

**WORKFORCE DEVELOPMENT BOARD**  
**SC Works Operations Committee**  
**November 4, 2015 at 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**AGENDA**

- I. Call to Order/Introductions** Richard Blackwell, Chair
- II. Approval of Minutes\*** (August 19, 2015) Richard Blackwell
- III. Strategic Planning** Roundtable Discussion  
a. WorkKeys Update Trent Acker, Executive Director
- IV. SC Works Operations**  
a. Outreach Jennifer Kelly, Staff  
b. SC Works Centers Report Matt Fields, Operator  
c. Partnerships
- V. Adult/DW Program**  
a. Funding Re-allocation/Re-capture Trent Acker  
b. Financial Update Matt Fields  
c. Program Overview  
d. Performance Measures Update Windy Graham, Staff  
e. Eligible Training Provider List\*
  - i. Norris Mechanical
  - ii. Solar Energy International
- f. Priority of Service Policy\* Jennifer Kelly
- VI. Employer Services**  
a. Business Engagement Trent Acker  
b. Covidien Layoff/Job Fair Jennifer Kelly  
c. Incumbent Worker Training Grants  
d. On-the-Job Training Coordination Update  
e. Work-Based Learning Policy\*
- VII. Other Business** Richard Blackwell  
a. 2016 Committee Meeting Dates\*  
*January 20, 2016; March 16, 2016; May 18, 2016; August 17, 2016; October 19, 2016*  
b. Ad Hoc Committee Members\*
- VIII. Adjourn**

**Operations Committee**

**TBD**

**Location: WorkLink SC Works Conference Room**

**WORKFORCE INVESTMENT CORPORATION**  
**OneStop Operations Committee Meeting Summary**  
**August 19, 2015 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Richard Blackwell  
Danny Brothers

Ed Parris  
David Bowers

Amanda Hamby

**Members Absent:**

Teri Gilstrap

**Staff Present:**

Jennifer Kelly  
Windy Graham

Trent Acker

Patty Manley

**Guest Present:**

Matt Fields  
Steve Riddle

Kal Kunkel

Renee Alexander

**I. Welcome and Introductions**

Richard Blackwell called the meeting to order and announced this is the initial meeting of the OneStop Operations Committee and was being recorded for processing of minutes and that this would be an informational meeting only. Introductions of all in attendance were made.

**II. Committee Overview**

Mr. Blackwell deferred to Jennifer Kelly to provide an overview of the functions of this new committee. Ms. Kelly stated this committee is the SC Works Operations Committee and has been formed by combining the concepts and focus topics of the Workforce Skills & Education Committee and Business Partnerships Committee to oversee the workforce development system as it relates to Adult & Dislocated Worker Program and the SC Works Centers.

Ms. Kelly referred to pages 2-11 of the meeting packet which is the TEG, Training & Employment Guidance Letter, received from the State on 08/13/15 calling attention to

pages 5-7 which gives guidance for the OneStop Centers under WIOA. Characteristics of a High-Quality OneStop Center have been grouped into three main focus categories; a) Customer Service - primarily to employers but also excellent customer service to job seekers; b) Innovation and Service Design – making sure we are technologically savvy; and c) Systems Integration and High Quality Staffing – ensuring we have staff trained to meet employers needs and ensuring that we are using the database given by the State and integrating as many partners into the system as much as possible.

a. SC Works Operations

Ms. Kelly referred to pages 12-19 and provided a brief report on the services to job seekers, services to employers in the Centers. Ms. Kelly noted the comparison between PY'14 and PY'15 for the demographics of participants in WIA/WIOA; WIOA Individualized Career services & active caseload; and Training services for PY'15 and PY'14 as shown on pages 14-22. Ms. Kelly included three success stories in the packet on pages 23-25.

b. Adult/DW Program

Ms. Kelly called attention to pages 26 & 27 which are the Budget & Obligations reports stating PY'14 ended with Henkels & McCoy expending 98.15% of their grant.

c. Employer Services

Patty Manley provided an update on the Monthly Hiring Events that are being held in each of our three counties stating that the events held in June, July & August saw a larger number of job seekers than had in the recent past events and added that numerous hiring events are being held in our Centers for various employers on an on-going basis.

Ms. Manley also provided an update on the Business Service Integration Team meetings reporting the team is working on and addressing our Business Engagement Plan as we move forward with WIOA.

Ms. Manley provided an update on the following grants:

- RRIWT – AFR ended 7/31/15; Ulbrich Speciality Wire has trainings in progress that should wrap up by their end date of 12/30/15.
- OJT – Currently we have 4 contracts in place totaling \$15,288. All 4 contracts are in Anderson County. Adult funding stream has a balance of \$16,772 and DW funding stream has a balance of \$8,000. Ms. Manley asked the Committee for guidance on remaining OJT agreements based on OJT Adult funds balance and that all current contracts are with Anderson County employers. Mr. Acker explained, in the past, the funds had been split between the three counties based on county fair share.

Mr. Blackwell asked that Ms. Manley send an email to the Economic Developers with information on OJT as well as other business/employer related services and allow Oconee and Pickens Economic Developers the opportunity to assist in contacting employers for possible OJT prospects.

- DW-RR OJT – 11 contracts with Medshore Emergency Services in Williamston ended 8/7/15 expending \$21,121.08. We deobligated \$6,313.63 due to several employees not hitting the 200 hour training mark and 3 other participants were employed part-time vs. full time or chose not to start work at this time.
- DWT-NEG – 2 contracts with Medshore were split between DWT NEG & DW-RR OJT.

