



WORKFORCE INVESTMENT BOARD
SC Works Operations Committee
January 25, 2016 at 3:30pm
SC Works Clemson Comprehensive Center, Large Conference Room

AGENDA

- I. Call to Order/Introductions** Richard Blackwell, Chair
- II. Approval of Minutes** (October 21, 2015) Richard Blackwell
- III. Strategic Planning** Roundtable Discussion
- IV. SC Works Operations**
 - a. WorkKeys Update Trent Acker, Executive Director
 - b. SC Works Centers Update Matt Fields, Operator
 - c. Financial Update
 - d. Outreach Jennifer Kelly, Staff
 - e. SC Works Center Reports
- V. Adult/DW Program**
 - a. Usage Reports Jennifer Kelly
 - b. Program Overview Steve Riddle, Program Manager
 - c. Financial Update* Matt Fields
 - d. Eligible Training Provider List Windy Graham
 - i. Appeal – Solar Energy International
- VI. Employer Services** Patty Manley, Staff
 - a. Business Engagement and Services *
 - b. Incumbent Worker Training Grants
 - c. On-the-Job Training Coordination Update
- VII. Other Business** Richard Blackwell
 - a. Ad hoc Committee Members*
- VIII. Adjourn**

Operations Committee

March 16, 2016

Location: WorkLink SC Works Conference Room



WORKFORCE INVESTMENT CORPORATION
OneStop Operations Committee Meeting Summary
November 04, 2015 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Richard Blackwell
David Bowers

Ed Parris

Danny Brothers

Members Absent:

Teri Gilstrap

Amanda Hamby

Staff Present:

Jennifer Kelly

Trent Acker

Windy Graham

Guest Present:

Matt Fields

Renee Alexander

I. Welcome and Introductions

Richard Blackwell called the meeting to order at 3:09pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

II. Approval of 08-19-2015 Meeting Minutes

The minutes from the 08/19/15 meeting were emailed with the meeting notice and included in the meeting packet. Chair Blackwell called for corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: David Bowers made a motion to approve the minutes as submitted, seconded by Ed Parris. The motion carried unanimously.

III. Strategic Planning

Chair Blackwell stated the Committee's objective for today is to determine a WorkKeys baseline number and deferred to Jennifer Kelly to lead discussion.

a) WorkKeys Update

Ms. Kelly referred to pages 7-13 of the meeting packet and opened the table for discussions on the Strategic Plan. Committee members discussed a plan on how to address the goals laid out in the Strategic Plan and agreed to address one objective per committee meeting and review progress on items already addressed previously.

The Committee reviewed Goal 1, Objective 1: Establish a baseline for WorkKeys data and viewed Work Ready data via ACT database online.

Data captured 10.20.15

ANDERSON COUNTY								
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]								
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS
Current	Private	753	129	420	201	+	-	11
	Public	530	78	299	150	+	-	78
Emerging & Transitioning	High School	2859	727	1485	623	24	-	325
	College	85	15	47	23	0	-	5
	Adult Education	658	161	421	76	0	-	93
	Unemployed	1121	272	657	191	+	-	68
	Recent Veteran	8	+	7	0	0	-	0
	Workforce category not identified	49	17	23	9	0	-	0
Totals		6063	1400	3359	1273	+	-	580
NCRC Earned WKIV*		3620						
OCONEE COUNTY								
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]								
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS
Current	Private	258	33	165	59	+	-	6
	Public	274	24	140	105	5	-	127
Emerging & Transitioning	High School	777	176	401	193	7	-	0
	College	17	+	8	6	0	-	0
	Adult Education	252	68	160	23	+	-	0
	Unemployed	595	153	354	87	+	-	6
	Recent Veteran	+	+	0	+	0	-	0
	Workforce category not identified	97	29	58	9	+	-	0
Totals		2273	487	1286	484	+	-	139
NCRC Earned WKIV*		1393						
PICKENS COUNTY								
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]								
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS
Current	Private	318	37	195	83	+	-	17
	Public	183	15	122	46	0	-	42
Emerging & Transitioning	High School	1541	373	765	389	14	-	161
	College	55	6	31	16	+	-	5
	Adult Education	898	150	561	187	0	-	98
	Unemployed	635	122	394	118	+	-	59
	Recent Veteran	7	+	6	0	0	-	0
	Workforce category not identified	299	65	188	46	0	-	0
Totals		3936	769	2262	885	+	-	382
NCRC Earned WKIV*		2119						

The Committee will address this after all three counties have their Maintenance Goals in place. Ms. Kelly will be prepared to provide an update on Objective 1 and will add Objective 2 to agenda.

Mr. Acker reported the contract with ACT has been extended through 6/30/16 for WorkReady Communities so things will continue as usual however, it is still unclear as to whether additional funding will be provided for proctoring cost. The SWIB did set aside \$100,00 for profiles.

IV. SC Works Operations

Chair Blackwell referred to page 15 which is an oped that ran in a local newspaper, the Journal in Oconee county, that spotlighted softskills and topics specific to job seekers and employers in our area.

a. Outreach

Ms. Kelly reviewed the progress the Outreach Committee has made with outreach efforts. The Outreach Committee meets monthly on the first Thursday of each month:

- Matt Fields has written a series of jobseeker articles relating to soft skills that will be published in the Seneca Journal. As part of each article, he talks about the SC Works Centers.
- Ms. Kelly also shared with the committee a series of flyers in the process of being published.
 - One flyer features job seeker services that can be shared across all three counties.
 - An employer flyer and a job seeker community resource flyer have been tailored for each county.
 - A business card featuring the SC Works Clemson address and phone number with talking points on the back will be printed for Board members and partners to share with the community.
 - A post card will be released in Pickens County, targeting low-income mail routes, pointing them to the SC Works Centers in Clemson and Easley.

b. SC Works Centers Report

Ms. Kelly deferred to Matt Fields to provide an update regarding the Centers. Mr. Fields reviewed the reports on page 14 with Committee members.

Mr. Fields stated ClemsonLife students visited the Clemson Center to heighten staff awareness during Disabilities Awareness month in October adding a second group is scheduled to attend in early November. Overall, this was a successful visit for these

students and Center staff. Mr. Fields noted that Columbo's Pizza provided lunch which was enjoyed by the group.

Mr. Fields stated in keeping with tradition, a Thanksgiving lunch is being planned for all staff on 11-19-15 and requested to close the satellite centers at 12pm in order for staff to participate in lunch as well as participate in staff training. Following discussions, Committee members agreed and a motion was called for.

ACTION TAKEN: Danny Brothers made a motion to approve closing the Satellite Centers on 11-19-15 at noon as presented, seconded by Ed Parris . The motion carried with a unanimous vote.

c. Partnerships

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

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

V. Adult/DW Program

a. Funding Re-allocation/Re-capture

Trent Acker reviewed the process surrounding the Funding re-capture in the amount of \$325 from the State from the Dislocated Worker allocation reporting this was due to the fact that we were required to obligate 80% of the Dislocated Worker funds prior to June 30, 2015. Any overage would be returned to the State for re-distribution. We obligated 79.95%, resulting in the \$325 being re-captured.

Mr. Acker also reported we received \$7,965 in Adult funding from other local areas that did not obligate 80% of their Adult funding by the June 30 deadline. The Finance Committee voted to give the reallocated Adult funds to the Henkels and McCoy budget. The final recommendation on which line items would receive the funding would be left to the One Stop Operations Committee.

b. Financial Update

Mr. Fields referred to page 17 and reviewed the expenditure and obligation rates associated with the Operator and WIOA (Adult, DW) Program grants awarded to Henkels & McCoy for this program year. Through September 30, 2015:

- 22.9 % of the Operator Grant has been expended.
- 25.9% of the Adult budget has been expended.
- 30.2% of the Dislocated Worker budget has been expended. The goal to be expended is 25%.
- Obligations Report
Mr. Fields reported obligations are on track and WIOA program and are currently ahead on enrollments therefor can move forward on enrollment outreach.
- AD/DW Program Budget Mod #1
Mr. Fields reported \$69,929.43 remains of the tuition line item (includes both Adults and Dislocated Workers) that may be used for new participants requesting training. \$175,920.57 has already been promised to participants in the WIOA program. Mr. Fields reported Henkels & McCoy brings a request to add the \$7,965 from the "Funding Reallocation/Recapture", explained above, to the Henkels & McCoy Adult Program budget.

