,000	-	2,000	-	1,000	-	2,500	7,500
COG Meeting Expense (Board & Committees)	-	1,500	-	1,500	-	4,000	-	7,000
MISC Expenses	-	-	-	-	-	-	2,000	2,000
Indirect Cost Pool (30% of salaries)	35,344	11,246	25,929	13,327	11,620	15,368	-	112,834
Total In-House	\$ 203,145	\$ 87,317	\$ 153,397	\$ 98,102	\$ 77,427	\$ 107,538	\$ 41,848	\$ 768,773
Balance	-	0	(0)	-	0	(0)	-	-

Service Provider
Status Update
July 2010 - January 2011

ENROLLMENT REPORT

ResCare

special notes

*Excludes 22 carryovers from previous contractor

Board Goal

2500

PY '10 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		939				
July	24	24	85	28%	2%	39%
August	26	50	210	24%	5%	40%
September	50	100	295	34%	10%	42%
October	81	181	370	49%	18%	45%
November	116	297	435	68%	30%	49%
December	102	399	500	80%	40%	54%
January	76	475	610	78%	48%	57%
February	131	606	675	90%	61%	62%
March	153	759	750	101%	76%	68%
April	84	843	840	100%	84%	71%
May	103	946	925	102%	95%	75%
June		946	1000			
Totals	946	1885	1000			

CERTIFICATION REPORT

Arbor

Special Notes

*Excludes partial certifications

Board Goal

1300

PY '10 Month	NEW Adult Certifications	Total Certifications	Monthly Planned Certifications	YTD % of Monthly Plan	Annual % of Plan	YTD % of Board Goal
July	13	13	111	12%	1%	1%
August	23	36	273	13%	3%	3%
September	53	89	384	23%	7%	7%
October	90	179	481	37%	14%	14%
November	131	310	566	55%	24%	24%
December	108	418	650	64%	32%	32%
January	94	512	793	65%	39%	39%
February	136	648	878	74%	50%	50%
March	178	826	975	85%	64%	64%
April	103	929	1092	85%	71%	71%
May	117	1046	1203	87%	80%	80%
June			1300			
Totals	1046	1046	1300			

Service Provider
 Status Update
 July 2010 - January 2011

ENROLLMENT REPORT

PYC

special notes

includes Gateway to College - Planned Enrollment = 40; Carryover = 17 with 23 new

Board Goal

215

PY '10 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		71				
July	3	74	8	38%	2%	34%
August	1	75	8	13%	3%	35%
September	23	98	8	288%	19%	46%
October	13	111	10	130%	28%	52%
November	11	122	10	110%	35%	57%
December	16	138	10	160%	47%	64%
January	14	152	15	93%	56%	71%
February	6	158	15	40%	60%	73%
March	26	184	15	173%	78%	86%
April	13	197	15	87%	88%	92%
May	10	207	15	67%	94%	96%
June			15			
Totals	136	207	144			

Service Provider
Status Update
July 2010 - January 2011

ENROLLMENT REPORT

OJT

special notes

Board Goal does not include carryover

Board Goal

24

PY '10 Month	NEW OJT Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		18				
July	1	1	2	50%	4%	4%
August	5	6	2	250%	25%	25%
September	0	6	2	0%	25%	25%
October	1	7	2	50%	29%	29%
November	4	11	2	200%	46%	46%
December	0	11	2	0%	46%	46%
January	1	12	2	50%	50%	50%
February	11	23	2	550%	96%	96%
March	16	39	2	800%	163%	163%
April	21	60	2	1050%	250%	250%
May	0	60	2	0%	250%	250%
June			2			
Totals	60	78	24			

ENROLLMENT REPORT

OJT-NEG

special notes

Grant Goal

32

PY '10 Month	NEW OJT Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Grant Goal
<i>Active Carryover</i>						
December	0	0	4	0%	0%	0%
January	0	0	8	0%	0%	0%
February	0	0	12	0%	0%	0%
March	3	3	16	19%	19%	10%
April	0	3	20	0%	15%	10%
May	0	3	25	0%	12%	10%
June			30			
Totals	3	3				



Strategic Plan Update

Updated March 2011

Proposed changes are noted in the margins and by underlined text. Completed actions have been ~~crossed through~~, while those in progress are **highlighted**.

Goal I. Understand the skill level of the workforce.

The Workforce Skills and Education Committee and Business Partnerships Committee oversee the attainment of this goal, objectives and strategies.

Objective: Research and analyze WorkKeys data by **December 31, 2009**.