### **III. Committee Organization**

#### **a. Election of Chair/Vice Chair**

Mr. Acker stated as part of today's agenda, members will need to take care of organizational matters associated with being a new Committee.

Following a round table discussion, nominations for Committee Chair and Vice Chair ensued.

**ACTION TAKEN:** Danny Brothers made a motion nominating Richard Blackwell as OneStop Operations Committee Chair, seconded by Ed Parris . The motion carried with a unanimous vote.

**ACTION TAKEN:** Ed Parris made a motion nominating David Bowers as OneStop Operations Committee Vice Chair, seconded by Richard Blackwell . The motion carried with a unanimous vote.

#### **b. Ad hoc Committee Members**

Discussion held regarding several ad hoc committee members were previously on the Workforce Skills & Education and Business Partnerships Committees and whether an invitation should be extended for the new committee. Mr. Blackwell informed members that previous ad hoc member, Wayne Frady had now retired and most likely not available. It was noted that Amanda Blanton is head of the PACE Board and would be a benefit to this Committee.

Discussion followed regarding inviting OneStop Partners, natural partners for writing grants, and others that would be beneficial to the Committee. Mr. Parris stated Rebecca Hartley

with Clemson Central Workforce Development and Kim Veal with RBC Aerostructures would be good additions as ad hoc members.

Ms. Kelly will contact these individuals to see if they are interested in ad hoc membership to this Committee and will move forward with applications if so. The applications of those interested will be presented at the October meeting for Committee members to vote.

c. **Meeting Dates/Times**

Mr. Blackwell stated the need to verify if the third Wednesday of the month at 3pm will work for all members. Everyone was agreeable. The next meeting is scheduled for 10/21/15.

IV. **Strategic Planning**

Mr. Blackwell stated in regards to the Strategic Plan, the plan or goal is to have a draft plan to submit to the full Board at the 09/09/15 meeting referring to the three goals as outlined on pages 34-38. We have three goals that we have been specifically assigned to address: 1, 2, and 4. The third goal we will need to circle back and review if time allows. The Youth Committee has already drafted some goals for consideration for the Board that may overlap what we are trying to accomplish. If needed, we can review the Youth Committee plans and strategies for generating ideas and conversation.

Ms. Kelly referred to pages 34-39 of the Draft Strategic Plan and began by reviewing Goal #1 adding the Committee's goal for today will be to develop action strategies for the objectives set by the Executive Committee for each of these goals.

Following discussions Committee members agreed to read over the draft plan and communicate suggestions for actions over the next couple days. Staff will draft strategies and action plans and will email to committee members on or by 8/21/15. Committee members will review and respond with comments by 8/28/15.

V. **WorkKeys Update**

Mr. Acker provided a brief overview of the upcoming changes to WorkKeys.

VI. **Other Business**

- a. Information only provided by Windy Graham regarding Norris Mechanical, applicant to the Eligible Training Provider List (ETPL). Ms. Graham reported Mr. Norris has now received a State license for teaching Welding and has re-applied to be added to the ETPL.

Mr. Blakcwell recommended the Committee not make a decision on his application until the October meeting.

Mr. Acker reported the Finance position has been posted and will run until 9/4/15. A Committee consisting of Trent Acker, Danny Brothers, Robert Halfacre & Stephanie Collins will be reviewing applications and looking to fill this position very soon.

**VII. Adjourn**

*Respectfully submitted by: Patty Manley, Office Manager*

## Strategic Plan Update

Updated November 4, 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*

<b>ANDERSON COUNTY</b>								
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
<b>Totals</b>		<b>6063</b>	<b>1400</b>	<b>3359</b>	<b>1273 +</b>	<b>-</b>	<b>-</b>	<b>580</b>
NCRC Earned WKIV*		3620						

<b>OCONEE COUNTY</b>								
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
<b>Totals</b>		<b>2273</b>	<b>487</b>	<b>1286</b>	<b>484 +</b>	<b>-</b>	<b>-</b>	<b>139</b>
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
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					

- a. Review Work Ready data via ACT database at each Committee meeting
  - *Last date of review - November 3, 2015*
- b. Report to WorkLink Workforce Development Board at each Board meeting
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
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; next meeting November 20.*
  - *Quarterly Partner meeting – next meeting scheduled for November 13 at 10AM, Clemson SC Works Center.*
  - a. Coordinate services and share information on behalf of the WorkLink Workforce Development Area and the SC Works System - *Ongoing*
  - 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

PY15 - July 1, 2015 to June 30, 2016

Jobseekers Services	Q1 2015	Q1 2015	Q1 2015	Q1 2015	Q2 2015	Q2 2015	Q2 2015	Q3 2015	Q3 2015	Q3 2015	Q4 2015	Q4 2015	Q4 2015	Q4 2015	Q4 2015	Q4 2015	Total
SYSTEM WIDE 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	Jun-16	Jun-16	Jun-16	Jun-16	Total
<b>Unduplicated Customer Count</b>																	<b>7857</b>
<b>Individuals that Registered</b>																	
Anderson	305	337	343														985
Clemson	120	117	151														388
Easley	38	40	37														115
Inactive Honea Path	59	60	58														177
Inactive Liberty Center	28	41	17														86
Seneca	0	1	0														1
	60	78	80														218
<b>Job Search Services</b>																	
Anderson	8183	8162	6936														23281
Clemson	2673	2613	2240														7526
Easley	1725	1623	1389														4737
Inactive Honea Path	1473	1586	1227														4286
Inactive Liberty Center	611	591	558														1760
Seneca	48	56	40														144
	1653	1693	1482														4828
<b>CENTER-WIDE SERVICES</b>																	
<b>Center Traffic (Total Customer Count):</b>																	
Anderson	1893	1712	1552														5097
Clemson	611	514	422														1547
Easley	624	629	536														1789
Seneca	116	132	106														354
Access Point Traffic	482	437	488														1407
	9	11	19														39
<b>Orientation Attendance</b>																	
	77	100	60														237
<b>Workshops Offered</b>																	
# Attended Employability	103	101	83														287
# Attended Financial Literacy	93	89	45														227
# Attended Expungement/Pardons	0	0	0														0
# Attended Computer Skills	0	0	0														0
	60	45	38														143
<b>Referrals to Partners:</b>																	
# of Individuals Received Referral	78	56	63														197
	74	54	58														186

