



**WORKFORCE INVESTMENT BOARD
BOARD MEETING
March 9, 2011 – 1:00 P.M.
Madren Center, Clemson, SC**

AGENDA

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| I. Call To Order | Stephanie Collins, Board Chair |
| II. Approval of Minutes (1/12/11)* | Stephanie Collins |
| III. Presentation of Awards | Amy Jessee, staff |
| IV. Update on the OneStop Transition & WorkLink Office | Stephanie Collins |
| V. Committee Reports | |
| A. Marketing Committee | Shae Rozakos, Chair |
| i. Job Fairs | |
| ii. Soft Skills Certificate & Board Commitment* | |
| iii. Website Contract Extension | |
| B. Workforce Skills & Education Committee | Jose Garcia, Chair |
| i. Strategic Planning | |
| ii. ResCare Workforce Status Update | |
| iii. OneStop News | |
| C. Business Partnerships Committee | Lawrence Nichols, Chair |
| i. OJT & WorkKeys Updates | |
| ii. Eligible Training Provider List (ETPL) | |
| iii. Strategic Planning | |
| iv. Business Services Point of Contact* | |
| D. Youth Council | Kristi King-Brock, Chair |
| i. Palmetto Youth Connections Summer Program | Dana Grant |
| ii. 2-1-1 Project Update & Project Staff | Kristi King-Brock |
| iii. New Member Application | |
| iv. Strategic Planning and State Policies | |
| E. Finance Committee | David Collins, Chair |
| i. Contract Modifications* | |
| ii. ARRA and Incentive Proposed Spending* | |
| iii. In-House Budget Review* | |
| iv. Contract Extensions for Arbor/ResCare, PYC, and Art-Design Assoc.* | |

VI. Service Provider Standard Reports	Amy Jessee
VII. LWIB Standards	Amy Jessee
A. Board Membership	
B. Strategic Plan*	
C. Self-Assessment	
VIII. OneStop Certification	Amy Jessee
IX. Steering Committee Update & NAWB Update	Stephanie Collins
X. Other Business	Stephanie Collins
XI. Adjournment	

Action Required is annotated with an asterisk (*).

***Vision** – To have a fully-employed, skilled workforce in Anderson, Oconee, and Pickens counties,
SC*

***Mission** – We develop the link between employers and the workforce in Anderson, Oconee, and
Pickens counties, SC*

<p style="text-align: center;">NEXT BOARD MEETING – March 9, 2011 – 1:00 P.M. MADREN CENTER, CLEMSON, SC LUNCH IMMEDIATELY PRECEDES THE BOARD MEETING AT 12:00 P.M.</p>
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Connecting Companies & Employees

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

January 12, 2011 - Minutes

Conference Room – Madren Center – Clemson University

Members Present:

Jim Alexander
Ronnie Booth
Danny Brothers
Stephanie Collins
Billy Gibson

Teri Gilstrap
Russ Karpick
Kristi King-Brock
Melvin Martin
Joseph McElveen, III

Lawrence Nichols
Ed Parris
Shae Rozakos

Members Absent:

Stan Brooks
David Collins
Danny Fahey
Ray Farley

Hugh Foster
Jose Garcia
Mary Gaston
Butch Harris

Bob Oppermann
Steve West

Partners/Guests Present:

Reg Dexter
Dana Grant

Kal Kunkel
Rick Murphy

Staff Present:

Nita Colman
Sharon Crite

Amy Jessee
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.

II. Approval of Minutes

The minutes from the October 13th, 2010, 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. Update on Operational Structure

Chair Collins referred the Board to pages 10-26 of the packet provided. She explained that at the 12/08/10 Executive Committee meeting it was decided to not change anything in regards to Operational Structure at this time and that all allowable contracts will be extended except for OJT. She stated that there will be an RFP for OJT. She stated that the process to make WorkLink a legal entity is still moving forward. Nita Colman updated that approximately 18 contracts would be going away due to ARRA funds ending.

IV. Committee Reports

A.) Marketing

i. Job Fair

Shae Rozakos referred the Board to page 27 of the packet provided and announced that the job fair would take place on Tuesday, March 22, 2011 at the Anderson Recreation Center. She also announced that a Job Fair would be held in Honea Path at Watkins Center on February 10th and a Veterans' job fair would be held on February 11th.

ii. Annual Report

S. Rozakos announced that the annual report had been delayed by weather but that it would be in shortly and distributed to Board members, partners, and elected officials.

Amy Jessee stated that the provided 2-1-1 bookmarks had been made by United Way and would be distributed in promotion of the database of a service referral system. She also stated that the Board Member cards with the elevator speech on the back were provided on the table.

iii. Website Report

S. Rozakos reported that worklinkweb.com had received just over 15,000 visitors since its launch.

iv. OneStop Video Project

S. Rozakos reported that they had eight videos completed by the Clemson University students to use in promotion of the OneStops.

A. Jessee showed the Board three videos. The local employers and high school drop-outs videos were the products of the Clemson University students. The third video was produced by Henkels and McCoy to promote outreach for the youth programs provided by PYC.

B.) Workforce Skills & Education

N. Colman referred the Board to pages 28-29 of the packet provided. She informed the Board that Daniel Bjork, WorkKeys Coordinator, is currently compiling WorkKeys scores from all testing sites in the three-county region and investigating database options in order to match participants with employers. She also stated that Jimmy Pennell drafted a letter to local businesses to request support for WorkKeys.

N. Colman stated that Arbor E&T had presented their soft skills curriculum to the Workforce Skills and Education Committee. The committee requested an example of a certificate for participants to receive upon completion of the soft skills training.

N. Colman informed the Board that Amy Jessee will begin working on a WorkKeys recognition sign that businesses can post at their workplace.

N. Colman stated that the Workforce and Education Skills Committee had also reviewed the goals for PY2010: GED attainment 924, WorkKeys certificates 4,527. She stated that A. Jessee is also researching grant opportunities to fund GEDs and WorkKeys testing in the WorkLink region.

N. Colman stated that Anderson University submitted to be added to the Eligible Training Provider List at the last Board meeting but it had been tabled until we know what programs of study were being submitted to be placed on the list. Anderson University submitted five programs that are not on the state's list of in demand occupations.

Dr. Booth pointed out that degrees shouldn't be funded and legislative audit council made this point clear.

T. Gilstrap pointed out that not all areas use the ETPL the same way, so it needs to continue to be looked at.

BOARD ACTION TAKEN: The Workforce Skills & Education Committee made a motion to the Board that Anderson University not be added to the Eligible Training Provider List, because the programs of study were not in demand occupations, second by Lawrence Nichols. The motion carried with one opposing vote.

Status Update on Arbor

N. Colman referred the Board to page 29 of the packet provided and reviewed the Intensive Services Update.

N. Colman reviewed the numbers for Enrolled, Trained, and Budget and informed the Board that the 2nd Quarter monitoring report had been issued to Arbor.

In the first quarter, there were 22 observations and seven findings.

In the second quarter, there were four observations and five findings.

After a discussion of the progress that Arbor has made, the Board requested a six-month report be provided to them from all service providers. The report should directly address their requirements in the statement of work. They are to state if they have met the requirements and if not what their plans are to meet them. They are also to address budget and client flow projections.

J. Alexander pointed out that the first part of the program year success for Arbor's contracts could be skewed due to Board and the transition.

E. Parris asked how this report request is different from the monitoring report. Dr. Booth stated he wants comparison to their past numbers.

N. Colman stated that OneStop On-the-Go could go out more frequently if the Board chooses to direct them to do so.

C). Business Partnerships Committee – Lawrence Nichols- Chair

i. Marketability

Lawrence Nichols stated that Committee continued to examine the definition of marketability carefully. He stated that the Committee feels that it is extremely important to have a solid definition in order to continue with the processes that are tasked to be completed. They intend to work with the Workforce and Education Skills Committee on this topic.

ii. OJT RFP

Jim Alexander asked how much the Board can expect to receive for the next fiscal year to use for OJT. N. Colman replied the amount was not yet determined, J. Pennell stated that \$129,000 and \$88,000 was committed last year and to expect the same this year.

J. Alexander stated concern in obligating the amount of money if we don't have it. J. Pennell stated that the RFP has wording to allow an out depending on budget and needs.

Dr. Booth inquired whether an RFQ should be sent out first. He stated that an RFQ could help find out who is qualified to do this. Dr. Booth asked how long it would take to do one. J. Pennell stated that if an RFQ is sent out that it has to be out by the end of February.

T. Gilstrap stated that the Board is not bound to a timeline of SCDEW to do a new OJT contract. The Board can make its own timetable. N. Colman stated that OJT services must be maintained because of our OJT NEG.

Dr. Booth asked how long the NEG would last. J. Pennell stated through next year.

J. Alexander asked if an RFQ and RFP should be done at same time. L. Nichols stated he did not believe so. J. Pennell stated that there is a part of the RFP that asks for resumes of any applicant, so it serves as a hybrid of the two.

Dr. Booth asked historically how many participants we have served a year. J. Pennell stated 120.

Dr. Booth asked if the Board should make a goal. J. Pennell stated that in the past this is how things have been determined of how many are served.

K. King-Brock commented that OneStop On-the-Go used to go to AIM once a week and it has decreased to once a month. She said if money is available, she would like for it to start up again for all former areas visited.

L. Nichols stated that the Business Partnerships Committee is putting out an exploratory RFP for OJT and that the Committee is expecting to have results by the end of March 2011.

BOARD ACTION TAKEN: The Business Partnerships Committee proposed approval of the OJT RFP; second by Ed Parris. The motion carried with unanimous voice vote.

iii. WorkKeys

L. Nichols stated that a WorkKeys recommendation would be made during the Finance Committee section.

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

Kristi King-Brock referred the Board to pages 30-58 of the packet provided which showed the Youth Council Strategic Plan. She reviewed the highlighted points of change in the Strategic Plan.

K. King-Brock then referred the Board to page 59 which showed the listing for the job opening for the temporary part-time position for working on the 2-1-1 database.