Action Strategies:

- 1) Determine how to gather and keep data
 - a) ~~By June 30, 2009 call ACT to ensure how to access WorkKeys reports for all agencies assessing with WorkKeys within the region~~
 - b) ~~By June 30, 2009 call Joan Mason at the state to determine how to access WorkKeys reports for all agencies assessing with WorkKeys within the region~~
 - c) **If ACT does not have access to the appropriate reports, create/find a database that will allow for pulling of all community data (not just the OneStop Center's data) (delayed due to funding availability)**
- 2) **Gather the WorkKeys data**
 - a) ~~Identify which skills/job seekers have been WorkKeys assessed by all in the workforce area by December 31, 2009~~
 - b) ~~Review the local and overall ACT business profiles by December 31, 2009~~
- 3) Analyze the data
 - a) Match the skills/job seekers WorkKeys levels (aggregate) against the profiles by June 30, 2010

Objective: Increase the number in the workforce assessed with WorkKeys Readiness Certificate by 3000.

Action Strategies:

- ~~1) Utilize incentive grants to assist businesses and schools to assess with WorkKeys~~
 - ~~a) Determine who will receive incentive funds to assess with WorkKeys~~
 - ~~b) Develop MOAs with those who will receive incentive funds to assess with WorkKeys~~
- 2) Market WorkKeys to skills/job seekers
 - ~~a) Create and utilize a “business recognition sign” – a sign that businesses place in their facility that indicates “We screen applicants using WorkKeys”~~
 - ~~b) Add to the Incentive Funds MOA (memorandum of agreement) that by accepting the incentive funds they agreed to have their name included (in the WIB’s marketing of WorkKeys) as a business that utilizes WorkKeys~~
 - c) Develop WorkKeys marketing plan/process
- 3) Develop an alternate method to provide WorkKeys assessments
 - ~~a) Review WIA budget for Core B services to be funded~~
 - b) Utilize the grant writer to explore/gain additional funding

Objective: Increase by 2% per year the number of individuals who successfully completed GED or high school diploma through the workforce system last year (July 1, 2008 – June 30, 2009).

Action Strategies:

- 1) Promote GED/HS completion to the incumbent workforce
 - a) Increase awareness of GED on-line
 - b) Develop an education on-line center
 - c) Increase awareness of employer requirements for GED/HS Diploma (possibly using the tool from TV or by developing a brochure)
- 2) Promote GED/HS completion to skills/job seekers within the workforce development system
 - a) Increase awareness of GED on-line
 - b) Develop an education on-line center
 - c) Increase awareness of employer requirements for GED/HS Diploma (possibly using the tool from TV or by developing a brochure)
- 3) Identify and address adult education provider issues/ limitations
 - ~~a) Determine their issues~~
 - b) Utilize the grant writer to look for/find outside funding for them

Objective: Certify the basic work skills (soft and computer) of 1000 job seekers that the OneStop Centers serve each year.

- 1) Develop appropriate soft skills curriculum
 - a) ~~Investigate national credentials~~
 - b) ~~Investigate best practice curricula~~
 - c) ~~Work with local businesses to identify the required basic and soft skills and standards for each skill~~
 - d) ~~Use business requirements to finalize curriculum~~
- 2) Have WIB approve a “certification” process and certificate
 - a) ~~Investigate best practices~~
 - b) ~~Develop draft certificate~~
 - c) ~~Seek WIB approval for certificate~~
- 3) Incorporate a work experience activity to prove demonstration of the soft skills
 - a) Utilize OJT, apprenticeship, Work Experience, volunteer activities to ensure job/skills seekers demonstrate soft skills
- 4) Provide access to computer skills training
 - a) ~~Develop/issue a computer skills training RFP~~
 - b) ~~Select computer skills training provider~~
 - c) ~~Provide computer skills training~~

Objective: By **June 30, 2009**, ensure that the local workforce policies and regulations do not cause barriers to the service providers and customers.

- 1) Identify the policies with issues and address them (in progress)
 - a) Identify those that are too open/loose
 - b) Identify those that are too closed/tight/restrictive (Individuals who test at a silver level on WorkKeys are not able to be reassessed using WIA funds)
 - c) Determine which WIB committee is responsible to address them
 - d) Ensure revisions comply with law/rules/regulations
 - e) Revise the policy
 - f) Take the revised policy to the appropriate committee for approval
 - g) Issue changes to service providers (including guidelines/instructions for required forms)

Goal II. Involve business in the WIB and WIB activities.