# Finding the Right Job

Submitted by LifePaginator on October 17, 2015 – 12:45 am

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

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

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

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

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

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

Adult Reallotment- \$98,407			
Trident	\$1,239,653	12.32%	\$12,126
Greenville	\$840,134	8.35%	\$8,218
Upper Savannah	\$658,438	6.54%	\$6,441
Upstate	\$945,905	9.40%	\$9,253
Midlands	\$1,335,489	13.27%	\$13,063
Worklink	\$814,228	8.09%	\$7,965
Lower Savannah	\$978,594	9.73%	\$9,572
Pee Dee	\$1,108,674	11.02%	\$10,845
Santee Lynches	\$609,085	6.05%	\$5,958
Lowcountry	\$494,747	4.92%	\$4,839
Waccamaw	\$1,035,394	10.29%	\$10,128
Local Area Totals	\$10,060,341	100.00%	\$98,407.00

DW Reallotment- \$116,270			
Upper Savannah	\$832,070	10.43%	\$12,132
Upstate	\$932,213	11.69%	\$13,592
Midlands	\$1,505,849	18.88%	\$21,955
Lower Savannah	\$1,346,915	16.89%	\$19,638
Pee Dee	\$1,219,675	15.29%	\$17,783
Santee Lynches	\$525,172	6.59%	\$7,657
Lowcountry	\$500,904	6.28%	\$7,303
Waccamaw	\$1,111,748	13.94%	\$16,209
Local Area Totals	\$7,974,546	100.00%	\$116,270.00

Youth Reallotment- \$26,751			
Trident	\$1,348,871	12.34%	\$3,302
Greenville	\$861,848	7.89%	\$2,110
Upper Savannah	\$645,337	5.91%	\$1,580
Upstate	\$978,891	8.96%	\$2,396
Midlands	\$1,472,087	13.47%	\$3,604
Worklink	\$877,553	8.03%	\$2,148
Lower Savannah	\$956,665	8.75%	\$2,342
Pee Dee	\$1,106,552	10.13%	\$2,709
Catawba	\$1,044,411	9.56%	\$2,557
Santee Lynches	\$614,202	5.62%	\$1,504
Waccamaw	\$1,021,477	9.35%	\$2,501
	\$10,927,894	100.00%	\$26,751.00



# Operator Budget PY15

		SEPTEMBER					
		25.0%				100.0%	
Line Item	Contract Amount	1697-11002 Adult	1697-11002 DW	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$52,662.48	8,692.76	672.42	\$12,488.34	\$40,224.14	23.6%	
Fringe Benefit Total	\$18,652.41	1,296.34	307.56	\$4,603.63	\$14,048.78	24.7%	
Staff Cost Total	\$71,315	4,989.10	979.98	\$17,041.97	\$54,272.92	23.9%	
Operating							
1.2 Staff Consumable Supplies	\$600.00	38.18	6.74	\$44.92	\$555.08	7.5%	
1.4 Copy, Print	\$301.08	0.00	0.00	\$66.29	\$234.79	22.0%	
1.5 Communications	\$1,395.68	44.93	7.92	\$52.85	\$1,342.83	3.8%	
1.6 Staff Travel	\$2,270.00	38.97	18.43	\$108.69	\$2,161.31	4.8%	
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%	
1.8 Staff Computer Leases	\$1,398.24	0.00	0.00	\$480.00	\$918.24	34.3%	
1.9 Postage	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%	
Operating Total (01)	\$6,205.00	122.08	33.09	\$752.75	\$5,452.25	12.1%	
Subtotal	\$6,205.00	5,111.18	1,013.07	\$752.75	\$5,452.25	12.1%	
General Overhead (Indirect)	11.32%	\$8,775.25	578.59	114.68	\$2,014.36	23.0%	
Audit Cost	0.70%	\$604.07	35.78	7.09	\$124.56	20.6%	
Profit/Fee Held for Performance	4%	\$3,100.80	204.45	40.52	\$711.79	23.0%	
Contract Total	\$90,000	5,929.99	1,175.36	\$20,645.44	\$69,354.57	22.9%	