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

K. King-Brock referred the Board to page 60 of the packet provided to review the application of Janice Walpole to join the Youth Council.

BOARD ACTION TAKEN: The Youth Council proposed approval of the acceptance of application by Janice Walpole to join the Youth Council; the motion was second by Melvin Martin. The motion carried with unanimous voice vote.

K. King-Brock referred the Board to page 61 of the packet provided to review the PYC Update on numbers.

E). Finance Committee- Brandi Runion

Brandi Runion referred the Board to pages 62-67 of the packet to review the WorkLink PY 2010 Budget Chart, Arbor Grants Chart, and the Henkels & McCoy Grants Chart. She pointed out that on page 62 there were three amendments to be voted upon.

BOARD ACTION TAKEN: The Executive Committee proposed approval of Amendment #1 to increase unemployment expense for claims in November for a former employee. The motion carried with unanimous voice vote.

BOARD ACTION TAKEN: The Executive Committee proposed approval of Amendment #2 to increase salaries/indirect cost to hire a temporary part-time employee to be paid from ARRA Youth Carryover. The motion carried with unanimous voice vote.

BOARD ACTION TAKEN: The Executive Committee proposed approval of Amendment #3 to increase salaries and IT Support related to the time and equipment associated in gaining access to the Appalachian Council of Governements' accounting database. The motion carried with unanimous voice vote.

B. Runion referred the Board to the changes to Travel Reimbursement for Supportive Services on page 63.

BOARD ACTION TAKEN: The Executive Committee proposed approval of changes to Supportive Services-Travel Reimbursement. The motion carried with unanimous voice vote.

B. Runion referred the Board to review pages 64-65 which showed budget obligations as of November 30, 2010.

N. Colman gave an update and shared that B. Runion had finally gained access to the ACOG accounting system.

B. Runion referred the Board to review page 66 which showed the Arbor expenditures through November 2010. The State Reserve grant has been extended through March 2011. She pointed out that ARRA dollars must be spent by June 30, 2011.

B. Runion referred the Board to review page 67 which showed PYC Expenditures through November 2010.

V. Transition Update

N. Colman gave a review of the State's transition plans for OneStops and referred the Board to pages 69-70, which is a request for an extension for deadline to make a decision on the location of facilities. The request is to extend deadline to March 31, 2010.

N. Colman reviewed page 68. The Board will be provided recommendations at the March Board meeting.

J. Alexander stated he thinks we should tell SCDEW we are not going to move and not going to pay.

Dr. Booth stated that N. Colman should talk to Bill Sandifer, state representative.

N. Colman asked the Board if they want to prioritize what Arbor should be doing in reference to OneStop On-the-Go and other services. She asked if the Board wants staff out and about more in the community or working in the office? She reiterated that it is a decision to be made by the Board.

Dr. Booth stated he thinks the process being conducted by WorkLink to look at options is the right thing.

S. Rozakos suggested that a letter should be sent to SCDEW requesting the Department of Labor's response to the transition issues for OneStops. The response should be reviewed by our own attorney.

BOARD ACTION TAKEN: Shae Rozakos made a motion to send a letter to SCDEW requesting the Department of Labor's response, so a lawyer can review; motion second by Ed Parris. The motion carried with unanimous voice vote.

VI. LWIB Standards Review

N. Colman referred the Board members to pages 71-89 of the packet provided. She stated that the LWIB review would be April 21, 2011. She also pointed out that the timeline of the process was on page 71 and that the review would start with interviews of Board members. She stated that the standards listed that have asterisks by them are standards that are required by law. She said that her understanding of this process is that the first time the review is done to teach the LWIB how the process works and to assist us, if needed, to get into compliance.

VII. Board Strategic Plan

N. Colman gave an update on the Strategic Plan. She stated that the Youth Council has updated their plan. Other committees need to get their portion of the strategic plan updated and complete.

VIII. Other Business

Chair Collins stated that the SCDEW Area Regional Director position was reposted. It closed at beginning of week. She also announced that the Executive Director Report was included as the last two pages of the packet provided.

Chair Collins asked if any other suggestions or ideas come up to let N. Colman or the appropriate Committee know.

Chair Collins asked the Board about closing the OneStops today early to allow for travel in the hazardous conditions. Requested time of an hour early @ 4PM per OneStop Operator.

J. Alexander and Dr. Booth stated that they do not feel that is the Board's place to make that decision; it's an operational decision.

N. Colman stated that the Board needed to vote on whether or not to make funds available to allow Danny Fahey to attend the SC Workforce Symposium.

BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the funds needed to pay for Danny Fahey to attend the SC Symposium; motion seconded by Melvin Martin. The motion carried with unanimous voice vote.

IX. Adjournment

With no further business to discuss, meeting was adjourned.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant

Agreements to Remain in SCDEW facilities and Technology Agreements

The below information is our "bottom line" interpretation from the responses we received from DOL as well as further discussion with the Budget and Control Board.

For those choosing to remain in SCDEW facilities-

We will not rent space per square foot or have a traditional lease, but we will charge for the operational and maintenance expenses. (Partner proportionate share)

SCDEW Invoicing Memorandum of Agreement would include:

- Invoicing agreement for an area based on each partner's proportionate share of staff located on the premises and the agreements included (see below). The agreement will be between SCDEW and the LWIA or designee.
- The agreement for Operations and Maintenance would be based on estimated costs and the LWIA or designee would be billed quarterly based on actual expenses. It will be a separate attachment.

SCDEW License and Usage Agreement would include the following:

- There will be a use charge of no more than 2% of the initial cost of the facility and it will also follow the partner proportionate share ratio.
- The use charge would be a fixed cost prorated monthly and adjusted quarterly based on the partner occupancy following the partner proportionate share ratio.
- This agreement will also cover the legal use of the property.

SCDEW Agreement for Operations and Maintenance would include the following:

- Utilities
- Landscaping
- Janitorial
- Building maintenance and repairs
- Equipment rent
- Supplies
- Equipment expenses
- Security – LWIA area's decision

SCDEW Agreement for Technology would include the following –

- Communications – IT, data lines, phones, etc... - LWIA area's decision
- The IT Department will develop Technology Agreements for agency owned as well as other owned facilities.

We will develop with each area, as applicable, documents outlining-

- SCDEW Invoicing Memorandum of Agreement
- SCDEW License and Usage Agreement
- SCDEW Agreement for Operations and Maintenance
- SCDEW Agreement for Technology

The agreements will outline estimated costs, justification and methodology per location.

We plan to meet with each area individually to discuss these agreements.

IT will also meet with each area individually to discuss the SCDEW Agreement for Technology.

All of the agreements will be put together in one overall package for each area. They will be effective July 1, 2011.

References:

Training and Employment Guidance Letter No. 7-04
2 CFR Appendix B to Part 225, Section 11.
Unemployment Insurance Program Letter No. 39-97
Unemployment Insurance Program Letter No. 39-97, Change 1
Unemployment Insurance Program Letter No. 39-97, Change 2
Public Law 110-5 amended Section 193(a) of WIA
Training and Employment Guidance Letter No 3-07
A-87 Circular Section 11

Office	Owned/ Leased	Square Footage	Market Value	Rental Value per Sq. Ft.	Lease Type	Annual Rental Value	Original Cost	2% Use Allowance	Difference
ABBEVILLE - 0100 353 Highway 28 Bypass Abbeville, SC 29620	Owned	4,769	\$ 325,000	\$ 8.00	NNN	\$ 38,152.00	\$ 447,515	\$ 8,950.31	\$ 29,201.69
AIKEN - 0200 1571 1571 Richland Ave., E. Aiken, SC 29802	Owned	6,280	\$ 410,000	\$ 8.00	NNN	\$ 50,240.00	\$ 447,500	\$ 8,950.00	\$ 41,290.00
ANDERSON - 0400 309 W. Whiner Street Anderson, SC 29622	Owned	9,461	\$ 425,000	\$ 6.00	NNN	\$ 56,766.00	\$ 97,060	\$ 1,941.21	\$ 54,824.79
BARNWELL - 0500 248 Wall St Barnwell, SC 29812	Owned	2,728	\$ 140,000	\$ 7.00	NNN	\$ 19,096.00	\$ 83,886	\$ 1,677.72	\$ 17,418.28
BEAUFORT - 0700 164 Castle Rock Road Beaufort, SC 29906	Owned	9,150	\$ 1,000,000	\$ 12.00	NNN	\$ 109,800.00	\$ 2,132,347	\$ 42,646.95	\$ 67,153.05
BENNETTSVILLE - 3500 Hwy. 9 West, Cheraw Hwy. Bennettsville, SC 29512	Owned	6,405	\$ 544,000	\$ 8.49	NNN	\$ 54,378.45	\$ 472,757	\$ 9,455.15	\$ 44,923.30
CAMDEN - 2800 205 E. DeKalb Street Camden, SC 29020	Owned	8,340	\$ 675,000	\$ 10.00	NNN	\$ 83,400.00	\$ 333,979	\$ 6,679.57	\$ 76,720.43
CHARLESTON - 1000 176 Lockwood Blvd. Charleston, SC 29403	Owned	18,614	\$ 4,077,000	\$ 12.50	NNN	\$ 245,175.00	\$ 1,961,431	\$ 39,228.61	\$ 205,946.39
CHESTER - 1200 764 Wilson Street Chester, SC 29706	Owned	4,583	\$ 390,000	\$ 10.50	NNN	\$ 48,121.50	\$ 413,966	\$ 8,279.32	\$ 39,842.18
CLINTON - 3000 18 Hazel Drive Clinton, SC 29325	Owned	4,293	\$ 425,000	\$ 11.00	NNN	\$ 47,223.00	\$ 165,000	\$ 3,300.00	\$ 43,923.00
COASTAL - 2600 200 A Victory Lane Conway, SC 29526	Owned	12,201	\$ 1,835,000	\$ 14.00	NNN	\$ 170,814.00	\$ 1,708,503	\$ 34,170.06	\$ 136,643.94
COLUMBIA - 4040 700 Taylor Street Columbia, SC 29202	Owned	22,000	\$ 3,200,000	\$ 11.34	NNN	\$ 249,480.00	\$ 1,094,571	\$ 21,891.42	\$ 227,588.58