If funds are put into the Training line item the following split will occur:

Total		\$ 7,965.00
Overhead	11.32%	\$ 901.64
Audit	0.07%	\$ 5.58
Profit	4.00%	\$ 318.60
Adult Training		\$ 6,739.19

ACTION TAKEN: Danny Brothers made a motion to approve allocating the Recapture of Funds as presented, seconded by David Bowers. The motion carried with a unanimous vote.

- Operator Budget Mod#1
Mr. Fields referred to pages 21-33 stating the Finance Committee has approved this modification however, it has been included as information for this Committee.

c. Program Overview

Mr. Fields reviewed the program usage reports included in the packet beginning on pages 34 - 36.

i). Succss Stories

Renee Alexander provided a brief overview of several participant success stories included on pages 37-39.

d. Performance Measures

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

e. Eligible Training Provider List

i). Norris Mechanical

Ms. Graham reviewed two applicants to the Eligible Training Provider List (ETPL): Norris Mechanical and Solar Energy International. Norris Mechanical applied previously to train welders through our ETPL list, but was denied due to the fact that Norris Mechanical had not obtained all previously required licensures.

ii). Solar Energy International

Ms. Graham shared labor market information with the committee demonstrating that solar energy installation is not currently in-demand in the WorkLink region. Ms. Graham stated that Solar Energy International has not responded to her requests for additional information at this time.

ACTION TAKEN: Ed Parris made a motion to approve and add Norris Mechanical to the ETPL and to deny Solar Energy International access to ETPL as presented, seconded by David Bowers, Danny Brothers abstained from the vot . The motion carried with a majority vote.

f. Priority of Service Policy

Ms. Kelly reviewed the Priority of Service Policy adopted by the Executive Committee on October 9, and proposed a change to the Basic Skills Deficiency section. This proposal comes after further information and guidance was given by the State to the local administrators. The revised policy would expand the basic skills deficiency priority to allow anyone that does not (1) currently have a High School Diploma or GED; or (2)

score at least a Gold level certificate or higher to enter the WIOA program under this priority. The Committee voted to approve this change to the policy.

ACTION TAKEN: Ronnie Booth made a motion to approve the changes to the Priority of Services Policy as presented, seconded by Danny Brothers . The motion carried with a unanimous vote.

VI. Employer Services

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

a. Business Engagement

The State Workforce Development Board set a goal for PY'15 to engage 10,000 new businesses/employers and to enroll them in the Customer Relationship Manager module of the SC Works Online Services database. To reach the goal, each workforce area must increase employer engagement by 10.1%; WorkLink's goal is to engage 685 new employers. The policy states that "employer engagement is defined as an in-person consultation with a new business to promote and discuss the range of services available through the SC Works system. Consult must be with a company rep that has hiring authority. Phone calls, emails, & informational packets or business cards left are not included in this definition." We are working with Department of Employment and Workforce (DEW) recruiters, Henkels & McCoy staff and DEW Veteran Representatives to meet this goal. At the end of August our area had engaged 95 new businesses. We are waiting on the September and October reports from the State.

b. Covidien Layoff/Job Fair

The SC Works Centers hosted a job fair on October 14, 2015 on-site at Covidien. WorkLink, Henkels and McCoy, SCDEW Recruiters and Trade worked together to serve 45 soon to be laid off employees to find new employment. The following employers were present at the job fair: Jtekt, Michelin, Greenfield and Itron. Tri-County Technical

College Corporate & Community Education division was present to discuss MSSC training opportunities. Rapid Response information was given out the following week.

c. Incumbent Worker Training Grants

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

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

d. On-the-Job Training Coordination Update

Anderson employers utilizing OJT funds are going well. WorkLink has two successful completions with K&K Trucking and MTS Office Machines. There was one unsuccessful completion at Belton Metals due to a participant quitting. The participant was 70 hours short of successful completion of the contract; however, the remaining participant still has an active OJT contract ongoing at Belton Metals. This participant is doing very well despite multiple barriers, including being an ex-offender and homeless. OJT agreements in Oconee County with MoreSun Custom Woodworking and in Pickens County at Reliable Automatic Sprinkler Co. have recently been executed. Ms. Manley is currently in the process of establishing OJT contracts with VCI and Wilbert Plastics in Pickens County, and is following up with Robinson Home Improvement, a small business that has expressed interest. The On-the-Job Training Contract log is in the Board packet.

e. Work-Based Learning Policy

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

- OJT and ITAs will be written for Apprenticeships. The total for the apprenticeships will be subject to the \$5,000 per program year or \$10,000 lifetime cap.
- OJT will be reimbursed at the 75% rate for small businesses (250 employees or less) or long-term unemployed individuals 16 weeks or longer); otherwise, 50% reimbursement will be used.
- IWT funds set aside by the Board will be handled by an ad hoc committee.

- Transitional Jobs will not be pursued at this time.
The proposed policy is available in the Board packet.

ACTION TAKEN: Danny Brothers made a motion to adopt the Work Based Learning Policy as presented, seconded by Ed Parris . The motion carried with a unanimous vote.

VII. Other Business

a. Committee Meeting Dates

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

b. Ad Hoc Committee Members

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

VIII. Adjourn

Respectfully submitted by: Patty Manley, Office Manager

Strategic Plan Update

Updated January 20, 2015

Goal I. Improve the skill level of the workforce to meet the demands of business and industry.

The One Stop and Youth Committees will oversee the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Objective 1:

A. Monitor WorkKeys Data on an ongoing basis to report the trends in certification of workers.

Key Action Strategies:

1. Establish baseline via Work Ready Communities Initiative

Data captured 10.20.15

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OCONEE COUNTY								
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	College	17 +		8	6	0 -		0
	Adult Education	252	68	160	23 +	-		0
	Unemployed	595	153	354	87 +	-		6
	Recent Veteran	+	+	0 +		0 -		0
	Workforce category not identified	97	29	58	9 +	-		0
Totals		2273	487	1286	484 +	-		139
NCRC Earned WKIV*		1393						

- b. Report to WorkLink Workforce Development Board at each Board meeting
 - i. *Last date of review – November 9, 2015*
 - 2. Monitor the Work Ready Initiative for the WorkLink region
 - a. Executive Director of WorkLink will monitor the State initiative and report to the Committee and Board on an ongoing basis

Objective 2:

- B. Continue to build a better understanding of the employee skill level needs in the area through better coordination with workforce development partners

Key Action Strategies:

- 1. Assign staff to participate in Community, Partner and Employer groups
 - SHRM for Anderson, Oconee, and Pickens counties – Patty Manley
 - Chamber events for above (Ribbon cuttings & other business/employer events) – Patty Manley, Leann Vaughn, Meredith Durham
 - Economic Development meetings & events for all three counties – Trent Acker, Patty Manley
 - VR Business Services meeting – Patty Manley
 - Various United Way events/activities – Patty Manley, Sharon Crite
 - Anderson County Workforce Collaborative – Trent Acker
 - Pickens County Business Education Alliance – Trent Acker
 - Anderson, Oconee, Pickens Business Showcase – Trent Acker
- 2. Convene business representatives on a monthly basis and SC Works Center partners on a quarterly basis
 - *Business Service Integration Team meetings – Third Friday of every month at 9AM, Clemson SC Works Center*
 - *Met November 20, 2015; next meeting February 5, 2016*
 - *Quarterly Partner meeting*
 - *Met November 13 at 10AM, Clemson SC Works Center; next meeting February 19, 2016*
 - a. Coordinate services and share information on behalf of the WorkLink Workforce Development Area and the SC Works System – *Ongoing*
 - i. *Examples include SC Works Facebook page, Hiring Event/Hot Job Announcements via email distribution list*
 - b. Meet with employers and economic development agencies on an “as needed” basis to determine workforce needs and solutions that can be coordinated through the WorkLink office and SC Works Centers

Objective 3:

- C. Increase the number of individuals who successfully complete GED or high school diploma through the workforce system.