# Adult Budget PY 15

		JULY 8.3%	AUGUST 16.7%	SEPTEMBER 25.0%	100.0%			
Line Item	Contract Amount	1600-11000	1600-11001	1600-11002	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$248,199.00	18,196.39	19,944.11	20,922.02	\$59,062.52	\$189,136.48	23.8%	
Fringe Benefit Total	\$ 97,445.55	8,463.42	8,240.76	8,309.01	\$25,013.19	\$72,432.36	25.7%	
Staff Cost Total	\$345,644.55	26,659.81	28,184.87	29,231.03	\$84,075.71	\$261,568.84	24.3%	
Operating								
1.2 Staff Consumable Supplies	\$3,473.85	29.47	78.09	211.03	\$318.59	\$3,155.26	9.2%	
1.3 Advertising, Outreach	\$934.74	0.00	0.00	0.00	\$0.00	\$934.74	0.0%	
1.4 Copy, Print	\$3,876.00	364.33	92.14	685.44	\$1,141.91	\$2,734.09	29.5%	
1.5 Communications	\$5,498.48	415.15	0.00	469.54	\$884.69	\$4,613.79	16.1%	
1.6 Staff Travel	\$17,737.80	1,047.62	707.56	1,084.07	\$2,839.25	\$14,898.55	16.0%	
1.7 Staff Conferences, Training	\$3,060.00	0.00	0.00	0.00	\$0.00	\$3,060.00	0.0%	
1.8 Staff Computer Leases	\$11,618.21	5,008.00	2,349.97	0.00	\$7,357.97	\$4,260.24	63.3%	
1.9 Postage	\$2,040.00	0.00	164.19	18.84	\$183.03	\$1,856.97	9.0%	
Operating Total (01)	\$48,239.08	6,864.57	3,391.95	2,468.92	\$12,725.44	\$35,513.64	26.4%	
Direct Training								
2.1 Participant Supplies	\$ -	30.00	0.00	0.00	\$30.00	-\$30.00	#DIV/0!	
Tuition - Includes WK assessment					\$0.00			
2.2 Instructional Related Costs (Books)	\$ -	254.00	261.00	503.25	\$1,018.25	-\$1,018.25	#DIV/0!	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 13,557.50	120.00	524.50	332.50	\$977.00	\$12,580.50	7.2%	
2.6 Tuition (College/Occupational Training)	\$195,415.00	28,468.00	6,703.62	19,156.29	\$54,327.91	141,087.09	27.8%	
Direct Training Total (02)	\$208,972.50	28,872.00	7,489.12	19,992.04	\$56,353.16	\$152,619.34	27.0%	
Support Services								
3.4 Training Support Materials	\$4,250.00	1,110.77	316.30	2,524.79	\$3,951.86	\$298.14	93.0%	
Support Service Total (03)								
Sub-total	\$261,461.58	63,507.15	39,382.24	54,216.78	\$73,030.46	\$188,431.12	27.9%	
General Overhead (Indirect)	11.32%	\$68,724.40	7,189.01	4,458.07	6,137.34	\$17,784.42	\$50,939.98	25.9%
Audit Cost	0.70%	\$4,730.81	444.55	275.68	379.52	\$1,099.74	\$3,631.07	23.2%
Profit/Fee Held for Performance	4%	\$24,284.24	2,540.29	1,575.29	2,168.67	\$6,284.25	\$17,999.99	25.9%
Contract Total	\$704,845.58	73,681.00	45,691.27	62,902.31	\$182,274.58	\$522,571.00	25.9%	
							31652.90	



# DW Budget PY 15

		JULY 8.3%	AUGUST 16.7%	SEPTEMBER 25.0%			100.0%	
Line Item	Contract Amount	1601-11000	1601-11001	1601-11002	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	Obligations
Staff Salary Total	\$43,800.00	9,925.82	8,509.60	9,808.08	\$11,243.00	\$92,557.00	25.7%	
Fringe Benefit Total	\$ 17,196.27	1,870.32	1,453.33	1,521.10	\$4,844.75	\$12,351.52	28.2%	
Staff Cost Total	\$60,996.27	5,795.64	4,962.93	5,329.18	\$16,087.75	\$44,908.52	26.4%	
Operating								
1.2 Staff Consumable Supplies	\$613.03	5.20	11.01	37.25	\$53.46	\$559.57	8.7%	
1.3 Advertising, Outreach	\$164.95	0.00	0.00	0.00	\$0.00	\$164.95	0.0%	
1.4 Copy, Print	\$684.00	64.30	16.26	120.96	\$201.52	\$482.48	29.5%	
1.5 Communications	\$970.32	71.30	0.00	81.28	\$152.58	\$817.74	15.7%	
1.6 Staff Travel	\$3,130.20	148.83	155.97	183.09	\$487.89	\$2,642.31	15.6%	
1.7 Staff Conferences, Training	\$540.00	0.00	0.00	0.00	\$0.00	\$540.00	0.0%	
1.8 Staff Computer Leases	\$2,050.27	407.00	378.98	0.00	\$785.98	\$1,264.29	38.3%	
1.9 Postage	\$360.00	0.00	28.99	14.99	\$43.98	\$316.02	12.2%	
Operating Total (01)	\$8,512.77	696.63	591.21	437.57	\$1,725.41	\$6,787.36	20.3%	
Direct Training								
Tuition - Includes WK assessment					\$0.00			
2.2 Instructional Related Costs (Books)	\$ -	0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 2,392.50	0.00	0.00	23.50	\$23.50	\$2,369.00	1.0%	
2.6 Tuition (College/Occupational Training)	\$34,485.00	7,168.00	0.00	7,345.00	\$14,513.00	19,972.00	42.1%	4643.9
Direct Training Total (02)	\$36,877.50	7,168.00	0.00	7,368.50	\$14,536.50	\$22,341.00	39.4%	4699.90
Support Services								
3.4 Training Support Materials	\$750.00	0.00	17.00	0.00	\$17.00	\$733.00	2.3%	
Support Service Total (03)	\$750.00	0.00	17.00	0.00	\$17.00	\$733.00	2.3%	
Subtotal	\$46,140.27	18,660.27	5,571.14	13,135.25	\$16,278.91	\$29,861.36	35.3%	
General Overhead (Indirect)	11.32%							
Audit Cost	0.70%							
Profit/Fee Held for Performance	4%							
Contract Total	\$124,384.68	15,848.65	6,463.64	15,239.52	\$37,551.80	\$86,832.88	30.2%	4699.90