FLORENCE - 2100 1558 W. Evans Street Florence, SC 29501	Owned	10,071	\$ 649,000	\$	8.35	NNN	\$ 84,092.85	\$ 163,054	\$ 3,261.08	\$ 80,831.77
GAFFNEY -1100 133 Wilmac Road Gaffney, SC 29342	Owned	6,435	\$ 510,000	\$	8.00	NNN	\$ 51,480.00	\$ 696,485	\$ 13,929.69	\$ 37,550.31
GREENVILLE - 2300/2310 706 Pendleton Street Greenville, SC 29602	Owned	20,487	\$ 1,542,500	\$	9.50	NNN	\$ 194,626.50	\$ 1,129,653	\$ 22,593.06	\$ 172,033.44
GREENWOOD - 2400 519 Monument Street Greenwood, SC 29648	Owned	6,300	\$ 400,000	\$	9.47	NNN	\$ 59,661.00	\$ 38,512	\$ 770.25	\$ 58,890.75
HAMPTON - 2500 12 Walnut Street East Hampton, SC 29924	Owned	3,277	\$ 170,000	\$	7.00	NNN	\$ 22,939.00	\$ 75,000	\$ 1,500.00	\$ 21,439.00
HARTSVILLE - 1600 1319 South Fourth Street Hartsville, SC 29550	Owned	9,156	\$ 920,000	\$	11.00	NNN	\$ 100,716.00	\$ 1,617,125	\$ 32,342.50	\$ 68,373.50
KINGSTREE - 4500 530 Martin Luther King Jr. Ave. Kingstree, SC 29556	Owned	4,614	\$ 420,000	\$	11.00	NNN	\$ 50,754.00	\$ 673,065	\$ 13,461.30	\$ 37,292.70
LANCASTER - 2900 705 N. White Street Lancaster, SC 29720	Owned	3,685	\$ 450,000	\$	11.00	NNN	\$ 40,535.00	\$ 328,398	\$ 6,567.96	\$ 33,967.04
LIBERTY - 3900 317 Summit Drive Liberty, SC 29657	Owned	4,591	\$ 500,000	\$	11.00	NNN	\$ 50,501.00	\$ 387,633	\$ 7,752.66	\$ 42,748.34
MARION - 3400 2413 East Hwy. 76 Marion, SC 29571	Owned	4,672	\$ 366,000	\$	7.85	NNN	\$ 36,675.20	\$ 188,875	\$ 3,777.50	\$ 32,897.70
NEWBERRY - 3600 833 Main Street Newberry, SC 29108	Owned	9,600	\$ 975,000	\$	12.00	NNN	\$ 115,200.00	\$ 1,512,325	\$ 30,246.50	\$ 84,953.50
ORANGEBURG - 3800 1804 Joe Jeffords Highway Orangenburg, SC 29116	Owned	11,775	\$ 1,180,000	\$	11.00	NNN	\$ 129,525.00	\$ 1,559,142	\$ 31,182.84	\$ 98,342.16
ROCK HILL - 4600 1228 Fincher Road Rock Hill, SC 29731	Owned	6,417	\$ 600,000	\$	9.50	NNN	\$ 60,961.50	\$ 487,074	\$ 9,741.47	\$ 51,220.03

SENECA - 3700 11091 North Radio Station Road Seneca, SC 29678	Owned	4,591	\$ 550,000	\$	12.00	NNN	\$ 55,092.00	\$ 399,554	\$ 7,991.08	\$ 47,100.92
SPARTANBURG (ES)-4200 364 S. Church Street Spartanburg, SC 29304	Owned	10,555	\$ 605,000	\$	8.00	NNN	\$ 84,440.00	\$ 502,510	\$ 10,050.20	\$ 74,389.80
SPARTANBURG (UI)-4210 440 S. Church Street Spartanburg, SC 29304	Owned	7,442	\$ 625,000	\$	11.00	NNN	\$ 81,862.00	\$	\$	
SUMTER - 4300 29 E. Calhoun Street Sumter, SC 29151	Owned	6,421	\$ 449,000	\$	7.65	NNN	\$ 49,120.65	\$ 447,308	\$ 8,946.16	\$ 40,174.49
UNION - 4400 440 Duncan Hwy. Union, SC 29379	Owned	4,895	\$ 350,000	\$	7.50	NNN	\$ 36,712.50	\$ 45,412	\$ 908.23	\$ 35,804.27
WALTERBORO - 1500 101 Mable T. Willis Walterboro, SC 29488	Owned	4,745	\$ 350,000	\$	9.00	NNN	\$ 42,705.00	\$ 479,633	\$ 9,592.66	\$ 33,112.34



Marketing & Outreach Committee Report

Prepared for the March 9 Board Meeting



Area Job Fairs

The Tri-County Community Job Fair will take place March 22, 2011, at Anderson Recreation Center from 10:00 a.m. to 3:00 p.m. Job seekers who complete a JobReady Workshop at the OneStop Workforce Centers can earn early admittance. More than 18 organizations have registered through February 21, 2011 and are listed at <http://www.worklinkweb.com/job-fair.php>.

The OneStop partnered on two Job Fairs in February:

- More than 70 employers, educational institutions, and service agencies exhibited in the South Carolina Army National Guard Armory for the Military Job/Health Fair on Feb. 11th.
- Nearly 300 people participated in Feb. 10th Job Fair at Watkins Community Center, including 215 job seekers, 25 employers, service agencies, and volunteers.

Strategic Plan Update

The committee reviewed sections of the strategic plan and is moving forward with drafting certificates for the OneStop, developing a business sign for WorkKeys®, reviewing service provider reports, and updating the service map through 2-1-1 in partnership with other committees. The committee voted to remove "OneStop Consortium" from the strategic plan and bring the commitment of understanding to the Board for discussion.

Website Contract Renewal

The website maintenance contract can be extended for one more year with Art/Design Associates. The Marketing Committee recommends funding this personal services contract in PY2011 at the current rates 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.

Joe Sample

has successfully completed the

VantedGE Employment Curriculum

March 1, 2011

Instructor



Approved by the WorkLink Workforce Investment Board
through Arbor/ResCare Workforce Services



Workforce Skills and Education Committee Report

Presented March 9, 2011 – Board Meeting

Strategic Planning:

The committee reviewed and updated the Strategic Plan in preparation for LWIB Standard Review in April 2011. **The committee voted to replace “Consortium Operator” with “Operator” through the entirety of the Strategic Plan.**

WorkKeys:

The Workforce Skills and Education Committee has compiled all the research for current WorkKeys certificates in the three-county area, and established a baseline goal for the number of assessments. **The committee voted to move this goal to the Business Services Partnership Committee.**

Amy Jessee, Marketing and Outreach Coordinator, presented a WorkKeys recognition sign that Businesses can post at their workplace. This marketing tool has been approved by ACT and is on order. A letter has been drafted and will go out to local employers encouraging them to use WorkKeys and the WorkKeys recognition sign.

Soft Skills:

The committee reviewed an example of a certificate for participants to receive upon completion of the soft skills training through Arbor’s VantEdge program. **The committee voted to accept the draft certificate for the Soft Skills Credential.**

Promoting GED and WorkKeys:

Data for High School Diploma and GED attainment will be compiled June 30, 2011 at the State level. Dr. Mary Gaston, Pickens Adult Learning Center, will provide this information to us at the following Workforce Skills and Education meeting scheduled for July 2011.

Rescare Workforce Status Update:

Arbor E&T, LLC’s 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

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.

Windy Graham, Performance and Reporting Manager, reviewed WorkLink's performance measures, and Arbor's certification and enrollment numbers.

OneStop News:

- Staff will compile OneStop Transition options for buildings. A presentation will be made to the Executive Committee on March 2, 2011 and recommendation will go forward to the Board on March 9, 2011.
- WorkLink was monitored by the State in early December of 2010. The State has not issued a report to WorkLink at this time.
- The OneStop Certification Timeline has been approved by the State Workforce Investment Board (SWIB). The OneStop Certification period will begin phase-in on July 1, 2011.
- The Board requested a six-month status report from each Service Provider. These reports were issued to the Board members on Friday, February 18, 2011.

Worklink WIA Performance Summary

PY 2010

Performance Measure	Dates	Goal	80% of Goal	1 st Quarter	1 st Quarter (Rolling 4)	2 nd Quarter*	2 nd Quarter (Rolling 4)*
Adult Entered Employment Rate	10/1/09 to 9/30/10	60.0%	48.0%	48.8	52.7	46.9	51.3
DW Entered Employment Rate	4/1/09 to 3/31/10	64.0%	51.2%	55.9	56.2	49.6	54.4
Adult Retention Rate		82.0%	65.6%	74.4	75.8	83.8	78.4
DW Retention Rate		87.8%	70.2%	81.7	83.7	80.2	80.5
Adult Average Earnings	4/1/09 to 3/31/10	\$10,813	\$8,650	9,885	9,731	11,754	10,574
DW Average Earnings		\$12,000	\$9,600	13,039	11,999	12,813	12,748

*2nd Quarter figures are from the First Preliminary Run of the Quarterly Reports. One quarter of WRIS and FEDES wages are missing from these figures.

Participation Levels for PY 2010

LWIA Name	Customer Group	Carry-Overs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total New	Total
WorkLink	Adult or Adult-ARRA	453	81	248	61	0	390	843
WorkLink	DW or DW-ARRA	485	17	51	5	0	73	558

*Run date 01/28/2011.