Key Action Strategies:

- 1. Coordinate with the school districts to identify new dropouts
 - a. Work with Youth Committee to strengthen collaboration and partnerships
 - b. Establish a referral process between the schools and the SC Works Centers for those seeking employment
- 2. Make SC Works Center customers aware of GED and High School Diploma changes
 - a. Communicate information about how to obtain a GED or High School Diploma

Objective 4:

- D. Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers.

Key Action Strategies:

1. Gather information from partners and community as to the types of workshops that should be offered.
 - a. Ensure workshop topics and/or curriculum is applicable to skills needed from industry input
 - b. Plan workshops early and market workshops through multiple venues: websites, social media, print, news outlets, partner's organizations, etc.
 - c. Plan workshops to be interactive and engaging
2. Coordinate a minimum of 8 workshops per month
3. Coordinate with partners to host workshops
 - a. Ask partners to require attendance to workshops
4. Monitor workshop content, presentation and feedback
5. Annually evaluate what workshops are best suited for participants in the workforce system

Goal II. Increase employer engagement in WIB and WIB Activities.

The One Stop, Youth, and Disabilities Committees will be responsible for the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Objective 1:

- A. Increase WorkKeys Profiles by X% per year throughout the workforce region through increased awareness.

Key Action Strategies:

1. Investigate WorkKeys profiler resources and establish referral processes
2. Develop a plan to share WorkKeys profiling process with local area SHRM either through staff or partner presentations
3. Identify potential sources of funding opportunities
 - a. Secure additional funding through partnerships and grants to increase WorkKeys profiles

Objective 2:

- B. Continue to build a better understanding of the employee skill level needs in the area through better coordination with work force development partners.

Key Action Strategies:

1. Determine in-demand jobs in the market area, and skills required to fill those jobs
2. Review the current skill level of our participants. Determine gaps
3. Develop outreach materials specific to career paths (include educational resources) that need to be pursued in order to be employed in those jobs
4. Review career pathways options (developed on current in-demand occupations), including job opportunities, educational resources, and expected wages, with job seekers and customers

Objective 3:

- C. Work with businesses and employers to develop a better understanding of WorkKeys profiles needed by industry sector.

Key Action Strategies:

1. Discuss with Economic Development offices and partners in workforce training to determine utilization rate of WorkKeys

2. Survey local SHRM organization members on WorkKeys utilizations, profile descriptions by company, and categorize by industry

Objective 4:

- D. Increase the number of employers using the Work Force Development system and services by 5% per year.

Key Action Strategies:

1. Establish baseline from PY14 employer services data
2. Improve the quality of services offered through SC Works Online Services by assisting job seekers with better information in the SCWOS system (i.e. resumes, job expectations, etc.)
 - a. Promote job matching and job listing abilities to the businesses in the community
 - b. Host informational sessions through the local SHRM groups on how to set up free SCWOS accounts and use job matching services
 - c. Send mailers to local industry HR department describing the system and services available
 - d. Make presentations to all SHRM groups over the next 6 months
 - e. Develop a database of business services and partner services and share with local DEW representatives

Objective 5:

- E. Increase opportunities for existing and displaced workers, veterans, persons with disabilities, and youth through promoting On the Job Training, apprenticeship, and other “work-based learning” programs with businesses in the region.

Key Action Strategies:

1. Target business service outreach materials to promote work-based learning opportunities
2. Strengthen partnerships with businesses, other business service representatives
 - a. Communicate the need for work based learning (OJT specifically) at SHRM, Plant manager meetings, and ED offices
 - b. Investigate Apprenticeships through DOL and the State
 - c. Support Apprenticeship Carolina in outreach efforts
 - d. Collaborate with Apprenticeship Carolina in appropriate work-based learning endeavors
 - e. Investigate grant opportunities that include work based learning opportunities
 - f. Train Business Service team members on work based learning opportunities in the community, and promote appropriate opportunities to employers as needs arise
 - g. Facilitate appropriate partner connections with the businesses

Goal III. Build upon existing partnerships and collaborations between workforce system service providers to better integrate the workforce development system.

The Executive Committee will oversee the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Objective 1:

- A. Map out existing agency partnerships and collaborations to identify gaps in services and opportunities for additional partnerships and collaboration.

Key Action Strategies:

1. Identify services relevant to customers served by the SC Works Centers
2. Research and formalize referral processes to share among staff

3. Develop map of services with input of operator
4. Share map to post in SC Works Centers, Adult Education Centers, and other training facilities
5. Post partner services and mapping on WorkLink website
6. Assign the “gap in services” results to appropriate committee for plan development

Objective 2:

- B. Increase partnerships and collaboration between workforce service providers to better integrate services.

Key Action Strategies:

1. Identify community groups to be involved in
 - a. Assign appropriate staff to attend
 - b. Present SC Works services to partners as needed and requested
2. Identify employment, training, and other community services relevant to customers served by the SC Works Centers
 - a. Contact partners and set-up meetings to learn about services
 - b. Invite partner staff to provide training to staff on referral processes
3. Identify grant opportunities with which to collaborate with partners
 - a. Research common types of grant opportunities
 - b. Develop a list of partner contacts for common partnership opportunities

Objective 3:

- C. Build upon existing partnerships and collaborations to improve communication between the workforce system service providers, trainers/educators, and employers.

Key Action Strategies:

1. Hold quarterly meetings with all partners to ensure open communication regarding program changes, service challenges, potential collaborative ventures, etc.
 - a. Report out to the Board any new partnerships and collaborations
 - b. Update referral processes on a quarterly basis as part of the partner meetings
2. Identify other partner/community meetings being held in the community
 - a. Contact leadership regarding appropriate level of involvement
 - b. Attend meetings

Objective 4:

- D. Maintain and support the One Stop Operator that is responsible for convening service providers and partner agencies.

Key Action Strategies:

1. Leverage existing relationships to grow meaningful partnerships with private/public partners
2. Develop information resources (flyers, graphics, etc.) to facilitate better understanding of partner resources and interactions
3. Operator presents a narrative report to the Board on a periodic basis that addresses challenges, etc.

Objective 5:

- E. Maintain and support the One-Stop Operator’s efforts to collect data and regularly report to the WIB as part of their efforts to certify/re-certify the One Stop Centers.

Key Action Strategies:

1. Utilize surveys to help collect data that is not readily available via traditional sources

2. Research and stay abreast of any updates regarding new One-stop certification standards as issued by the State.
3. Evaluate new information from the state and provide relevant information to the board regarding any required changes to achieve/maintain certification
4. Review existing reports to determine gaps in data presented to the Board
 - a. Develop or revise reports as appropriate to share with the Board

Goal IV. Increase and improve outreach to inform and promote the SC Works Centers services and activities pertaining to workforce development.

The One Stop and Youth Committees will oversee the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Objective 1:

- A. Create a strategic marketing and communication plan to raise awareness of SC Works Centers' services and activities.

Key Action Strategies (Ad/DW):

1. Meet with Outreach ad hoc committee to develop a plan
2. Present plan and status of plan to the Operations Committee on an ongoing basis

Objective 2:

- B. Engage employers, educators, and community organizations in an outreach campaign to improve awareness of SC Works Centers' services and activities.

Key Action Strategies:

1. Ensure all partners have SC Works Center information available and know what services the Centers offer
 - a. Develop a variety of outreach tools (PowerPoints, brochures, flyers, post cards, etc.) for employers, partner and organizations
 - b. Review and develop outreach brochures for employers and jobseekers that address specific needs and how the SC Works Center can assist in meeting needs
 - c. Conduct outreach and presentations to service agencies, partners, and SHRMS regarding services offered by the Centers
 - d. Investigate costs of mainstream media methods such as internet pop-ups and TV ads
2. Increase outreach initiatives to smaller outlying towns
3. Attend and be involved in community events that reach employers, educators, and community organizations

Objective 3:

- C. Increase opportunities for educators (i.e. teachers, principals, guidance counselors, superintendents) to know and experience the employment opportunities and employers workforce needs/skill requirements.