*The Business Partnerships Committee oversees the attainment of this goal, objectives and strategies. **No immediate deadlines indicated.***

Objective: Increase WorkKeys Profiles by 10% per year throughout the workforce region.

Action Strategies:

- 1) Increase funding to promote WorkKeys
 - a) ~~Determine how to fund additional WorkKeys profiles using WorkLink funds~~
 - b) Investigate other funding sources for WorkKeys profiles and marketing
 - c) Write grants for funding to promote awareness and complete WorkKeys profiles
- 2) Increase Awareness/Market WorkKeys
 - a) Coordinate efforts with Marketing Committee
 - b) Promote a long term vision of WorkKeys in SC and the region
 - c) Provide WorkKeys training to the WIB members
 - d) Develop a profiling marketing plan
 - e) Communicate available funds for profiling
 - f) ~~Designate a person to talk to businesses~~
- 3) Develop strategies to reach businesses
 - a) Identify how other WIBs have marketed this product (find best practices)
 - b) Create list of major businesses in the three county area including tapping into WIB member networks
 - c) ~~Determine which businesses have used the services/WorkKeys~~
 - d) Ask those businesses who have used WorkKeys to witness/provide testimonials/promote to those who have not used WorkKeys
 - e) Identify those businesses who have not used WorkKeys
 - f) Determine businesses within that list to target
 - g) Develop a call list
 - h) Determine who will make the calls
 - i) Target “like” businesses/month
 - j) Call on the businesses and determine their needs
- 4) Create database in which to log WorkKeys profile information
 - a) Determine if “Synchronist” database can be used to maintain WorkKeys profile data
 - b) Create database for employer utilization
 - c) Train partners on the use of the database
 - d) Utilize the partners to maintain the WorkKeys information
- 5) Increase partnerships to provide more WorkKeys profiles
 - a) Partner with
 - (1) SCDEW/service providers
 - (2) local economic development agencies
 - (3) local education agencies
 - b) Identify profilers within the region
 - c) Write MOA on sharing WorkKeys profiles information
 - d) Provide training on the benefits for employers who participate in WorkKeys profiling
 - e) Track profiles of other entities
- 6) Measure progress
 - a) Review measures/standards from other WIBs

- b) Develop realistic, understandable and visual metrics
- c) Identify the number of profiles completed across the region
- d) Identify the gaps in the profiles versus the demand for profiles to be completed
- e) Survey the results/effectiveness of the WorkKeys profiling efforts

Objective: Increase the number of employers using the workforce development system services by 2% per year.

Action Strategies: (see strategic plan for detailed steps)

- ~~1) Get a database of business services and service providers~~
- 2) Certify the services
 - a) Review the state's business services certification criteria
 - b) Determine what additional local criteria (if any) should be added
- 3) Get the word out about the services and where to access them
 - a) Determine list of benefits
 - b) Host 2 business symposiums per year
 - c) Host joint Board /WDA meeting OR have WDA present at the WIB meeting
 - d) Leverage Board contacts
 - e) Host a joint meeting with AOP manufacturing managers groups 1 per county annually
—bring service providers
- 4) Determine businesses' needs
 - a) Revise the business survey
 - b) Use survey to gather business needs
 - c) Discuss business needs with businesses one-on-one when calling on them

Goal III. Integrate the system.

The Executive Committee oversees the first two objectives with the Workforce Skills and Education Committee responsible for additional actions.

Objective: By the end of calendar year 2009, a OneStop Operator will be in place that regularly convenes service providers and partner agencies.

Action Strategies:

- 1) Develop the OneStop Operator
 - a) ~~Define/delineate the roles/responsibilities of the OneStop Operator and the WIB staff~~
 - b) ~~Train and provide technical assistance to the OneStop Operator~~
 - c) ~~Finalize the Agreement between the WIB and the OneStop Operator.~~
- 2) Get buy-in from current members/agencies on their OneStop Operator role.
 - a) ~~Review the defined/delineated roles of the OneStop Operator and the WIB staff with the Operator~~
 - b) ~~Train and provide technical assistance to the OneStop Operator~~
 - c) ~~Provide feedback to the Operator on how well they are performing their roles~~
 - d) Hold the OneStop Operator responsible to achieve their work
- 3) Ensure the new OneStop Operator's success
 - a) ~~WIB Staff will orient and train~~
 - b) ~~Help them establish a plan of work~~
 - c) ~~Help them create a list of stakeholders~~
 - d) ~~Establish communication protocol~~
 - e) ~~Establish reporting requirements~~
 - f) ~~Review business plan requirements and negotiate a deadline for completion~~
 - g) ~~Establish a timeline for updating the MOUs and RSAs~~

Objective: By 2010, a OneStop Operator will be collecting the data to present to the WIB so they can certify/re-certify the OneStop Centers.