March 2011 OneStop Workshop Calendar

Mon	Tue	Wed	Thu	Fri
<p>Please call your local OneStop to sign up today! Anderson 864-226-6273 Liberty 864-843-6534 Seneca 864-882-2259</p>	<p>1 Liberty OneStop 9:00 Interviewing Skills 10:30 OneStop/WIA Orientation 2:00 Financial Workshop— Presented by Suntrust Bank</p>	<p>2 Seneca OneStop 9:00 OneStop/WIA Orientation 10:30 Making Ends Meet 2:00 Interviewing Skills</p>	<p>3 OneStop on the Go 9:30-12:00 Goodwill Job Connection* 1:30-4:00 Anderson Interfaith Ministries*</p>	<p>4 OneStop on the Go 1:30-4:00—Oconee County Library (Seneca)</p>
<p>7 Anderson OneStop 9:00 OneStop / WIA Orientation 10:30 Résumé Writing 2:00 Re-entering the Civilian Workforce (Veterans) 3:00 OneStop / WIA Orientation</p>	<p>8 Liberty OneStop 9:00 Résumé Writing 10:30 OneStop/WIA Orientation 2:00 Re-entering the Civilian Workforce (Veterans)</p>	<p>9 Seneca OneStop 9:00 OneStop /WIA Orientation 10:30 Résumé Writing 2:00 Re-entering the Civilian Workforce (Veterans)</p>	<p>10 OneStop on the Go 9:30-12:00 Pickens County Adult Education* 1:30-4:00—Anderson County Vocational Rehabilitation*</p>	<p>11 OneStop on the Go 9:30-12:00—Pendleton Town Hall* 1:30-4:00—Anderson County Library</p>
<p>14 Anderson OneStop 9:00 OneStop / WIA Orientation 10:30 Dressing for Success!- Presented by Goodwill Job Connection 2:00 Dave Ramsey Financial Workshop— Presented by AIM 3:00 OneStop / WIA Orientation</p>	<p>15 Liberty OneStop 9:00 Making Ends Meet 10:30 OneStop/WIA Orientation **MONDAY, March 14th** 2:00 Dressing for Success!- Presented by Goodwill Job Connection</p>	<p>16 Seneca OneStop 9:00 OneStop /WIA Orientation 10:30 Interviewing Skills 2:00 Dressing for Success! - Presented by Goodwill Job Connection</p>	<p>17 OneStop on the Go 9:30-12:00—Oconee County Vocational Rehabilitation* 1:30-4:00—Anderson 1&2 Adult Education— Pelzer*</p>	<p>18 9:30-12:00—Recovery Concepts* 1:30-4:00—Our Daily Rest</p>
<p>21 Anderson OneStop 9:00 OneStop / WIA Orientation 10:30 Expungement Workshop—Anderson County Solicitor's Office 2:00 Basic Computer Skills 3:00 OneStop / WIA Orientation</p>	<p>22 Liberty OneStop 9:00 Basic Computer Skills 10:30 OneStop/WIA Orientation 2:00 Interviewing Skills</p>	<p>23 Seneca OneStop 9:00 OneStop/WIA Orientation 10:30 Financial Workshop— Presented by Edward Jones Investments 2:00 Basic Computer Skills</p>	<p>24 OneStop on the Go 9:30-12:00—Clemson Community Care* 1:30-4:00—Oconee County Adult Education*</p>	<p>25 9:30-12:00—Watkins Community Center*</p>
<p>28 Anderson OneStop 9:00 OneStop / WIA Orientation 10:30 Interviewing Skills 2:00 Basic Computer Skills 3:00 OneStop / WIA Orientation OneStop on the Go 9:30-12:00 Anderson Adult Ed*</p>	<p>29 Liberty OneStop 9:00 Interviewing Skills 10:30 OneStop/WIA Orientation 2:00 Basic Computer Skills</p>	<p>30 Seneca OneStop 9:00 OneStop/WIA Orientation 10:30 Interviewing Skills 2:00 Basic Computer Skills</p>	<p>31 OneStop on the Go</p>	<p>Gain early admittance to the Tri-County Community Job Fair— March 22, 2011 Attend a JobReady Workshop Anderson OneStop— March 2 Liberty OneStop— March 10 Seneca OneStop— March 11 All at 10:30</p>

General OneStop Orientation is available during normal business hours on the Resource Room Computers and at any OneStop / WIA Group Session. Note: * denotes recurring appointments.
Rev 02162011 adh



Anderson • Oconee • Pickens Workforce Centers

OneStop On-the-Go Site Schedule

Goodwill Job Connection <i>2901 South Main Street, Anderson, SC 29624</i>	1 st Thursday of each month from 9:30-12:00
Anderson Interfaith Ministries <i>1202 South Murray Avenue, Anderson, SC 29624</i>	1 st Thursday of each month from 1:30-4:00
Oconee County Library <i>300 East South 2nd Street Seneca, SC 29678</i>	1 st Friday of each month from 1:30-4:00
Pickens County Adult Education <i>106 Glazner Street, Easley, SC 29640</i>	2 nd Thursday of each month from 9:30-12:00
Anderson County Vocational Rehabilitation <i>3001 Martin Luther King Junior Boulevard, Anderson, SC 29625</i>	2 nd Thursday of each month from 1:30-4:00
Pendleton Town Hall <i>310 Greenville Street, Pendleton, SC 29670</i>	2 nd Friday of each month from 9:30-12:00
Anderson County Library <i>300 North McDuffie Street, Anderson, SC 29621</i>	2 nd Friday of each month from 1:30-4:00
Oconee County Vocational Rehabilitation <i>1951 Wells Highway, Seneca, SC 29678</i>	3 rd Thursday of each month from 9:30-12:00
Anderson 1&2 Adult Education <i>214 Leiby Street, Pelzer, SC 29669</i>	3 rd Thursday of each month from 1:30-4:00
Recovery Concepts <i>1653 East Main Street, Easley, SC 29640</i>	3 rd Friday of each month from 9:30-12:00
Our Daily Rest Homeless Shelter <i>525 East Main Street, Seneca, SC 29678</i>	3 rd Friday of each month from 1:30-4:00
Clemson Community Care <i>105 Anderson Highway, Clemson, SC 29631</i>	4 th Thursday of each month from 9:30-12:00
Oconee County Adult Education <i>315 Holland Avenue, Seneca, SC 29678</i>	4 th Thursday of each month from 1:30-4:00
Watkins Community Center <i>204 South Main Street, Honea Path, SC 29654</i>	4 th Friday of each month from 9:30-12:00
Anderson 3, 4, & 5 Adult Education <i>2005 North Main Street, Anderson, SC 29621</i>	4 th Monday of each month from 9:30-12:00

March 2011

WIA Intensive Service Workshop Calendar

Mon	Tue	Wed	Thu	Fri
	<p>1 Seneca OneStop 9:00 Money Management 11:00 Preparing for Success 2:00 Practicing & Perfecting Interviewing Skills</p>	<p>2 Liberty OneStop 9:00 Money Management 11:00 Preparing for Success 2:00 Practicing & Perfecting Interviewing Skills</p>	<p>3 Anderson OneStop 9:00 Money Management 11:00 Preparing for Success 2:00 Practicing & Perfecting Interviewing Skills</p>	4
7	<p>8 Seneca OneStop 9:00 Introduction to the Job Search 11:00 Career Exploration 2:00 Applications & Resume</p>	<p>9 Liberty OneStop 9:00 Introduction to the Job Search 11:00 Career Exploration 2:00 Applications & Resume</p>	<p>10 Anderson OneStop 9:00 Introduction to the Job Search 11:00 Career Exploration 2:00 Applications & Resume</p>	11
14	<p>15 Seneca OneStop 9:00 Practicing & Perfecting Interviewing Skills 11:00 Networking & Marketing Yourself 2:00 Practicing & Perfecting Interviewing Skills</p>	<p>16 Liberty OneStop 9:00 Practicing & Perfecting Interviewing Skills 11:00 Networking & Marketing Yourself 2:00 Practicing & Perfecting Interviewing Skills</p>	<p>17 Anderson OneStop 9:00 Practicing & Perfecting Interviewing Skills 11:00 Networking & Marketing Yourself 2:00 Practicing & Perfecting Interviewing Skills</p>	18
21	<p>22 Seneca OneStop 9:00 Money Management 11:00 Communication & Teamwork 2:00 Applications & Resume</p>	<p>23 Liberty OneStop 9:00 Money Management 11:00 Communication & Teamwork 2:00 Applications & Resume</p>	<p>24 Anderson OneStop 9:00 Money Management 11:00 Communication & Teamwork 2:00 Applications & Resume</p>	25
28	<p>29 Seneca OneStop 9:00 Money Management 11:00 Preparing for Success 2:00 Practicing & Perfecting Interviewing Skills</p>	<p>30 Liberty OneStop 9:00 Money Management 11:00 Preparing for Success 2:00 Practicing & Perfecting Interviewing Skills</p>	<p>31 Anderson OneStop 9:00 Money Management 11:00 Preparing for Success 2:00 Practicing & Perfecting Interviewing Skills</p>	



Business Partnerships Committee Report

Prepared for the March 9 Board Meeting

On-the-Job Training Request for Proposals

The committee reviewed the addition of a Request for Qualifications (RFQ) that was voted on adding in the January Board meeting. The Committee as well as the Board thought it is imperative that it can be determined that potential contractors not only have the ability and experience, but the infrastructure and financials as well.

The On-the-Job Training RFQ/RFP was issued Monday, February 28, 2011.

OJT Update

The Business Partnerships committee reviewed a presentation made by the On-the-Job training contractor, Ben Cox, OJT Contract Writer for SC DEW, provided information on current numbers, challenges, and planning. Since the OJT Contract writer was not hired until three months in to the contract, due to SC DEW, a plan was put in place to quickly expend funds. Over the last month, the OJT Contract Writer has increased OJT placements 500%.

WorkKeys Update

The Business Partnerships committee reviewed a presentation made by the WorkKeys Coordinator, Daniel Bjork with SC DEW, to examine current WorkKeys figures for both participants and businesses. The committee discussed, since this is an ARRA positions that will be eliminated as of July 1, 2011 and the increase in WorkKeys throughout the region, the possibility of looking in to charging for WorkKeys on-site services in order to expand the WorkLink regions WorkKeys infrastructure.