Key Action Strategies:

1. Engage education partners in partner events with the SC Works Centers
2. Promote center services to parents of students and graduating seniors. Provide flyers and information for guidance counselors
3. Present soft skills as requested to high school students and parent groups

Objective 4:

- D. Look for opportunities for employers and educators to form better connections to insure that education and training programs are developing systems to create a skilled workforce to meet current.

Key Action Strategies:

1. Encourage involvement of these parties to ensure employers get information on trainings offered
2. Work with training providers to ensure they offer programs that employers are seeking



Memorandum of Understanding

Signed this day of , 20 by located at and between MorphoTrust USA, LLC ("MorphoTrust") located at 296 Concord Rd., Suite 300, Billerica, MA 01821

Host Location Responsibilities:

Host location shall provide office space for the successful operation of the Enrollment Center as follows:

Host location agrees to provide adequate parking, ADA accessibility, and access to reasonable accommodations for applicants waiting for fingerprinting appointments.

Host location must communicate any requested changes to the agreed upon operating hours to the MorphoTrust Supervisor/Manager with a minimum 30 days notice. In the event of an unscheduled site closure, the Host location must notify MorphoTrust as soon as possible on the date of the closure.

MorphoTrust Enrollment Services Responsibilities:

MorphoTrust will manage the overall program needs working with the Host location.

MorphoTrust will provide the Enrollment Agent and all live scan equipment working at the Host location.

MorphoTrust will establish and maintain a website that allows applicants and volunteers to register and schedule fingerprint processing and collects all demographic information necessary for registration as well as provide a toll-free customer service phone number for applicants and volunteers to pre-register for fingerprint processing or to seek information, Monday through Friday from 8:00 AM to 5:00 PM excluding state holidays.

MorphoTrust USA, LLC

By _____

Name: Blake Moore
Title: Director, Customer and Business Services

By _____

Name:
Title:

Grant Number: 15A995H1 & 15D995H1
Invoice: 1697-I1006
Period Covered: 11/23/15-12/20/15

		OCTOBER 33.3%		NOVEMBER 41.7%		DECEMBER 50.0%		100.0%		
Line Item	Mod #1	1697-I1003 Adult	1697-I1003 DW	1697-I1005 Adult	1697-I1005 DW	1697-I1006 Adult	1697-I1006 DW	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$53,005.68	4,103.50	997.85	3,282.80	798.28	3,460.05	975.53	\$26,056.35	\$26,949.33	49.2%
Fringe Benefit Total	\$18,700.90	1,524.70	331.95	1,204.08	258.76	1,300.23	253.97	\$9,477.32	\$9,223.58	50.7%
Staff Cost Total	\$71,707	5,628.20	1,329.80	4,486.88	1,057.04	4,760.28	1,229.50	\$35,533.67	\$36,172.91	49.6%
Operating										
1.2 Staff Consumable Supplies	\$600.00	0.00	0.00	0.00	0.00	119.14	21.02	\$185.08	\$414.92	30.8%
1.4 Copy, Print	\$301.00	0.00	0.00	0.00	0.00	0.00	0.00	\$66.29	\$234.71	22.0%
1.5 Communications	\$1,004.00	44.93	7.93	60.27	11.41	44.90	7.92	\$230.21	\$773.79	22.9%
1.6 Staff Travel	\$2,270.00	38.27	-4.81	62.39	15.07	26.13	4.59	\$250.33	\$2,019.67	11.0%
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$120.00	0.0%
1.8 Staff Computer Leases	\$1,398.00	0.00	0.00	0.00	0.00	398.43	70.31	\$948.74	\$449.26	67.9%
1.9 Postage	\$120.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$120.00	0.0%
Operating Total (01)	\$5,813.00	83.20	3.12	122.66	26.48	588.60	103.84	\$1,680.65	\$4,132.35	28.9%
Subtotal	\$77,519.58	5,711.40	1,332.92	4,609.54	1,083.52	5,348.88	1,333.34	\$1,680.65	\$75,838.93	2.2%
General Overhead (Indirect) 11.32%	\$8,775.00	646.53	150.89	521.80	122.65	605.49	150.93	\$4,212.66	\$4,562.34	48.0%
Audit Cost 0.70%	\$604.00	39.98	9.33	32.27	7.58	37.44	9.33	\$260.50	\$343.50	43.1%
Profit/Fee Held for Performance 4%	\$3,101.00	228.46	53.32	184.38	43.34	213.96	53.33	\$1,488.57	\$1,612.43	48.0%
Contract Total	\$90,000	6,626.37	1,546.45	5,347.99	1,257.10	6,205.77	1,546.94	\$43,176.06	\$46,823.52	48.0%

Data through: December 2015
Last Revision Date: 1/20/16

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

PY15 - July 1, 2015 to June 30, 2016

	Q1 2015	Q1 2015	Q1 2015	Q2 2015	Q2 2015	Q2 2015	Q3 2015	Q3 2015	Q3 2015	Q4 2015	Q4 2015	Q4 2015	
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	3794	3876	3500	3406	3345	3629							12625
Individuals that Registered	305	337	343	327	301	294							1907
Anderson	120	117	151	112	580	114							1194
Clemson	38	40	37	67	51	44							277
Easley	59	60	58	56	65	53							351
Inactive Honea Path	28	41	17	24	28	27							165
Inactive Liberty Center	0	1	0	1	0	0							2
Seneca	60	78	80	67	77	56							418
Job Search Services	8183	8162	6936	7208	7358	7939							45786
Anderson	2673	2613	2240	2320	2143	2392							14381
Clemson	1725	1623	1389	1404	1713	1814							9668
Easley	1473	1586	1227	1338	1300	1297							8221
Inactive Honea Path	611	591	558	546	505	523							3334
Inactive Liberty Center	48	56	40	36	55	63							298
Seneca	1653	1693	1482	1564	1642	1850							9884
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1842	1723	1571	1746	1642	1540							10064
Anderson	611	514	422	419	338	447							2751
Clemson	624	629	536	597	608	612							3606
Easley	116	132	106	123	136	101							714
Seneca	482	437	488	591	550	380							2928
Access Point Traffic	9	11	19	16	10	8							73
Orientation Attendance	77	100	60	98	37	55							427
Workshops Offered	103	101	83	102	91	100							580
# Attended Employability	93	89	45	39	25	36							327
# Attended Financial Literacy	0	0	0	0	1	0							1
# Attended Expungement/Pardons	0	0	0	0	0	0							0
# Attended Computer Skills	60	45	38	39	31	25							238
Referrals to Partners:	78	56	63	107	153	38							495
# of Individuals Received Referral	74	54	58	103	133	36							458

Data through: December 2015
Last Revision Date:1/20/2016

SC WORKS | BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER
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	Q1 2015	Q1 2015	Q1 2015	Q2 2015	Q2 2015	Q2 2015	Q3 2015	Q3 2015	Q3 2015	Q4 2015	Q4 2015	Q4 2015	
Employer Services	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Internal Job Orders Created	178	236	258	205	160	152							1189
Anderson	51	60	105	66	90	75							11050
Clemson	65	85	69	65	17	11							312
Easley	21	17	32	19	22	28							139
Inactive Honea Path	3	6	4	6	2	1							22
Inactive Liberty Center	7	9	4	5	3	5							33
Seneca	31	59	44	44	26	32							236
Services Provided Employers	1028	1542	1164	1029	752	946							6461
Anderson	457	624	366	348	222	368							2385
Clemson	375	780	667	547	473	422							3264
Easley	22	32	15	20	11	9							109
Seneca	174	106	116	114	46	147							703
Hiring Events	12	12	21	9	7	1							62
Total Job Seekers	187	354	163	146	262	20							1132
Anderson	97	271	77	10	230	20							705
Oconee	0	47	53	19	0	0							119
Pickens	90	36	33	117	32	0							308
Entered Employments	50	75	78	49	48	41							341
Anderson	4	8	8	3	5	1							29
Clemson	40	60	53	26	30	33							242
Easley	0	0	4	1	0	0							5
Seneca	6	7	12	19	13	7							64
Rapid Response Events	0	0	4	0	0	0							4
Covidien	0	0	64	0	0	0							64