Formula Tuition	Adult	Dislocated Worker	Total
PY15 Budget	\$208,972.50	\$36,877.50	\$245,850.00
PY15 Vouchers Paid	\$56,207.43	\$7,436.50	\$63,643.93
PY15 Vouchers Not Paid	\$51,241.52	\$4,296.90	\$55,538.42
<b>PY15 Vouchers Total</b>	<b>\$107,448.95</b>	<b>\$11,733.40</b>	<b>\$119,182.35</b>
PY15 Funds Unobligated	\$101,523.55	\$25,144.10	\$126,667.65
PY15 ITA's Approved	\$174,250.79	\$14,634.28	\$188,885.07
PY15 ITA's Deobligations	\$12,964.50	\$0.00	\$12,964.50
<b>Total ITA's Approved</b>	<b>\$161,286.29</b>	<b>\$14,634.28</b>	<b>\$175,920.57</b>
<b>Unobligated</b>	<b>\$47,686.21</b>	<b>\$22,243.22</b>	<b>\$69,929.43</b>
<b>PY16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

As of 10.26.15



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

**Contractor:** Henkels & McCoy, Inc.  
**Contract #'s:** 15A295H1 & 15D295H1  
**Program:** SC Works Case Management Services  
**Submission Date:** 10/19/2015  
**Region Manager:** Amanda Wagner  
**Program Manager (s):** Steve Riddle, Renee Alexander, & Matt Fields

### Budget Modification Summary & Narrative

#### Budget Summary

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

There is no overall change to the current contract budget amount, but Staff Costs will be decreased by \$1718, Operating Costs will be increased by \$327, and Training Costs will be increased by \$1390.



**CONTRACT BUDGET MODIFICATION**

**Operating Costs Narrative**

\$327 moved to Operating Expenses.

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

**Training Costs Narrative**

Increase Tuition by \$1,390.

<b>Training</b>						
2.3 Credential Exams & Assessments		\$ 15,950.00		\$ 15,950.00		\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -		\$ -
2.6 Tuition (College or Vocational)		\$ 229,900.00		\$ 231,290.00		\$ 1,390.00
2.8 On-the-Job Training		\$ -		\$ -		\$ -
<b>Sub-Total Training</b>		<b>\$ 245,850.00</b>		<b>\$ 247,240.00</b>		<b>\$ 1,390.00</b>

**Supportive Services Narrative**

No Change.

<b>Supportive Services</b>						
3.11 Transportation		\$ -		\$ -		\$ -
3.12 Childcare		\$ -		\$ -		\$ -
3.13 Emergency Assistance		\$ -		\$ -		\$ -
3.14 Training Support Materials		\$ 5,000.00		\$ 5,000.00		\$ -
<b>Sub-Total of Supportive Services</b>		<b>\$ 5,000.00</b>		<b>\$ 5,000.00</b>		<b>\$ -</b>

**CONTRACT BUDGET MODIFICATION**

**Training Fees (Profit), Indirect, & Audit Fees**

No change to Training Fee (Profit).

<b>Indirect Cost &amp; Fees</b>						
Training Fee (Profit)	4.00%	\$ 28,569.70	4.00%	\$ 28,569.70		\$ (0.00)
Indirect Cost	11.32%	\$ 80,852.24	11.32%	\$ 80,852.24		\$ 0.00
Audit Fee	0.70%	\$ 5,565.66	0.70%	\$ 5,565.66		\$ 0.00
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 114,987.60</b>		<b>\$ 114,987.60</b>		<b>\$ 109,421.94</b>
		<b>\$ 829,230.00</b>		<b>\$ 829,230.00</b>		<b>\$ 0.00</b>

**APPROVAL(S)**

Prepared By *Amanda Wagner*  
Amanda Wagner, Region Manager



CONTRACT BUDGET MODIFICATION

**ATTACHMENT 1 – ADULT vs. DISLOCATED WORKER PERCENTAGES**

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area <b>COST AND PRICE ANALYSIS WORKSHEET</b>				
Service Provider	Henkels & McCoy, Inc.	Contract #	15A295H1 & 15D295H1	Mod # 1
Project/Activity	SC Works Adult-DW Services	Fund Source	WIDA Adult & DLW Formula Funds	
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
<b>OPERATING COSTS</b>				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,087	\$ 3,474	\$ 613	\$ 4,087
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 1,100	\$ 835	\$ 165	\$ 1,100
1.4 Copy & Print Expenses	\$ 4,560	\$ 3,878	\$ 684	\$ 4,560
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 6,840	\$ 5,814	\$ 1,026	\$ 6,840
1.6 Staff Travel				
Local Mileage cost	\$ 16,872	\$ 13,661	\$ 2,411	\$ 16,872
Non-Local Mileage cost	\$ 1,800	\$ 1,530	\$ 270	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,550	\$ 450	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	\$ 3,600	\$ 3,060	\$ 540	\$ 3,600
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ 7,141	\$ 6,070	\$ 1,071	\$ 7,141
Wide Area Network (WAN) Equipment and Computer Software	\$ 6,480	\$ 5,508	\$ 972	\$ 6,480
1.9 Postage (Stamps, FedEx, etc.)	\$ 2,400	\$ 2,040	\$ 360	\$ 2,400
<b>TOTAL OPERATING COSTS</b>	<b>\$ 57,079</b>	<b>\$ 48,517</b>	<b>\$ 8,562</b>	<b>\$ 57,079</b>
<b>TRAINING COSTS</b>				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 15,950	\$ 13,558	\$ 2,393	\$ 15,950
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Works)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 231,290	\$ 196,597	\$ 34,694	\$ 231,290
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRAINING COSTS</b>	<b>\$ 247,240</b>	<b>\$ 210,154</b>	<b>\$ 37,086</b>	<b>\$ 247,240</b>
<b>SUPPORTIVE SERVICES COSTS</b>				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 5,000	\$ 4,250	\$ 750	\$ 5,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 5,000</b>	<b>\$ 4,250</b>	<b>\$ 750</b>	<b>\$ 5,000</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 28,570	\$ 24,284	\$ 4,285	\$ 28,570
4.2 Audit Fee	\$ 5,568	\$ 4,731	\$ 835	\$ 5,568
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 34,135</b>	<b>\$ 29,015</b>	<b>\$ 5,120</b>	<b>\$ 34,135</b>