Eligible Training Provider List

The committee discussed the definition of marketability and the possibility of controlling training entrances through quarterly review of the Eligible Training Provider List (ETPL). 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 providers and their programs. This is very important in order to align workforce development efforts with in-demand sectors and future employment growth.

Strategic Plan Update

The committee reviewed and approved a recommendation to move all WorkKeys objectives from the Strategic Plan under the Business Partnerships Committee.

Business Services Point of Contact

The committee voted to appoint Jimmy Pennell, WorkLink Business Services Representative, as the business services point of contact for the WorkLink workforce investment area. This action aligns with the OneStop Certification Standards System Standards for Employer Services to appoint a lead person to manage the Employer Services Team and to be the point of contact for regional economic development and employer service initiatives. **The appointment requires Board approval.***



Connecting Companies & Employees

**WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION**

Applicant Name: Amy Miller
 Applicant Address: 1301 Storey point court
Liberty, SC 29657
 Education: pursuing G.E.D.
 Business/Organization: Bellacinos Pizza + Grinders
 Job Title: cook
 County of Residence: Pickens
 Phone: 864-307-9412 Fax: _____
 Cell Phone: 864-516-4146 E-mail: amydanae@bellscouth.net
 Category Represented:

- Youth Services Agency (Specify)
- Juvenile Justice Representative
 - Local Police or Police Athletic League
 - Local D.A. or State's Attorney
 - Youth Services Agency/Program/CBO
 - School Superintendent or High School
-
- Public Housing Authority (Specify)
- Public Housing Director
 - Public Housing Administrator
-
- Parent Youth
-
- Youth Activity (Specify)
- Former Participant
 - Local School to Work Director
 - Local Recreation and Parks Director
 - Existing Youth Services for Planning Groups
-
- Other - Specify:
- One-Stop Manager
 - Adult Education Director
 - Social Services Director
 - Business

Describe how this applicant represents the indicated agency:
Amy is an actively enrolled student in PYC.

Amy Miller 2-9-10
 Signature Date

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans				
Critical Issue	Goal	Objective	Strategy	Action Plan
				<ul style="list-style-type: none"> Address service groups in AOP Write/communicate guidelines for input and/or maintenance of partner information Collect data Input information Develop marketing plan for database Market service mapping resource Define method for letting partners know of database Train staff on how to use the service map database Train partners to update information Provide training to school counselors, teachers, students, FBOs, community on how to use map Do gap analysis Disseminate to Youth Council, WIB, service providers and partners Determine how to address gaps
			Disseminate the Product	
			Provide training to users	
			Identify/ address gaps in community services	
Lack of work ethics, soft skills, basic skills	Improve work ethic/ soft skills, and basic skills	By June 30, 2011, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%	Establish the baseline	<ul style="list-style-type: none"> Review data from the surveys Provide the WIB with the survey scores of the youth on work readiness/soft skills Finalize the baseline data
			Teach the soft skills	<ul style="list-style-type: none"> Research work readiness/soft skills curriculum

Work Readiness

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans			
Critical Issue	Goal	Objective	Sub-Committee
		Strategy	Action Plan
			<ul style="list-style-type: none"> Choose/create work readiness/soft skills curricula Implement work readiness/soft skills curricula.
		Evaluate progress by June 30, 2014.	<ul style="list-style-type: none"> Survey businesses to determine increase in work readiness/soft skills of youth
		Work with WIB Business Partnership and Workforce Skills and Education Committees to address this	<ul style="list-style-type: none"> See action plans of WIB committees
<p>Weakened family units/ Not enough focus on families – no structured system for support</p>	<p>Increase awareness and resources available to family units.</p>	<p>Improve awareness and Implementation of WorkKeys</p> <p>Introduce 90% of our partners to family services available in our geographical area.</p>	<p>To hold Information Session for Anderson County and combine session for Oconee and Pickens Counties.</p> <p>Training provided by 2-1-1.</p> <p>Family Services</p>
		Encourage partners to distribute appropriate information /materials on education options to parents/adults in the family	<ul style="list-style-type: none"> Determine what information needs to be distributed Identify and collect information for 211 system Determine distribution process Implement process
		Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs	Accomplished - May 22, 2010 @ Tri County Technical College, Pendleton Campus 8:30am-12:30pm.
		Use results of Youth Forum to guide planning efforts by August 1, 2009	Accomplished- Youth Forum 2010 meetings held March 1, 2010-May 4, 2010.



Mark Sanford
Governor

SOUTH CAROLINA
DEPARTMENT OF COMMERCE

Joe E. Taylor, Jr.
Secretary

STATE WIA INSTRUCTION NUMBER: 07-02

TO: Local Workforce Investment Areas (LWIAs)
SUBJECT: Statewide Referral Policy on Youth Aging Out of Foster Care
ISSUANCE DATE: August 15, 2007
EFFECTIVE DATE: Immediately

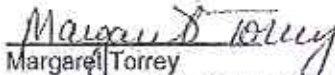
PURPOSE: The purpose of this issuance is to transmit instructions for the development and implementation of the local area referral policy on youth aging out of foster care.

BACKGROUND: As you know, DOL's youth vision focuses upon serving the neediest youth, including those who are in foster care or are aging out of foster care. In order to systematically target this group for services in our statewide WIA system, the policy outlined below was developed. A workgroup comprised of local area administrators, State Youth Focus Team members and State workforce staff drafted the policy.

POLICY: When a youth in foster care enters the 11th grade or reaches the age of 17 (whichever occurs first), DSS staff will refer the youth to WIA to receive an introduction to the services available in the local one-stop and initial core services. It is expected that each local area one-stop system and DSS will develop a referral process to implement this policy. Once the local area one-stop system has developed its referral process, a narrative describing the process and/or a copy of the written policy and process is to be sent to the assigned Workforce Development Division Grants Manager.

INSTRUCTION: Each local workforce investment area, in collaboration with local DSS offices, is instructed to develop a referral process as outlined above and submit a narrative describing the process and/or a copy of the written policy and process to its assigned Grants Manager no later than October 31, 2007.

INQUIRY: Questions may be directed to Ms. Jessie C. Byrd at 803-737-2670 or jbyrd@sccommerce.com.


Margaret D. Torrey
Deputy Secretary for Workforce Development

1201 Main Street, Suite 1600, Columbia, SC 29201
Tel: (803) 737-0400 • Fax: (803) 737-0418 • www.sccommerce.com



Finance Committee Report

The Finance and Executive Committees have approved the following requests for ratification from the Board:

Contract Modifications

1. Arbor/ResCare - The Finance Committee reviewed the contract modification to the Arbor/ResCare ARRA, Eligibility, and Intensive grants and recommends modifying the grants as presented. No additional money is being awarded, only shifting from one line item to another. (See Finance Attachment A)
2. Oconee Adult Education - The Committee reviewed the contract modification to the Oconee Adult Education ARRA grants and recommends modifying the grants as presented. The request is for an additional \$5,200 to complete the current session and have an additional session.
3. Pickens Adult Education - The Committee reviewed the contract modification to the Pickens Adult Education ARRA grants and recommends modifying the grants as presented. The request is for an additional \$4,000 to have an additional 130 hours of instruction.

Proposed Budget - Incentive

The WorkLink WIB has been awarded \$41,848 in Incentive money based on PY'09 results. SCDEW has asked that we submit an outline of what we would like to spend the money on. This information will also go in the PY'11 budget as the grant period will be July 1, 2011-June 30, 2012.

Amount Available	\$ 41,848.00
WorkKeys	15,000.00
Rebranding Outreach	13,150.00
Regional Business Workshop	5,000.00
OneStop Orientation Video	2,000.00
WorkKeys for High School	4,798.00
Dynamic Works-New Director	950.00
Dynamic Works-Certification for Brandi	950.00
Balance	\$ -

Proposed Budget – Adult/DW ARRA

The WorkLink WIB has until June 30, 2011 to spend the awarded Adult & DW ARRA funds. The Finance Committee recommends the following:

ARRA (Currently-6/30/11) Amount Available	Adult \$ 65,000.00 26%	DW \$ 185,000.00 74%	Total \$ 250,000.00	
<i>Recommendations:</i>				
Oconee Adult Ed Modification	\$ 2,600.00	\$ 2,600.00	\$ 5,200.00	
Pickens Adult Ed Modification	2,000.00	2,000.00	4,000.00	
SCDEW-OJT				If requested, this amount will be sent to Finance Committee for Email Vote and then brought to the Board. Executive Committee voted to have Security in Anderson OneStop
Security Guard at OneStops	1,820.00	5,180.00	7,000.00	
Advanced WorkKeys Module in VOS	3,900.00	11,100.00	15,000.00	(8 laptops, 7 docking stations, 8 Microsoft 2010, 1 monitor)
In-House Computers	2,600.00	7,400.00	10,000.00	
Cubicles for OneStops	2,600.00	7,400.00	10,000.00	
Tri-Fold Letter Machine	88.92	253.08	342.00	
Rebranding Outreach	7,800.00	22,200.00	30,000.00	
Team Building	156.00	444.00	600.00	Group initiatives course at Clemson Outdoor Lab
Resource Room-OneStop	1,170.00	3,330.00	4,500.00	\$150 * 30 computer carrels
Stackable Chairs-OneStop	234.00	666.00	900.00	\$30 * 30
Digital Wall Clocks-OneStop	39.00	111.00	150.00	\$15 * 10
Retractable Stanchios for Waiting Area-OneStop	156.00	444.00	600.00	
Rotary Literature Rack (80 pocket) (2)-OneStop	223.60	636.40	860.00	\$430 * 2
	25,387.52	63,764.48	89,152.00	
<i>Remaining ARRA Balance</i>	<i>39,612.48</i>	<i>121,235.52</i>	<i>160,848.00</i>	

Remaining balance to be used for Salaries & other In-House items previously budgeted.

In-House Budget Modification

The Finance Committee recommends a modification to the following line items due to the fact that the Part-Time Temporary position was originally budgeted for to begin work on 1/28 but the start date was actually 2/4, therefore, leaving us with a week's worth of salary, fringe, and indirect to reallocate.