Action Strategies:

- 1) Establish OneStop Center certification criteria
 - a) Review the state's OneStop certification process guidelines
 - b) Determine additional local criteria/standards
- 2) Determine reporting requirements
 - a) Determine what data to collect
 - b) Format guidelines
- 3) Ensure service gaps are addressed
 - a) Set the parameters for the OneStop Operator to complete the service gap analysis
 - b) Review service gap analysis they submit
 - c) Review /approve solutions to service gaps

Goal IV. Create a common theme for the WIB and system.

The Marketing Committee oversees the attainment of this goal, objectives and strategies.

Objective: By **December 31, 2009**, the Board members will be able to understand and convey what we do as a Board and the roles of the staff, the OneStop Operator, the partners and the service providers within the workforce system.

Action Strategies:

- ~~1) Hire a marketing coordinator.~~
- 2) Define all roles and relationships.
 - ~~a) Compile lists of providers and partners~~
 - ~~b) Define the roles of staff, OneStop Operator, partners, and service providers~~
 - ~~c) Review the state's OneStop Certification Draft Plan~~
- 3) Develop Collateral.
 - ~~a) Update the WIB manual~~
 - ~~b) Develop brochures~~
 - ~~c) Develop concise "elevator" speech by soliciting input through Board email~~
 - ~~d) Make service provider reports easy to understand~~
 - ~~e) Create/print organizational chart~~
 - f) Update service map for adults/dislocated workers
 - ~~g) Review and update website (contract started Sept. 1)~~
 - ~~h) Create a website learning center~~
- 4) Provide training of the roles and responsibilities to all players.
 - ~~a) Survey the board to determine its knowledge level (Jimmy's survey)~~
 - ~~b) Make partners and service providers visible to the board~~
 - ~~c) Implement continuous board training via website~~
 - ~~d) Plan board meeting "did you know" or "success stories"~~
 - ~~e) Meet one-on-one with board members for training and print training information~~
 - ~~f) Have service providers give presentations at Board meetings~~
 - ~~g) Review/clarify member orientation and stress its importance~~
- 5) Increase membership/ participation.
 - ~~a) Encourage Board participation~~
 - ~~b) Increase membership on marketing committee~~
 - ~~c) Require board members to share their knowledge of WorkLink~~
 - ~~d) Ask for feedback~~
 - e) Require board members to sign a commitment of understanding or certify in 1 year

Objective: By **December 31, 2009**, the Operator and Youth Council will be able to understand and convey what the WIB does and the roles of the staff, the OneStop Operator, the partners and the service providers within the workforce system.

Action Strategies:

- ~~1) Define all roles and relationships (see first objective)~~
- 2) Develop collateral.
 - ~~a) Create a website learning center~~
- 3) Provide training to OneStop Operator and Youth Council.
 - ~~a) Train Operator members~~
 - ~~b) Train providers and partners~~

Objective: By **the end of 2010**, the businesses and educators will be able to understand and convey what the WIB does and the roles of the staff, the operator, the partners and the service providers within the workforce system.

Action Strategies:

- 1) Provide marketing for each committee's products.
- 2) Demonstrate/market the linkages between service providers/receivers of WIB funding and the WIB.
 - ~~a) Update the product marketing "style sheet"~~
 - ~~b) Include style sheet and the words "a part of the WorkLink system" for all service provider contracts~~
 - c) Require that any secondary agency that is marketing WIB funded services include the statement "funded by WorkLink"
 - ~~d) Add this process to the monitoring checklist~~
 - ~~e) List WIB funded agencies on the website~~
 - ~~f) Add statement to Incumbent Worker Training applications so business will sign that they agree to WIB using their name and information in promotional materials~~
 - g) Create a universal delivery presentation
 - h) Marketing WIB products on the website
- ~~3) Host annual recognition ceremonies for businesses, job/skills seekers, educators and WIB members.~~
- ~~4) Host at least one Job Fair per year.~~
- ~~5) Host at least one Youth Forum per year.~~

Objective: By **the end of 2014**, the community will be able to state what the WIB does and the roles of the staff, the operator, the partners and the service providers within the workforce system.

See Action Steps above.