CONTRACT BUDGET MODIFICATION

**ATTACHMENT 2 - BUDGET FORMS**

**WORKFORCE INVESTMENT BOARD**

WorkLink Workforce Investment Area

**GRANT BUDGET SUMMARY**

Service Provider Henkels & McCoy, Inc Contract # 15A295H1 & 15D295H1

Project/Activity SC Works Adult-DW Services Funding Source WIOA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 344,185	\$ 60,738		\$ 404,923	<b>\$ 404,923</b>
<b>OPERATING COSTS</b>	\$ 48,517	\$ 8,562		\$ 57,079	<b>\$ 57,079</b>
<b>TRAINING COSTS</b>	\$ 210,154	\$ 37,086		\$ 247,240	<b>\$ 247,240</b>
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 4,250	\$ 750		\$ 5,000	<b>\$ 5,000</b>
<b>Training Fees/Professional Fees/ Profit</b>	\$ 29,015	\$ 5,120		\$ 34,135	<b>\$ 34,135</b>
<b>Indirect Costs</b>	\$ 68,724	\$ 12,128		\$ 80,852	<b>\$ 80,852</b>
<b>Total Budget Costs</b>	<b>\$ 704,845</b>	<b>\$ 124,384</b>	<b>\$ -</b>	<b>\$ 829,230</b>	<b>\$ 829,230</b>
<b>Percentage of Budget</b>	<b>85%</b>	<b>15%</b>		<b>100%</b>	
<b>Cost Limitations</b>			2% Maximum	At least 98%	<b>100%</b>

## COST AND PRICE ANALYSIS WORKSHEET

Mod # 1

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION		
Staff Salaries:	Salary	No of	% of	TOTAL	%	Amount	%	Amount	%	Amount	%	Amount
Position Title	Per Month	Months	Time	AMOUNT								
<b>TOTAL SALARIES</b>				\$ 290,914.84		\$ 247,277.44		\$ 43,637.20				\$ 290,914.84
<b>FRINGE BENEFITS</b>												
Health Insurance		X	25.05%	\$ 72,902.20	85.00%	\$ 61,966.87	15.00%	\$ 10,935.33			100%	\$ 72,902.20
FICA		X	7.65%	\$ 22,254.97	85.00%	\$ 18,916.72	15.00%	\$ 3,338.25			100%	\$ 22,254.97
State UEC-SUI		X	3.02%	\$ 8,785.62	85.00%	\$ 7,467.78	15.00%	\$ 1,317.84			100%	\$ 8,785.62
FUT		X	0.12%	\$ 349.10	85.00%	\$ 296.73	15.00%	\$ 52.36			100%	\$ 349.10
SC WC		X	0.32%	\$ 930.93	85.00%	\$ 791.29	15.00%	\$ 139.64			100%	\$ 930.93
Public General Liability		X	3.02%	\$ 8,785.62	85.00%	\$ 7,467.78	15.00%	\$ 1,317.84			100%	\$ 8,785.62
<b>TOTAL FRINGE BENEFITS</b>				\$ 114,008.44		\$ 96,907.17		\$ 17,101.27				\$ 114,008.44
<b>INDIRECT COST</b>	<b>RATE</b>	\$ 714,742.40	X 11.32%	\$ 80,852.24	85.00%	\$ 68,724.40	15.00%	\$ 12,127.84			100%	\$ 80,852.24
<b>TOTAL COST</b>				\$ 485,775.31	85.00%	\$ 412,909.02	15.00%	\$ 72,866.30			100%	\$ 485,775.31



## 1697 – WorkLink (Operator) Contract Budget Modification #1

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

### Budget Modification Summary & Narrative

#### Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY15 budget to facilitate a change in staff. Operations cost will be lowered by \$392 as a result of the staffing change and moved to Staff Costs.

There is no overall change to the current contract budget amount, but Operating Costs, specifically the excess in Communications of \$392 will be moved to Staff Costs.

#### Staff Costs Narrative

**\$392 change in Staff Cost.**

### Operating Costs Narrative

		PY15 Original Budget		PY15 Budget Mod #1	Amt of Increase or Decrease
<b>Operating Costs</b>					
1.1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1.2 Staff Consumable Supplies		\$ 600.00		\$ 600.00	\$ -
1.3 Advertising, Outreach		\$ -		\$ -	\$ -
1.4 Copy, Print		\$ 301.08		\$ 301.08	\$ -
1.5 Communications		\$ 1,395.68		\$ 1,004.40	\$ (391.28)
1.6 Staff Travel		\$ 2,270.00		\$ 2,269.69	\$ (0.41)
1.7 Staff Conferences, Training		\$ 120.00		\$ 120.00	\$ -
1.8 Staff Equipment / Computer Leases / Software		\$ 1,398.24		\$ 1,398.24	\$ -
1.9 Postage		\$ 120.00		\$ 120.00	\$ -
<b>Sub-Total Operating</b>		\$ 6,205.00		\$ 5,813.31	\$ (391.69)

**CONTRACT BUDGET MODIFICATION**

**Training Fees (Profit), Indirect, & Audit Fees**

No change to Training Fee (Profit).