DEMOGRAPHICS (Year to Date)		Data through: December 2015		Last Revision Date: 01/13/2016			
WIOA Enrollments							
YTD (Last Date of Access)							
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	2	0	1	0	3	1%
	19-21	7	7	6	0	20	6%
	22-32	60	26	16	0	102	30%
	33-44	67	22	21	1	111	33%
	45-54	30	19	19	2	70	21%
	55-64	13	8	9	1	31	9%
	65+	0	0	0	0	0	0%
	Total	179	82	72	4	337	100%
Race		Anderson	Oconee	Pickens	Other	Total	
	African American/Black	52	18	12	1	83	25%
	American Indian/Alaskan Native	1	0	0	0	1	0%
	Asian	0	0	0	0	0	0%
	Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
	White	121	60	58	3	242	72%
	Not Provided	5	4	2	0	11	3%
	Total	179	82	72	4	337	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	
	Hispanic or Latino heritage	6	5	5	0	16	5%
	Not Hispanic or Latino heritage	171	76	67	4	318	94%
	Not Provided	2	1	0	0	3	1%
	Total	179	82	72	4	337	100%
Gender		Anderson	Oconee	Pickens	Other	Total	
	Female	99	50	38	1	188	56%
	Male	80	32	34	3	149	44%
	Total	179	82	72	4	337	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	
	Less than 9th Grade	7	0	1	0	8	2%
	9th-12th Grade (No Diploma)	57	16	6	0	79	23%
	GED	24	14	13	0	51	15%
	HSD	55	31	30	2	118	35%
	Vocational School Certificate	17	7	8	0	32	9%
	Associate's Degree	10	9	6	1	26	8%
	Bachelor's Degree	8	3	6	0	17	5%
	Education beyond a Bachelor's degree	1	2	2	1	6	2%
	Total	179	82	72	4	337	100%
Disability from the Demographic Tab on the WIOA Application		Anderson	Oconee	Pickens	Other	Total	
	No	179	79	70	4	332	99%
	Yes	0	3	2	0	5	1%
	Total	179	82	72	4	337	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	
	Employed	45	28	22	1	96	28%
	Employed but received notice of layoff	8	1	4	1	14	4%
	Not Employed	126	53	46	2	227	67%
	Total	179	82	72	4	337	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	
	No	172	77	67	3	319	95%
	Yes	7	5	5	1	18	5%
	Total	179	82	72	4	337	100%
All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.							

SC WORKS

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

Job Seeker at WIOA Enrollment							Caseload Breakdown			Eligibility		
	A	O	P	Other	Total		Active	Follow-up	Total		December	YTD Total
Veterans							53	84	137			
							72	71	143			
	CO	7	5	5	1	18	60	57	117	YTD Total Determinations	14	123
	New	0	1	0	0	1	54	60	114			
Offenders							0	0	0			
	CO	64	15	11	3	93	Total	239	511			
	New	3	1	0	0	4						
TAA Co-enrolled												
	CO	1	6	2	0	9						
	New	0	0	0	0	0						
Adult/DW Low Income												
	CO	117	40	35	1	193						
	New	0	4	1	0	5						
SNAP Recipient												
	CO	67	21	20	1	109						
	New	0	2	1	0	3						
Basic Skills Deficient												
	CO	43	11	9	0	63						
	New	3	3	3	0	9						
Career Interest							Active Enrollment			Enrollment		
In-Demand Career Cluster	Dec	YTD					CO	December	Total		December	TD Planned (+/-)
Admin, Support, Waste Mgmt., Remediation Svcs..	0	5					48	5	53	New MTD Enrolled	12	12 0
Health Care and Social Assistance	5	38					68	4	72	New YTD Enrolled	120	117 3
Manufacturing	2	17					58	2	60			
Professional Scientific Technical Services	1	6					53	1	54			
Retail Trade	0	1					0	0	0			
Other	4	52					Total	227	12	239		
	12	119										
One-on-One Services							WorkKeys					
Activity	December	YTD					CO	New YTD	Total			
106 - Provided Internet Job Search Support	1	9					0	0	0	Platinum		
115 - Resume Preparation Assistance	6	6					7	3	10	Gold		
123 - Job Development Contacts	0	0					19	5	24	Silver		
							9	1	10	Bronze		
							35	9	44	Total		

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

Anthony Jenkins



Anthony Jenkins' journey with the WIOA began in April 2015. Anthony came to an orientation after he had been laid off from a temporary assignment with a temp company. Anthony had previously worked in several different industries and really wanted to find somewhere he could plant himself for the long term.

Anthony had worked several years as a dock supervisor where he supervised the loading and unloading of route trucks. This is where he got his first taste of moving a big-rig around a yard as he was also responsible for moving the trucks from the yard to the docks and then back to the yard. Anthony felt that maybe, just maybe, driving a truck would be a good fit for him.

In July 2015 Anthony began taking the Class A CDL training at Tri-County Tech. Once he began training he knew this was the right career for him. He took to driving the combination vehicle with no issues. He really enjoyed learning about the truck, how to keep logs, and even how to conduct a pre-trip inspection.

The class went smooth up until the end. The instructor had taken ill and was out for a month and the class had been put on hold. He was really nervous during this time because he didn't want to get rusty on his skills or forget any of the pre-trip information that was required for the state testing. In October, the SC DOT came in to test these students. The class had to draw straws as to who was going to test in a different truck than they had practiced in. Anthony drew the short straw and ended up testing in a truck he had never even driven. Needless to say, Anthony passed his test and earned his Class A CDL.

Anthony gained full-time employment by the end of the month and began training in November with Cheeseman. Anthony took a job where he drives regionally. He drives during the week but is able to be at home on the weekends so he can be with friends and family. Anthony never gave up and overcame several obstacles along the way. He is truly a success and he will tell you that the WIOA helped him change his life.



Ciara Hill attended the SC Works Orientation at the Seneca SC Works Center on 7/2/2015 with a mission in mind to obtain her GED. Ciara had left Fort Mill High School in the tenth grade. She has a family and wanted to be able to contribute and felt that obtaining her GED would certainly help with finding employment. She was referred to Oconee Adult Education through WIOA and began classes on 8/18/2015. Each time she would come in for appointments she stated that she would obtain her GED within a short period of time.

She took the WorkKeys assessment while attending and scored a 6 on the Reading for Information portion, a 5 in Math, and a 4 in Locating Information. She took her first two tests (Science and Reading/Language Arts) on 9/29/2015 and 9/30/2015 and passed both tests. Less than a month later, she passed the remaining two sections (Math and Social Studies) on 10/22/2015. She obtained her GED in nine weeks, fulfilling her goal.

She is in the process of looking at her future as to what she will pursue. She will be working with her Career Coach to decide her course. Ciara is very driven and will certainly reach those goals as she plans for her future.