Description	Approved Budget (1/12/11)	Amendment #1	Proposed Budget	Percent Change	Description of Amendment
Salaries**	396,928	(220)	396,708	-0.06%	Decrease due to 1 less week worked (2/4/11-6/16/11)
Fringe pool applied**	122,499	(17)	122,482	-0.01%	Decrease due to above. This is 7.65% of Salary.
Travel - fleet car	470	105	575	22.34%	Increase due to estimated mileage costs for 211 employees from Aiken. 3 Trips.
Advertising	20,269	231	20,500	1.14%	Increase due to decrease in salary.
Indirect cost pool applied	170,521	(99)	170,422	-0.06%	Decrease due to salary decrease. This is 45% of Salary.

Contract Extensions

1. Arbor/Rescare - The Finance Committee recommends extending the contracts for Eligibility Determination and 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) if still not resolved, de-obligate funds or issue a new request for proposals, dissolving current contract.
2. PYC - The Finance Committee along with the Youth Committee recommends extending the contract for Out of School Youth through June 30, 2012.
3. Website - The Finance Committee along with the Marketing Committee recommends extending the personal services contract with Art/Design Associates at the current rates of \$750/mo for maintenance and updates, \$285/mo for Search Engine Optimization, and \$45/mo for website hosting. The total costs for 12 months (July 1, 2011-June 30, 2012) would be \$12,960.

PY'10 Budget & Reports

The Finance Committee has reviewed the PY'10 Budget & Reports. This has been provided as information only. (See Finance Attachment B)

GRANT BUDGET SUMMARY

* Denotes line items that changed

Service Provider: Arbor E&T LLC. Contract # 10SA295R1 & 10SD295R1
 Project/Activity: ARRA Adult & DW Funding Source WIA Modification # 2

Line Items	Administrative	Non-Administrative	Total Budget Amount	50.9% Modification		49.1% Modification	
				Adult - ARRA Budget Amount	DW - ARRA Budget Amount	Adult - ARRA Budget Amount	DW - ARRA Budget Amount
Salaries & Fringe Benefits	\$0	\$ 193,979	\$ 193,979	\$ 99,512	\$ 94,466	\$ 97,763	\$ 94,467
Facilities/Rent Costs (space)	\$ -	\$ 13,472	\$ 13,472	\$ 8,329	\$ 5,143	\$ 14,749	\$ 14,251
Non-Expendable Equipment Costs	\$ -	\$ 22,401	\$ 22,401	\$ 8,674	\$ 15,727	\$ -	\$ -
Operating Expenses	\$ -	\$ 20,533	\$ 20,533	\$ 12,693	\$ 7,840	\$ 14,441	\$ 13,954
WI Customer Wages and Fringe Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs		\$ 376,153	\$ 376,153	\$ 191,301	\$ 184,852	\$ 191,301	\$ 184,852
WI Customer Supportive Services Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Payments to Employers Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ 1,200	\$ 1,200	\$ 742	\$ 458	\$ 996	\$ 963
Training Fees/Professional Fees/Profit	\$ -	\$ 21,698	\$ 21,698	\$ 11,035	\$ 10,663	\$ 11,035	\$ 10,663
Indirect Costs	\$ -	\$ 23,688	\$ 23,688	\$ 12,047	\$ 11,641	\$ 12,047	\$ 11,641
Total Budget Costs	\$ -	\$ 673,124	\$ 673,124	\$ 342,333	\$ 330,791	\$ 342,332	\$ 330,791
Percentage of Budget	2% Maximum	100%	100%	51%	49%		
Cost Limitations		At least 98%					

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider: Arbor E&T LLC. Contract # 10A295R1 & 10D295R1 *Denotes line items that changed

Project/Activity: Assessment, Intensive, Trng, F/U Funding Source WIA Modification # 2

Line Items	Administrative		Non-Administrative	Total Budget Amount	43.61%		56.39%	
	Administrative	Administrative			Adult Budget Amount	Displaced Worker Budget Amount	Adult Budget Amount	Displaced Worker Budget Amount
Salaries & Fringe Benefits	\$ -	\$ 560,914	\$ 560,914	\$ 560,914	\$ 244,615	\$ 316,300	\$ 244,615	\$ 316,300
Facilities/Rent Costs (space)	\$ -	\$ 44,451	\$ 44,451	\$ 44,451	\$ 19,385	\$ 25,066	\$ 19,385	\$ 25,066
Non-Expendable Equipment Costs	\$ -	\$ 5,765	\$ 5,765	\$ 5,765	\$ 5,765	\$ (0)	\$ 5,765	\$ (0)
Operating Expenses	\$ -	\$ 68,524	\$ 68,524	\$ 68,524	\$ 28,121	\$ 40,403	\$ 31,246	\$ 40,403
WI Customer Wages and Fringe Benefits	\$ -	\$ 32,635	\$ 32,635	\$ 32,635	\$ 13,393	\$ 19,242	\$ 14,881	\$ 19,242
WI Customer Individualized Training Costs	\$ -	\$ 399,000	\$ 399,000	\$ 399,000	\$ 174,004	\$ 224,996	\$ 174,004	\$ 224,996
WI Customer Supportive Services Costs	\$ -	\$ 162,500	\$ 162,500	\$ 162,500	\$ 70,866	\$ 91,634	\$ 70,866	\$ 91,634
WI Customer Needs-Based/Needs-Related Payment Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Payments to Employers Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ 3,025	\$ 3,025	\$ 3,025	\$ 1,319	\$ 1,706	\$ 1,319	\$ 1,706
Other Direct Costs	\$ -	\$ 25,261	\$ 25,261	\$ 25,261	\$ 10,366	\$ 14,895	\$ 11,519	\$ 14,894
Training Fees/Professional Fees/ Profit	\$ -	\$ 66,412	\$ 66,412	\$ 66,412	\$ 28,962	\$ 37,450	\$ 28,962	\$ 37,449
Indirect Costs	\$ -	\$ 72,585	\$ 72,585	\$ 72,585	\$ 31,655	\$ 40,931	\$ 31,654	\$ 40,931
Total Budget Costs	\$ -	\$ 1,441,073	\$ 1,441,073	\$ 1,441,073	\$ 628,452	\$ 812,621	\$ 628,451	\$ 812,621
Percentage of Budget	2% Maximum	100%	At least 98%	100%	44%	56%		
Cost Limitations								

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider: Arbor E&T LLC Contract # 10A195R1 & 10D195R1
 Project/Activity: Eligibility and OneStop Coordination Funding Source: WIA Modification # 2

*Denotes line items that changed

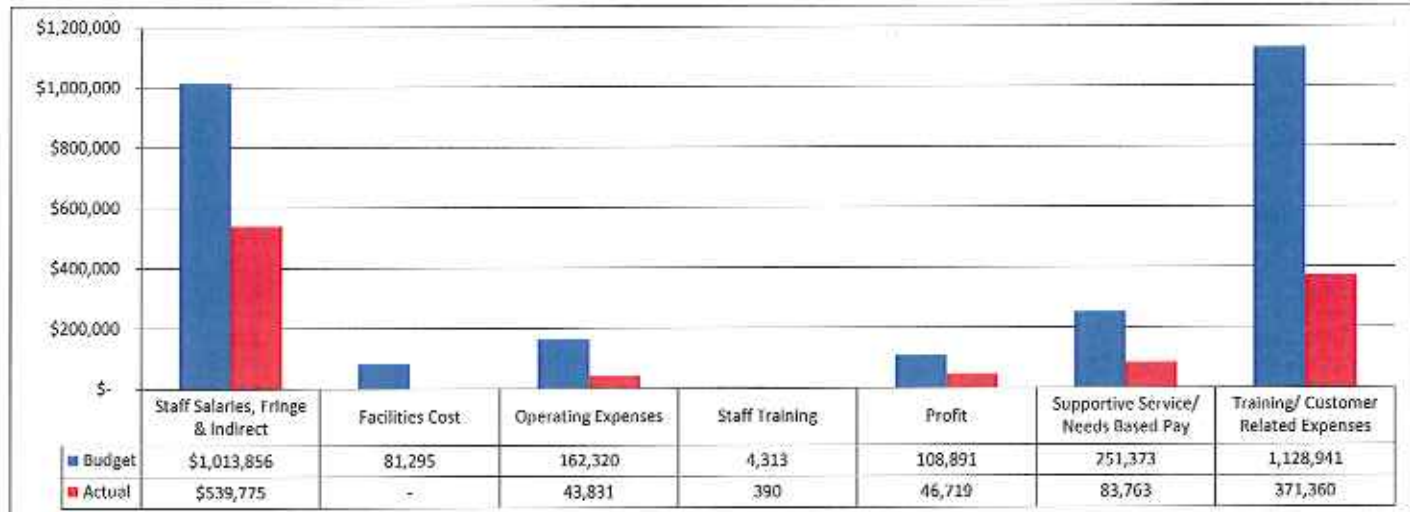
Line Items	Administrative	Non-Administrative	Total	43.61%		56.39%	
				Adult Budget Amount	Displaced Worker Budget Amount	Adult Budget Amount	Displaced Worker Budget Amount
Salaries & Fringe Benefits	\$ -	\$ 239,375	\$ 239,375	\$ 104,391	\$ 134,983	\$ 104,391	\$ 134,983
Facilities/Rent Costs (space)	\$ -	\$ 7,844	\$ 7,844	\$ 3,421	\$ 4,423	\$ 3,421	\$ 4,423
Non-Expendable Equipment Costs	\$ -	\$ 1,267	\$ 1,267	\$ 1,267	\$ 0		
Operating Expenses	\$ -	\$ 20,948	\$ 20,948	\$ 8,597	\$ 12,351	\$ 9,552	\$ 12,351
WI Customer Wages and Fringe Benefits		\$ -	\$ -	\$ -	\$ -		
WI Customer Individualized Training Costs		\$ -	\$ -	\$ -	\$ -		
WI Customer Supportive Services Costs		\$ -	\$ -	\$ -	\$ -		
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -	\$ -		
WI Payments to Employers Costs		\$ -	\$ -	\$ -	\$ -		
Staff Training/Tech Services Costs		\$ -	\$ -	\$ -	\$ -		
Other Direct Costs	\$ -	\$ 1,288	\$ 1,288	\$ 561	\$ 726	\$ 561	\$ 726
Training Fees/Professional Fees/ Profit	\$ -	\$ 6,832	\$ 6,832	\$ 2,804	\$ 4,029	\$ 3,116	\$ 4,029
Indirect Costs		\$ 25,638	\$ 25,638	\$ 11,181	\$ 14,457	\$ 11,181	\$ 14,457
Total Budget Costs	\$ -	\$ 28,475	\$ 28,475	\$ 12,418	\$ 16,057	\$ 12,418	\$ 16,057
Percentage of Budget	0%	\$ 331,667	\$ 331,667	\$ 144,640	\$ 187,027	\$ 144,640	\$ 187,026
Cost Limitations	2% Maximum	At least 98%	100%	44%	56%		