<b>Indirect Cost &amp; Fees</b>					
Training Fee (Profit)	4.00%	\$ 3,100.80	4.00%	\$ 3,100.80	\$ (0.00)
Indirect Cost	11.32%	\$ 8,775.25	11.32%	\$ 8,775.25	\$ 0.00
Audit Fee	0.70%	\$ 604.06	0.70%	\$ 604.07	\$ 0.01
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 12,480.11</b>		<b>\$ 12,480.11</b>	<b>\$ 0.00</b>
		<b>\$ 90,000.00</b>		<b>\$ 90,000.00</b>	<b>\$ 0.00</b>

**APPROVAL(S)**

Prepared By *Amanda Wagner*  
Amanda Wagner, Region Manager



ATTACHMENT 1 – ADULT vs. DISLOCATED WORKER PERCENTAGES

Service Provider <u>Henkels &amp; McCoy, Inc.</u>		Contract # <u>15A995H1 &amp; 15D995H1</u>		Mod # <u>1</u>	
Project/Activity <u>SC Works Operator</u>		Fund Source <u>WIOA Adult &amp; DLW Formula Funds</u>			
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration	
<b>OPERATING COSTS</b>					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -	
1.2 Staff Expendable Supplies & Materials	\$ 600	\$ 510	\$ 90	\$ 600	
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -	
1.4 Copy & Print Expenses	\$ 301	\$ 256	\$ 45	\$ 301	
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 1,004	\$ 854	\$ 151	\$ 1,004	
1.6 Staff Travel					
Local Mileage cost	\$ 1,670	\$ 1,419	\$ 250	\$ 1,670	
Non-Local Mileage cost	\$ 360	\$ 306	\$ 54	\$ 360	
Non-Local Per Diem/Lodging Cost	\$ 240	\$ 204	\$ 38	\$ 240	
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 120	\$ 102	\$ 18	\$ 120	
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 1,098	\$ 934	\$ 165	\$ 1,098	
Wide Area Network (WAN) Equipment and Computer Software	\$ 300	\$ 255	\$ 45	\$ 300	
1.9 Postage (Stamps, FedEx, etc.)	\$ 120	\$ 102	\$ 18	\$ 120	
TOTAL OPERATING COSTS	\$ 5,813	\$ 4,941	\$ 872	\$ 5,813	
<b>TRAINING COSTS</b>					
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -	
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -	
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ -	\$ -	\$ -	\$ -	
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -	
2.6 Other Individualized Training Cost (TCTC Pre-Employment Works)	\$ -	\$ -	\$ -	\$ -	
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -	
2.8 WI Customer On-the-Job Training Costs					
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -	
TOTAL TRAINING COSTS	\$ -	\$ -	\$ -	\$ -	
<b>SUPPORTIVE SERVICES COSTS</b>					
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -	
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -	
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -	
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ -	\$ -	\$ -	\$ -	
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -	
3.6 Laptop Incentive (Youth Only)	\$ -			\$ -	
TOTAL SUPPORTIVE SERVICES COSTS	\$ -	\$ -	\$ -	\$ -	
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 3,101	\$ 2,636	\$ 465	\$ 3,101	
4.2 Audit Fee	\$ 604	\$ 513	\$ 91	\$ 604	
TOTAL FEES / PROFIT COSTS	\$ 3,705	\$ 3,149	\$ 556	\$ 3,705	

**CONTRACT BUDGET MODIFICATION**

**ATTACHMENT 2 - BUDGET FORMS**

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

Service Provider Henkels & McCoy, Inc. Contract # 15A995H1 & 15D995H1  
 Project/Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 60,951	\$ 10,756		\$ 71,707	\$ 71,707
<b>OPERATING COSTS</b>	\$ 4,941	\$ 872		\$ 5,813	\$ 6,813
<b>TRAINING COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>SUPPORTIVE SERVICE COSTS</b>	\$ -	\$ -		\$ -	\$ -
<b>Training Fees/Professional Fees/ Profit</b>	\$ 3,149	\$ 556		\$ 3,705	\$ 3,705
<b>Indirect Costs</b>	\$ 7,459	\$ 1,316		\$ 8,775	\$ 8,775
<b>Total Budget Costs</b>	\$ 76,500	\$ 13,600	\$ -	\$ 90,000	\$ 90,000
<b>Percentage of Budget</b>	<b>85%</b>	<b>15%</b>		<b>100%</b>	
<b>Cost Limitations</b>			2% Maximum	At least 98%	100%