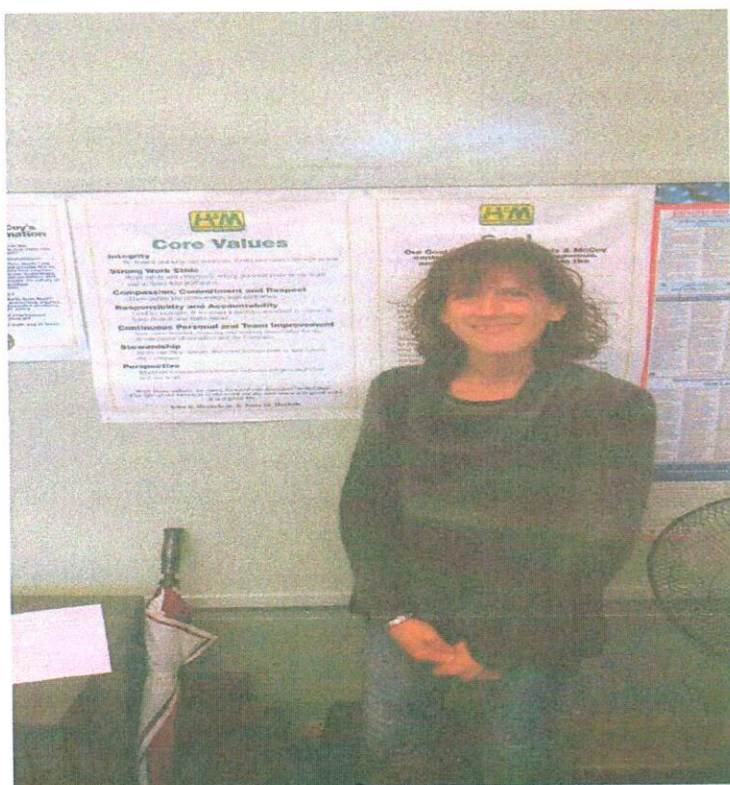
Connie Thompson Success Story

My name is Connie Thompson and I was enrolled into the WIOA program on January 30, 2014 for assistance with obtaining my GED and gaining full time employment. I met JT Parnell at Anderson Adult Ed and we created a plan to map out what I needed to do in order to gain employment. WIOA was able to help me with gaining my GED, Workkeys and full time sustainable employment. This opportunity was very beneficial and allowed me to concentrate on improving my education and gaining the skills I would need for employment.

I started the GED program in March of 2014. Owe how I did not expect it to take as long as it did, but I stayed focused and was able to obtain my GED on June 30, 2015. I was also able to complete the Workkeys assessment with a Gold score in all three areas. WIOA and its partnership with TCTC allowed me the opportunity to further my education through SCMC training. I started that program in August, 2015 and completed it in October, 2015.

Through the training at TCTC and continued support of the WIOA program I was able to obtain employment with Walgreens Distribution on November 23, 2015. I am working as a production associate 40+ hours a week and making \$12.34 an hour. Walgreens Distribution has been a great place to work. I have enjoyed this opportunity and I would like to thank WIOA, SC Works, Anderson Adult Ed and TCTC for helping me achieve my goal.

Connie Thompson





12/29/2015 Jessica Cumbow: Success Story

Jessica Cumbow has several years working experience with most of those years being in manufacturing. Her desire is to work in the health care field, so, early in 2014, she contacted Tri-County Tech and found out what she needed in order to pursue training as a Patient Care Technician. During this process, she found out about the WIOA Program and how it could possibly help her with funding for training. She enrolled into the program, and she began training in June of 2014. She displayed drive, determination, and patience throughout her training and through a Career Coach change.

In May of 2015, Jessica completed her training, and she states she is employed as a Patient Care Technician for the Greenville Health System. It is full-time work and she is earning \$10.55/hour. She states also that she appreciates the WIOA program for helping her make this training possible.

Grant Number: 15A295H1
Invoice: 1600-I1005
Period Covered: 11/23/15-12/20/15

			OCTOBER 33.3%	NOVEMBER 41.7%	DECEMBER 50.0%				100.0%
Line Item	Contract Amount	Mod #1	1600-I1003	1600-I1004	1600-I1005	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	
Staff Salary Total	\$248,199.00	\$247,278.00	23,201.04	18,961.04	19,606.39	\$120,830.99	\$126,447.01	48.9%	
Fringe Benefit Total	\$ 97,445.55	\$ 96,907.17	10,327.24	7,755.36	7,422.71	\$50,518.50	\$46,388.67	52.1%	
Staff Cost Total	\$345,644.55	\$344,185.17	33,528.28	26,716.40	27,029.10	\$171,349.49	\$172,835.68	49.8%	
Operating									
1.2 Staff Consumable Supplies	\$3,473.85	\$3,474.00	416.09	200.79	341.09	\$1,276.56	\$2,197.44	36.7%	
1.3 Advertising, Outreach	\$934.74	\$935.00	0.00	121.64	0.00	\$121.64	\$813.36	13.0%	
1.4 Copy, Print	\$3,876.00	\$3,876.00	132.35	0.00	394.45	\$1,668.71	\$2,207.29	43.1%	
1.5 Communications	\$5,498.48	\$5,814.00	321.11	595.59	300.01	\$2,101.40	\$3,712.60	36.1%	
1.6 Staff Travel	\$17,737.80	\$17,741.00	956.53	821.22	807.50	\$5,424.50	\$12,316.50	30.6%	
1.7 Staff Conferences, Training	\$3,060.00	\$3,060.00	0.00	0.00	0.00	\$0.00	\$3,060.00	0.0%	
1.8 Staff Computer Leases	\$11,618.21	\$11,578.00	0.00	0.00	2,788.94	\$10,146.91	\$1,431.09	87.6%	
1.9 Postage	\$2,040.00	\$2,040.00	104.95	45.65	51.67	\$385.30	\$1,654.70	18.9%	
Operating Total (01)	\$48,239.08	\$48,518.00	1,931.03	1,784.89	4,683.66	\$21,125.02	\$27,392.98	43.5%	
Direct Training									
<u>Tuition - includes WK assessment</u>									
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 13,557.50	\$ 13,558.00	979.24	1,021.12	160.00	\$3,137.36	\$10,420.64	23.1%	
2.6 Tuition (College/Occupational Training)	\$195,415.00	\$203,457.00	23,726.27	12,119.00	7,974.98	\$100,067.25	\$103,389.75	49.2%	
Direct Training Total (02)	\$208,972.50	\$217,015.00	23,657.26	13,140.12	8,134.98	\$103,204.61	\$105,767.89	47.6%	
Support Services									
3.4 Training Support Materials	\$4,250.00	\$4,250.00	694.40	195.88	254.36	\$3,177.41	\$1,072.59	74.8%	
Support Service Total (03)	\$4,250.00	\$4,250.00	694.40	195.88	254.36	\$3,177.41	\$1,072.59	74.8%	
Sub-total	\$607,106.13	\$613,968.17	59,810.97	41,837.29	40,102.10	\$127,507.04	\$486,461.13	20.8%	
General Overhead (Indirect) 11.32%	\$68,724.40	\$69,384.49	6,770.60	4,735.98	4,539.56	\$33,830.56	\$35,553.93	48.8%	
Audit Cost 0.70%	\$4,730.81	\$4,784.00	418.68	292.86	280.71	\$2,092.00	\$2,692.00	43.7%	
Profit/Fee Held for Performance 4%	\$24,284.24	\$24,559.00	2,392.44	1,673.49	1,604.08	\$11,954.26	\$12,604.74	48.7%	
Contract Total	\$704,845.58	\$712,695.66	69,392.69	48,539.62	46,526.46	\$346,733.35	\$365,962.31	48.7%	