Finance Attachment A

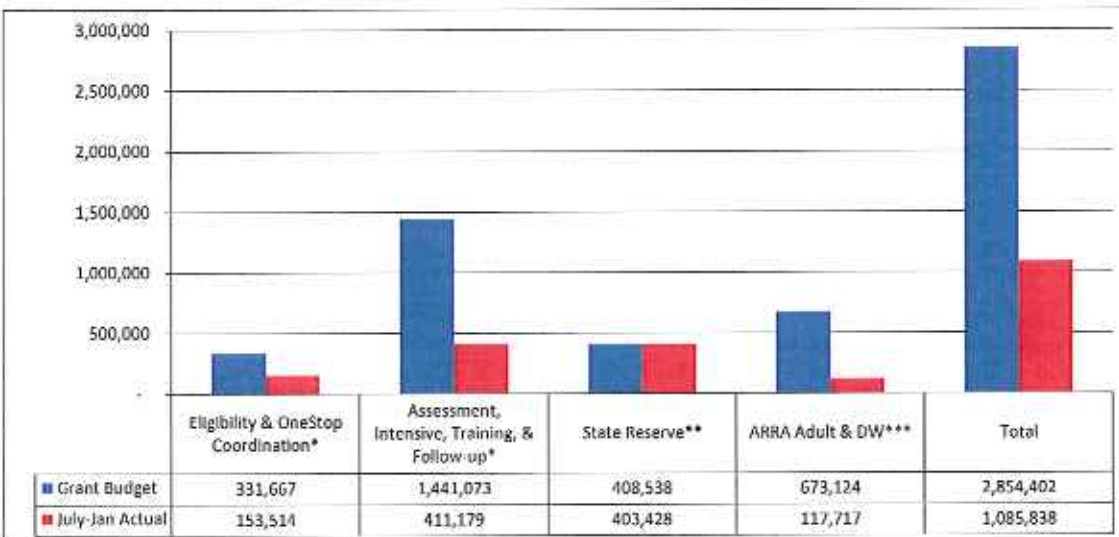
<u>In-House Expenses</u>					WIA Admin	Adult	DW	Youth	ARRA State Reserve	Incentive	ARRA Adult	ARRA DW	ARRA Youth	IWT	OJT NEG	Total w/o Trade	Trade	Total w/ Trade	Actual Expended	Actual % Expended	Goal Expended	Goal % Expended	Balance
Capital Outlay					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-
Total In-House					\$ 371,299	\$ 159,300	\$ 254,993	\$ 86,797	\$ 500	\$ -	\$ -	\$ -	\$ 12,904	\$ -	\$ 9,086	\$ 894,879	\$ 8,895	\$ 903,774	\$ 450,987	50%	376,572.50	42%	\$ 452,787
<i>C- Grant closed out</i>																							

Summary of Arbor Expenditures through January 2011 - By Category

Category	Budget	Eligibility	Intensive	ARRA	State Res	YTD Total	Balance
Staff Salaries, Fringe & Indirect	\$ 1,013,856	\$ 135,968	\$ 335,309	\$ 68,498	\$ -	\$ 539,775	\$ 474,081
Facilities Cost	81,295	-	-	-	-	-	81,295
Operating Expenses	162,320	5,951	32,517	5,363	-	43,831	118,489
Staff Training	4,313	225	165	-	-	390	3,923
Profit	108,891	11,370	29,440	5,909	-	46,719	62,172
Supportive Service/ Needs Based Pay	251,373	-	-	-	83,763	83,763	167,610
Training/ Customer Related Expenses	1,128,941	-	13,748	37,947	319,665	371,360	757,581
	\$ 2,750,989	\$ 153,514	\$ 411,179	\$ 117,717	\$ 403,428	\$ 1,085,838	\$ 1,665,151



Grant Name	Grant Budget	July-Jan	
		Actual	Balance
Eligibility & OneStop Coordination*	331,667	153,514	178,153
Assessment, Intensive, Training, & Follow-up*	1,441,073	411,179	1,029,894
State Reserve**	408,538	403,428	5,110
ARRA Adult & DW***	673,124	117,717	555,407
Total	2,854,402	1,085,838	1,768,564



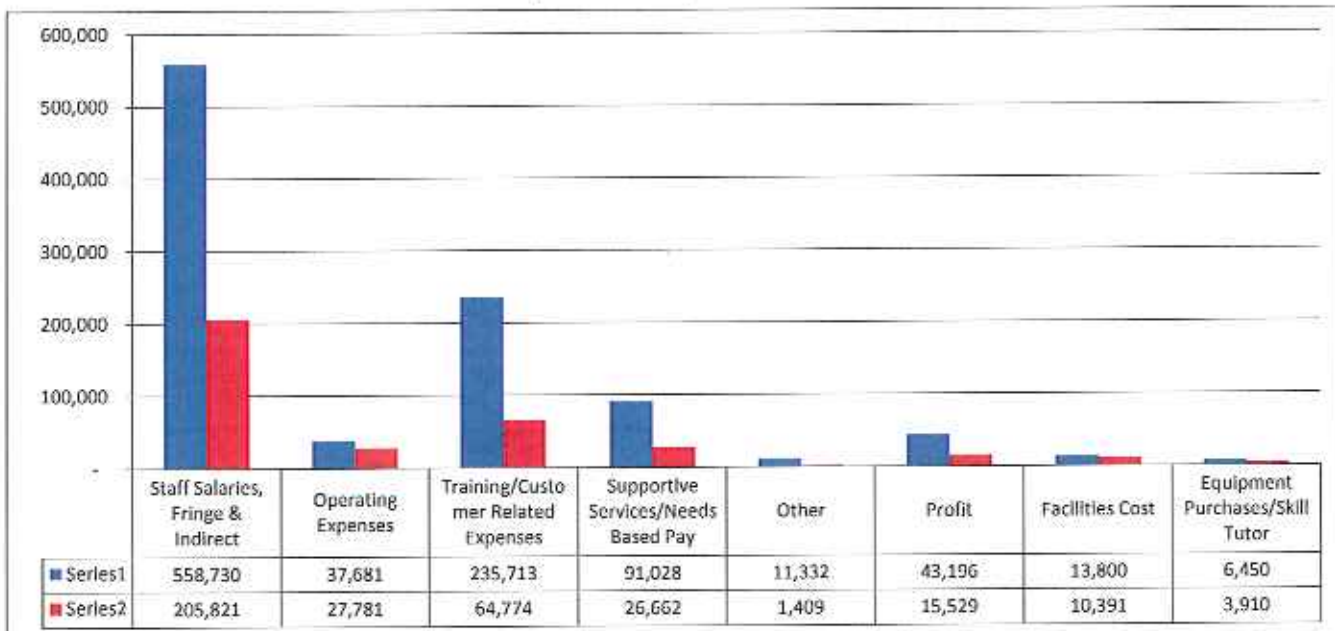
*Grant Period ends 6/30/11 (Funds not expended may be carried over to PY'11)

**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)

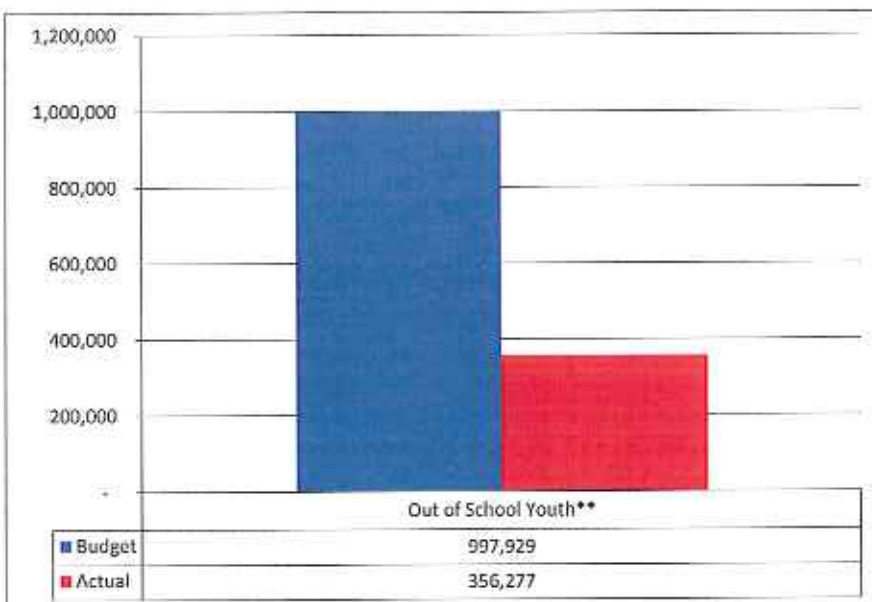
Summary of PYC Expenditures through January 2011 - By Category

Category	Budget	10Y495111	Balance
Staff Salaries, Fringe & Indirect	558,730	205,821	352,909
Operating Expenses	37,681	27,781	9,900
Training/Customer Related Expenses	235,713	64,774	170,939
Supportive Services/Needs Based Pay	91,028	26,662	64,366
Other	11,332	1,409	9,923
Profit	43,196	15,529	27,667
Facilities Cost	13,800	10,391	3,409
Equipment Purchases/Skill Tutor	6,450	3,910	2,540
	997,929	356,277	641,652