Grant Number: 15D2995H1
Invoice: 1601-I1007
Period Covered: 11/23/15-12/20/15

		OCTOBER 33.3%	NOVEMBER 41.7%	DECEMBER 50.0%	100.0%		
Line Item	Mod #1	1601-I1005	1601-I1006	1601-I1007	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$43,637.00	4,817.39	3,797.00	3,360.67	\$23,218.06	\$20,418.94	53.2%
Fringe Benefit Total	\$ 17,101.27	1,894.64	1,487.96	1,381.66	\$9,609.01	\$7,492.26	56.2%
Staff Cost Total	\$60,738.27	6,712.03	5,284.96	4,742.33	\$32,827.07	\$27,911.20	54.0%
Operating							
1.2 Staff Consumable Supplies	\$613.00	73.42	6.54	60.20	\$193.62	\$419.38	31.6%
1.3 Advertising, Outreach	\$165.00	0.00	21.46	0.00	\$21.46	\$143.54	13.0%
1.4 Copy, Print	\$684.00	23.36	0.00	69.62	\$294.50	\$389.50	43.1%
1.5 Communications	\$1,026.00	56.67	78.35	52.94	\$340.54	\$685.46	33.2%
1.6 Staff Travel	\$3,131.00	140.65	144.83	170.28	\$943.65	\$2,187.35	30.1%
1.7 Staff Conferences, Training	\$540.00	0.00	0.00	0.00	\$0.00	\$540.00	0.0%
1.8 Staff Computer Leases	\$2,403.00	0.00	0.00	562.48	\$1,348.46	\$1,054.54	56.1%
1.9 Postage	\$360.00	18.53	8.07	8.88	\$79.46	\$280.54	22.1%
Operating Total (01)	\$8,922.00	312.63	259.25	924.40	\$3,221.69	\$5,700.31	36.1%
Direct Training							
Tuition - includes WK assessment							
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 2,393.00	0.00	0.00	0.00	\$23.50	\$2,369.50	1.0%
2.6 Tuition (College/Occupational Training)	\$34,694.00	4,047.40	-3,767.00	0.00	\$14,793.40	\$19,900.60	42.6%
Direct Training Total (02)	\$37,087.00	4,047.40	-3,767.00	0.00	\$14,816.90	\$22,270.10	40.0%
Support Services							
3.4 Training Support Materials	\$750.00	0.00	34.56	44.89	\$96.45	\$653.55	12.9%
Support Service Total (03)	\$750.00	0.00	34.56	44.89	\$96.45	\$653.55	12.9%
Subtotal	\$107,497.27	11,072.06	1,811.77	5,711.62	\$18,135.04	\$89,362.23	16.9%
General Overhead (Indirect) 11.32%	\$12,244.32	1,253.36	205.09	646.56	\$5,768.91	\$6,358.93	47.1%
Audit Cost 0.70%	\$835.00	77.50	12.68	39.98	\$356.73	\$478.12	42.7%
Profit/Fee Held for Performance 4%	\$4,285.00	442.88	72.47	228.46	\$2,038.48	\$2,246.97	47.6%
Contract Total	\$124,861.59	12,845.80	2,102.02	6,626.62	\$59,126.24	\$65,258.44	47.4%

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



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

STATE INSTRUCTION NUMBER 14-09

To: Local Workforce Area Signatory Officials
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: Required Employer Registration in SCWOS

Issuance Date: June 5, 2015

Effective Date: June 8, 2015

Purpose: The purpose of this instruction is to ensure that business services provided to valid employers are accurately captured to meet reporting requirements.

Background: The role of the SC Works system is to deliver high quality services to job seeker and business customers that improve the employment outcomes for both groups. Employer registration in the South Carolina Works Online Services (SCWOS) database is a key step in meeting the hiring needs of businesses and finding authentic employment opportunities for job seekers.

Policy: The Department of Employment and Workforce (DEW), and other partners of the SC Works system, have an obligation to the job seekers who use the system to ensure that promoted employment opportunities represent legitimate job openings. The employer validation process is one of the safeguards that helps assure the integrity of the system. SC Works is also responsible for tracking Employer Services Metrics, as required by the State Workforce Investment Board (SWIB). Employers who wish to receive any services, including but not limited to, Wagner-Peyser (WP) services, Workforce Innovation and Opportunity Act (WIOA) services, job profiling, participation in job fairs and other hiring events, and other business services provided through the SC Works system, must be registered and approved in SCWOS. Failure to do so could expose customers to fraudulent data and result in liability for SC Works system partners. Allowing businesses to participate in and receive SC Works services without being fully registered in SCWOS also prevents reporting tools from accurately reflecting staff efforts in serving the business community. Noncompliance with this policy may be cause for corrective action, up to and including revocation of SCWOS privileges.

Action: Please ensure that all appropriate staff receive and adhere to this policy.

Inquiries: Questions may be directed to Mary Jo Schmick at mschmick@dew.sc.gov or 803-737-2708 and Grey Parks at bparks@dew.sc.gov or 803-737-0086.

Patricia Sherlock, Director
Policies and Procedures

Adult 2810

Contract Number	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0001	B.Hunter	Adult	2479228	K and K Trucking	Anderson	07/01/15	09/14/15	430	\$12.00	90%	\$4,644.00	\$0.00	\$4,644.00	\$4,644.00	\$0.00
07162015-3163	C. Morgan	Adult	323659	MTS Office Machines	Anderson	07/22/15	10/13/15	480	\$12.00	75%	\$4,320.00	\$0.00	\$4,320.00	\$4,320.00	\$0.00
07242015-0581	C. Morgan	Adult	3185708	Belton Metal Co.	Anderson	07/28/15	10/08/15	480	\$10.50	75%	\$3,780.00	(\$553.69)	\$3,226.31	\$3,226.31	\$0.00
08112015-6192	C. Morgan	Adult	2479141	Belton Metal Co.	Anderson	08/17/15	11/13/15	480	\$10.50	75%	\$3,780.00	\$0.00	\$3,780.00	\$3,780.00	\$0.00
10122015-9557	K. Hamrick	Adult	3198744	MoreSun Custom Woodworking	Oconee	10/12/15	01/11/16	480	\$12.00	90%	\$5,184.00	(\$21.60)	\$5,162.40	\$5,162.40	\$0.00
11302015-9108	B.Hunter	Adult	3213821	Reliable Automatic Sprinkler	Pickens	11/30/15	01/29/16	320	\$10.82	50%	\$1,731.20		\$1,731.20		\$1,731.20
11302015-7153	B.Hunter	Adult	2487627	Reliable Automatic Sprinkler	Pickens	01/04/16	03/03/16	320	\$11.03	50%	\$1,764.80		\$1,764.80		\$1,764.80
11302015-1434	B.Hunter	Adult	2540633	Reliable Automatic Sprinkler	Pickens	01/11/16	03/10/16	320	\$11.03	50%	\$1,764.80		\$1,764.80		\$1,764.80
											\$0.00		\$0.00		\$0.00
											\$0.00		\$0.00		\$0.00

Budget	Remaining	Anderson	\$15,970.31	60%	Hours Trained	Average Wage	Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$32,000.00	\$5,606.49	Pickens	\$5,260.80	20%	3310	\$11.24	\$26,968.80	(\$575.29)	\$26,393.51	\$21,132.71	\$5,260.80
		Oconee	\$5,184.00	20%			Net Obligated	\$26,393.51			

DW 2820

Contract Number	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
10302015-0348	B. Hunter	DW	2629845	Reliable Sprinkler Co.	Pickens	11/02/15	01/04/16	320	\$21.50	50%	\$3,440.00	\$0.00	\$3,440.00	\$3,440.00	\$0.00
													\$0.00		\$0.00

Budget	Remaining	Anderson	\$0.00	0	Hours Trained	Average Wage	Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$8,000.00	\$4,560.00	Pickens	\$3,440.00	100%	320	\$21.50	\$3,440.00	\$0.00	\$3,440.00	\$3,440.00	\$0.00
		Oconee	\$0.00	0%			Net Obligated	\$3,440.00			

DWT NEG

Contract Number	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0012	B. Hunter	DWT NEG	3181571	Medshore	Anderson	07/01/15	08/07/15	200	\$13.29	75%	\$1,993.50	(\$502.06)	\$1,491.44	\$1,491.44	\$0.00
	JT. Parnell	DWT NEG	2635120	Medshore	Anderson	07/01/15	08/07/15	33.6	\$15.19	75%	\$382.79	\$0.00	\$382.79	\$382.79	(\$0.00)

Budget	Remaining	Anderson	\$1,874.23	100%	Hours Trained	Average Wage	Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$1,874.40	\$0.17	Pickens	\$0.00	0%	233.6	\$14.24	\$2,376.29	(\$502.06)	\$1,874.23	\$1,874.23	(\$0.00)
		Oconee	\$0.00	0%			Net Obligated	\$1,874.23			