Budget to Actual Expenditures - 7/1/10-1/31/11

Grant Name	Budget	Actual
Out of School Youth**	997,929	356,277



*Grant Period 7/1/10-6/30/11 - Funds not expended will be carried over to PY'11

Service Provider
Status Update
July 2010 - January 2011

ENROLLMENT REPORT

Arbor

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	76	76	85	89%	8%	41%
August	86	162	210	77%	16%	44%
September	23	185	295	63%	19%	45%
October	30	215	370	58%	22%	46%
November	64	279	435	64%	28%	49%
December	72	351	500	70%	35%	52%
January	120	471	610	77%	47%	56%
February			675			
March			750			
April			840			
May			925			
June			1000			
Totals	471	1410	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	11	11	111	10%	1%	1%
August	23	34	273	12%	3%	3%
September	51	85	384	22%	7%	7%
October	87	172	481	36%	13%	13%
November	128	300	566	53%	23%	23%
December	107	407	650	63%	31%	31%
January	97	504	793	64%	39%	39%
February			878			
March			975			
April			1092			
May			1203			
June			1300			
Totals	504	504	1300			

Service Provider
Status Update
July 2010 - January 2011

ENROLLMENT REPORT

PYC

special notes

Includes Gateway to College - Planned Enrollment = 40; Carryover = 17 with 13 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			15			
March			15			
April			15			
May			15			
June			15			
Totals	81	152	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	4	5	2	200%	21%	21%
September	0	5	2	0%	21%	21%
October	1	6	2	50%	25%	25%
November	4	10	2	200%	42%	42%
December	0	10	2	0%	42%	42%
January	1	11	2	50%	46%	46%
February	10	21	2	500%	88%	88%
March			2			
April			2			
May			2			
June			2			
Totals	21	39	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						
January						
February						
March						
April						
May						
June						
Totals	0	0				

Amy Jessee

From: Nita Colman [ncolman@worklinkweb.com]
Sent: Thursday, December 16, 2010 11:18 AM
To: Collins, Stephanie; David Collins; Dr. Ronnie Booth; Dr. Ronnie Booth; Harris, Butch; James Alexander; Shae Rozakos; West, Steve
Cc: lmcwherter@dew.sc.gov; 'Amy Jessee'; 'Brandi Runion'; Crayton Pruitt; Crite, Sharon; Graham, Windy ; Jimmy Pennell; Kelly, Jennifer; nicholsiic@bellsouth.net; 'Jose Garcia'; 'King-Brock Kristi'; 'West, Steve'
Subject: LWIB Standards Review

At the administrators' meeting yesterday, we were presented information on the upcoming LWIB Standards Review. Our initial date has been moved forward. The team will be reviewing us on **April 21, 2011**. More information will be forthcoming; however, I do know that the following will need to take place.

30 Days Before Review – LWIB will contact potential interviewees to request participation in on-site interview (March 22, 2011)

We will be asked to contact potential interviewees from the following areas: economic development rep(s), local board members other than board chair, education rep(s), business rep(s), service provider(s), local elected official(s), and partner agencies. We will provide a list of the interviewees to DEW. (They will send us a notification informing us how many we are to pick and in what categories. It is up to us to choose the people to be interviewed. If you have any recommendations on who we should ask, please let me know. The interviews are scheduled to take approximately 45 minutes each. It will be hosted at our office.)

24 Days Before Review – LWIB submits documentation & interviewee list (March 28, 2011)

All required supporting documentation including list of interviewees is due.

7 Days Before Review -- Review team training and conference call with LWIB chair & administrator (April 14, 2011)
DEW staff will brief the review team on the upcoming review. DEW staff will also be available to answer questions the LWIB chair, administrator, and review team may have prior to the on-site review.

Review Day – April 21, 2011

Interviews will start around 9am or 9:30am. We will be told when by DEW. From the meeting yesterday, the Board Chair (Stephanie) will be the first one interviewed. After she is interviewed she will be free to return to her paid job for the day until the exit meeting (3pm).

Our staff will start working on preparing everything that goes into this review. The Board's performance is determined by whether you meet or do not meet the seven local board standards. These standards are as follows:

1. Board establishment*
2. Strategic planning
3. Resource alignment
4. Support of a quality OneStop system
5. Support for youth* (For the Board Certification, it's not the entire Support for Youth standard; it's the Youth Council establishment component of it.)
6. LWIB program and funding oversight
7. Fiscal and performance accountability*

*These are required by law.

The Board either "meets" or "does not meet" the standards. The outcomes will be to assist us in measuring our progress toward becoming a high-performing Board. There will be a written report that we receive and we will be able to provide a written response to DEW within 30 days of the report.

We can receive two separate certifications: WIA Local Board Certification (based on three Standards*), and High Performing LWIB Certification (based on all seven Standards). To be High Performing we must "meet" all seven Standards.

I will continue to update you on this as we move forward. If you would like to appoint an ad hoc committee to work on this, please let me know; otherwise, the staff will take lead on this.

Nita Colman
Executive Director, WorkLink WIB

Telephone Number: 864.646.1458
TTY: Relay Service dial 711
Fax Number: 864.646.2814
Website: <http://www.worklinkweb.com>
Email Address: ncolman@worklinkweb.com

"Equal opportunity employer/program"

"Auxiliary aids and services available upon request to individuals with disabilities"

WORKLINK WORKFORCE INVESTMENT BOARD
WORKFORCE INVESTMENT ACT
Board Member Application

Applicant Name Todd M. Bennington

Position VP of Operations Mailing Address 15545 Wells Hgwy - Seneca, SC

Business/Organization BorgWarner Drivetrain Systems

Phone 864-985-5014 County of Residence Oconee

Fax _____ E-mail tbennington@borgwarner.com

Category Represented: Check all that apply (see attachment for description of categories)

- | | |
|---|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> One-Stop Partner |
| <input type="checkbox"/> Labor Organization | Specify _____ |
| <input type="checkbox"/> Community Based Organization | |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Business | Specify _____ |

Has the applicant previously served on the Private Industry Council or Workforce Investment Board?

NO _____ If so when: _____

Describe how this applicant represents the indicated category:

Describe the policy-making authority of this applicant as a category representative:

Nominating Entity Oconee County Contact Jim Alexander

Mailing Address 502 E. Main Street Phone (864) 638-4211

Walhalla Fax (864) 638-4209

E-mail jalexander@oconeesc.com

WORKLINK WORKFORCE INVESTMENT BOARD
WORKFORCE INVESTMENT ACT
Board Member Application

Applicant Name Trent Acker

Position Assistant Director Mailing Address P.O. Box 279

Business/Organization Alliance Pickens Pickens, SC 29671

Phone (864) 898-1500 County of Residence Greenville

Fax (864) 898-1550 E-mail tacker@alliancepickens.com

Category Represented: Check all that apply (see attachment for description of categories)

- | | |
|--|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> One-Stop Partner |
| <input type="checkbox"/> Labor Organization | Specify _____ |
| <input type="checkbox"/> Community Based Organization | |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Other |
| <input type="checkbox"/> Business | Specify _____ |

Has the applicant previously served on the Private Industry Council or Workforce Investment Board?

No If so when: _____

Describe how this applicant represents the indicated category:

Applicant is currently employed as the Assistant Director as the Economic Development Alliance of
Pickens County.

Describe the policy-making authority of this applicant as a category representative:

As an agent of Alliance Pickens, my daily job functions in are related to the recruitment of industry, the
retention of new industry and the continuing development of the Pickens County workforce.

Nominating Entity Pickens County Contact Jennifer Willis (County Council)

Mailing Address 222 McDaniel Avenue B-1 Phone (864)898-1500

Pickens, SC 29671 Fax (864)898-1550

E-mail rfarley@alliancepickens.com



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.

Deleted: s

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

Comment [a1]: The Business Partnerships Committee will oversee this objective.

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

Strategic Plan Deadlines 2

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/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

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Strategic Plan Deadlines 5

- 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.

Deleted: Consortium

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

- Deleted: Consortium
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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.

Deleted: Consortium

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

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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.

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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~~
 - e) Review the state's OneStop Certification Draft Plan.
- 3) Develop Collateral.
 - a) ~~Update the WIB manual~~
 - b) ~~Develop brochures~~
 - e) ~~Develop concise "elevator" speech by soliciting input through Board email~~
 - d) ~~Make service provider reports easy to understand~~
 - c) 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
 - e) 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~~
 - e) 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

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Strategic Plan Deadlines 8

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.

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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~~

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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.

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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.

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See Action Steps above.

Proposed One-Stop Certification Implementation Timeline

PHASE I - Up to 4 months July-October 2011

LWIAs:

- Awareness within LWIA
- Self-Assessment

State:

- Awareness across state
- Create and distribute Final Assessment document
- Create and distribute One-Stop Certification Application
- Have certification team or organization ready to go

PHASE II – Up to 16 months November 2011- March 2013

LWIAs and State:

- Technical Assistance (state will address common issues for all areas then provide individual TA as needed)
- Training
- One-Stop Standards (statewide concentration periods- LWIAs may work on concurrently as well):
 - Management – up to 4 months
 - Employer – up to 4 months
 - Job Seeker – up to 4 months

State:

- During this time period, Final Assessments can be completed and applications can/will be accepted from LWIAs that are ready to apply for certification
- Certification Team in operation as needed

PHASE III – Up to 4 months (for remaining LWIAs) April-June 30, 2013

- Final Assessment
- Application (to be submitted by LWIBs)
- Certification as needed or appropriate

If at least 80% of the required standards are met after evaluation, an LWIA will have up to 6 months to fix the deficiencies without having to reapply. Below 80% must resubmit full application.

Start date will be based on State Instruction Letter distribution (tentatively scheduled for July 1st, 2011). If so, everything completed by June 30, 2013.