DW - Rapid Response

Contract Number	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07012015-0002	JT. Parnell	DW RR	2635120	Medshore	Anderson	07/01/15	08/07/15	166.4	\$15.19	75%	\$1,895.71	(\$0.91)	\$1,894.80	\$1,894.80	\$0.00
07012015-0003	JT. Parnell	DW RR	1835661	Medshore	Anderson	07/01/15	08/07/15	200	\$13.80	75%	\$2,070.00	(\$2,070.00)	\$0.00	\$0.00	\$0.00
07012015-0004	B. Hunter	DW RR	3181138	Medshore	Anderson	07/01/15	08/07/15	200	\$15.76	75%	\$2,364.00	(\$61.11)	\$2,302.89	\$2,302.89	\$0.00
07012015-0005	C. Morgan	DW RR	2251737	Medshore	Anderson	07/01/15	08/07/15	200	\$11.05	75%	\$1,657.50	\$0.00	\$1,657.50	\$1,657.50	\$0.00
07012015-0006	K. Hamrick	DW RR	3181210	Medshore	Anderson	07/01/15	08/07/15	200	\$10.96	75%	\$1,644.00	(\$1,644.00)	\$0.00	\$0.00	\$0.00
07012015-0007	B. Hunter	DW RR	2454382	Medshore	Anderson	07/01/15	08/07/15	200	\$12.22	75%	\$1,833.00	(\$1,833.00)	\$0.00	\$0.00	\$0.00
07012015-0008	C. Morgan	DW RR	3181829	Medshore	Anderson	07/01/15	08/07/15	200	\$18.29	75%	\$2,743.50	\$0.00	\$2,743.50	\$2,743.50	\$0.00
07012015-0009	K. Hamrick	DW RR	3180779	Medshore	Anderson	07/01/15	08/07/15	200	\$13.51	75%	\$2,026.50	(\$162.53)	\$1,863.97	\$1,863.97	\$0.00
07012015-0010	J. Parnell	DW RR	3181536	Medshore	Anderson	07/01/15	08/07/15	200	\$11.05	75%	\$1,657.50	(\$199.73)	\$1,457.77	\$1,457.77	\$0.00
07012015-0011	J Parnell	DW RR	114823	Medshore	Anderson	07/01/15	08/07/15	200	\$16.12	75%	\$2,418.00	(\$64.20)	\$2,353.80	\$2,353.80	\$0.00
07012015-0013	B. Gleaton	DW RR	3181579	Medshore	Anderson	07/01/15	08/07/15	200	\$15.89	75%	\$2,383.50	(\$278.15)	\$2,105.35	\$2,105.35	\$0.00
07012015-0014	B. Gleaton	DW RR	3181275	Medshore	Anderson	07/01/15	08/07/15	200	\$17.40	75%	\$2,610.00	\$0.00	\$2,610.00	\$2,610.00	\$0.00
07012015-0015	K. Hamrick	DW RR	2143987	Medshore	Anderson	07/01/15	08/07/15	200	\$14.21	75%	\$2,131.50	\$0.00	\$2,131.50	\$2,131.50	\$0.00
											\$0.00		\$0.00		\$0.00

Budget	Remaining	Anderson	\$21,121.08	100%	Hours Trained	Average Wage	Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$33,581.00	\$12,459.92	Pickens	\$0.00	0%	2366.4	\$171.24	\$27,434.71	(\$6,313.63)	\$21,121.08	\$21,121.08	\$0.00
		Oconee	\$0.00	0%			Net Obligated	\$21,121.08			

Anderson	\$38,965.62	74%
Pickens	\$8,700.80	16%
Oconee	\$5,184.00	10%

ALLEGRO (fully funded)**PY'15 IWT Awards Given**

Training #	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	Total Requested
1	1,995.00			1,995.00	10%	199.50	1,795.50
2	595.00			595.00	10%	59.50	535.50
3	1,695.00			1,695.00	10%	169.50	1,525.50
4	159.00			159.00	10%	15.90	143.10
	4,444.00	-	-	4,444.00	10%	444.40	3,999.60

BOSCH (partially funded)*Will apply to training #6*

Training #	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	Total Requested
6	1,750.00			1,750.00	25%	437.50	1,312.50
	1,750.00	-	-	1,750.00	25%	437.50	1,312.50

PLASTIC OMNIUM (partially funded)*Will apply funds to training #1*

Training #	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	Total Requested
1	6,620.00			6,620.00	15%	993.00	5,627.00
	6,620.00	-	-	6,620.00	15%	993.00	1,755.42

IMPERIAL DIE CASTING (partially funded due to county fair share)*Will apply to training #1*

Training #	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	Total Requested
1	22,500.00			22,500.00	15%	3,375.00	19,125.00
	25,690.00	-	-	25,690.00	15%	3,853.50	14,150.88

SHARPE MFG. (partially funded due to county fair share)

Training #	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	Total Requested
1	16,800.00	100.00		16,900.00	10%	1,690.00	15,210.00
	16,800.00	100.00	-	16,900.00	10%	1,690.00	9,129.60

TATICAL MEDICAL SOLUTIONS (fully funded)

Training #	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	Total Requested
1	6,000.00			6,000.00	10%	600.00	5,400.00
2	3,000.00			3,000.00	10%	300.00	2,700.00
3	3,000.00	-	-	3,000.00	10%	300.00	2,700.00
4	5,000.00			5,000.00	10%	500.00	4,500.00
	17,000.00	-	-	17,000.00	10%	1,700.00	15,300.00



**WORKFORCE INVESTMENT BOARD
Operations Committee Application**

Applicant Name: Kalen J. Kunkel

Applicant Address: 144 Briar Lane
Central, SC 29630

Education: U.S. Navy Technical Schools & Southern Illinois University (Workforce Ed)

Business/Organization: Social Solutions, Inc. (Software Technology)

Job Title: Workforce Industry Product Specialist

County of Residence: Pickens


Phone: (843) 412-5914 Fax: _____

Cell Phone: (843) 412-5914 E-mail: kkunkel@socialsolutions.com

Describe applicant expertise as it relates to workforce development (including industry standards, nature of One Stop partner, hiring practices, and both occupational skills and soft skills).

I have spent the past 23 years working in the Workforce Development Industry at various roles. In my current position with Social Solutions, Inc. I am working on the development and advancement of Workforce related software. I have worked within the One Stop System since their inception in 1998 and have worked at various capacities over the past 23 years. I have a passion for workforce development and want to work within my community to enhance programs, services, business connections and opportunities for our local citizens.

Please see my attached biography for more details.


Signature

9/25/2015

Date



Kal Kunkel has provided innovative solution strategies in the Workforce Development Industry since 1992. In the past 23 years Kal has served as Region Manager for Henkels & McCoy, Inc. Training Services Group serving Georgia, North Carolina, and South Carolina, Founder & President of Innovative Workforce Solutions a Consulting practice serving as a contractor to the U.S. Department of Labor and the Workforce Excellence Network, and One Stop Director for the Trident Workforce Development Area in Charleston, SC.

Kal is an innovator who has the ability to see the big picture, develop successful strategies and implement sound processes to meet and exceed assigned goals. He is a ten year veteran of the United States Navy nuclear submarine service. He has served as a National Malcolm Baldrige Quality Examiner and assisted in the development of the current Non-Profit Baldrige Quality Application. Kal served as a Quality Trainer for the Workforce Excellence Network formed by the U.S. Department of Labor to implement continuous improvement and quality based systems throughout workforce Development. He was licensed *ACT Job Profiler* from 2000-2010 to better connect Business & Industry to the workforce system and the many resources it has to offer. He has experience in One-Stop start-ups, transitioning administrative control from one entity to another, extensive knowledge of WIA core through follow-up services and WIA programmatic monitoring and follow on training. He has performed several Workforce Development projects with excellent outcomes for the South Carolina Workforce Investment Board and local South Carolina WIA boards throughout his career. Kal has successfully operated One-Stop's and workforce based programs for the past 23 years.

Kal is a leader and a team builder with a unique ability to read people quickly and develop sound relationships which have contributed to his successes throughout his career. He believes in delivering quality work, which exceeds the customer's expectations.