# CONTRACT BUDGET MODIFICATION

## WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider Henkels & McCoy, Inc.

Contract # 15A995H1 & 15D995H1

Project/ Activity SC Works Operator

Funding Source WIOA Adult & DLW Formula Funds

Mod # 1

### STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries	Salary	No. of	% of	TOTAL	%	Amount	%	Amount	%	Amount	%
Position Title	Per Month	Months	Time	AMOUNT							
TOTAL SALARIES				\$ 53,905.58		\$ 45,054.83		\$ 7,950.85		\$ 53,905.58	
FRINGE BENEFITS:											
Health Insurance		X	21.15%	\$ 11,211.20	85.00%	\$ 9,529.52	15.00%	\$ 1,681.68		100%	\$ 11,211.20
FICA		X	7.65%	\$ 4,054.93	85.00%	\$ 3,448.69	15.00%	\$ 606.24		100%	\$ 4,054.93
State UEC-SUI		X	3.02%	\$ 1,600.77	85.00%	\$ 1,360.66	15.00%	\$ 240.12		100%	\$ 1,600.77
FLT		X	0.12%	\$ 63.81	85.00%	\$ 54.07	15.00%	\$ 9.54		100%	\$ 63.81
SC WC		X	0.32%	\$ 169.82	85.00%	\$ 144.18	15.00%	\$ 25.44		100%	\$ 169.82
Public-General Liability		X	3.02%	\$ 1,600.77	85.00%	\$ 1,360.66	15.00%	\$ 240.12		100%	\$ 1,600.77
TOTAL FRINGE BENEFITS				\$ 18,700.90		\$ 15,895.77		\$ 2,805.14			\$ 18,700.90
INDIRECT COST RATE	\$ 77,519.89	X	11.32%	\$ 8,775.25	85.00%	\$ 7,458.96	15.00%	\$ 1,316.29		100%	\$ 8,775.25
TOTAL COST				\$ 80,481.83	85.00%	\$ 68,409.56	15.00%	\$ 12,072.28		100%	\$ 80,481.83

**DEMOGRAPHICS (Year to Date)**

Data through: September 2015 Last Revision Date: 10/19/2015

**WIA Enrollments**

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

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

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

Job Seeker at WIOA Enrollment										Caseload Breakdown				Eligibility							
										Active				Follow-up				Total			
										CO				September				YTD Total			
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# SC WORKS

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

## WORKLINK

ANDERSON-OCONEE-PICKENS

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

### Recommended for Training Services

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

### OJT Training Synopsis

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

Total Current Contracts	3
Total Carryover	13
<b>Total All OJT Contracts</b>	<b>16</b>

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

### Funding Source

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

### Follow-Up Services

	Total	YTD Total
Entered Employment (Based on current Quarter)*	40	52
Services Provided	68	166

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

### Occupational Training by Provider

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

**Total** 57 83

### Total Occupational Training by Cluster

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

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

### YTD Total

Adult	70
Dislocated Workers	13
NDWG	0
Trade (co-enrolled)	8
<b>Total</b>	<b>91</b>

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

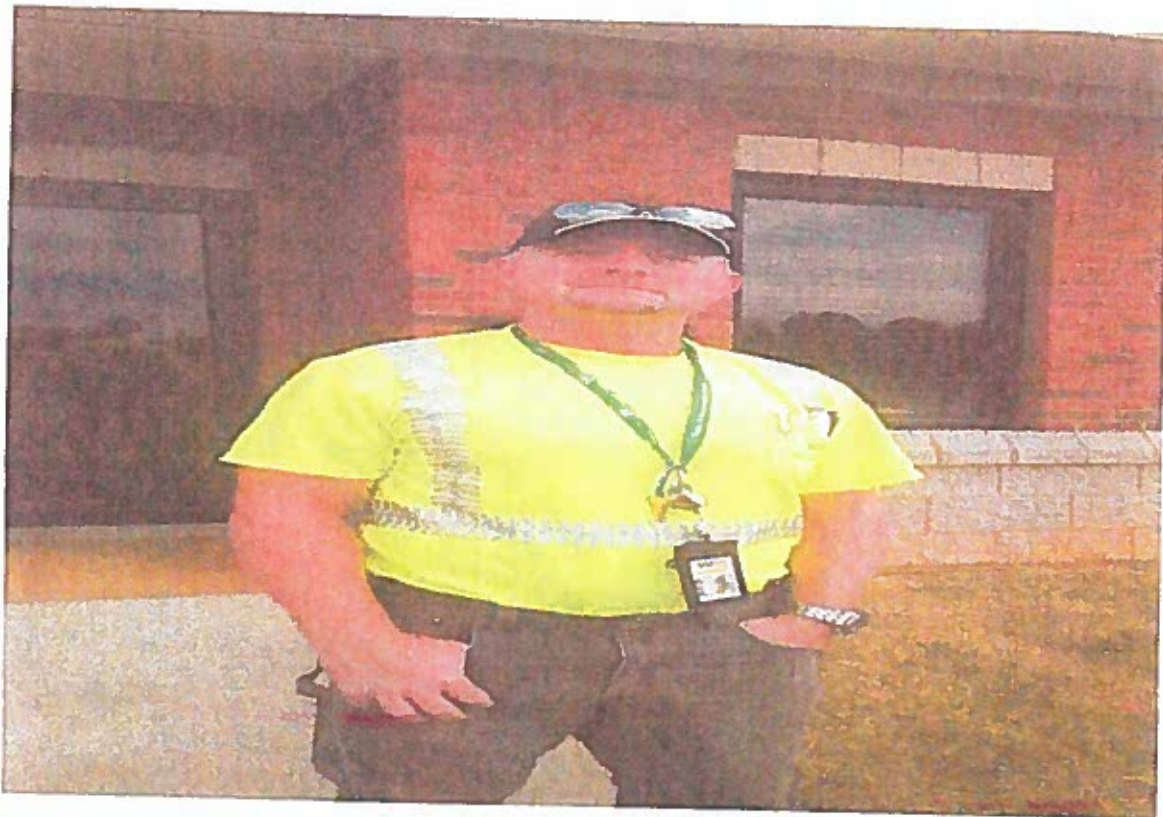
## Daniel Fox Success Story

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

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

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

Daniel Fox





## Meet Tina



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

*- Tina Henson*

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

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

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

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

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

## Meet Bertie

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

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



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

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

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

## Meet Brandy

Brandy is a wife and a mother of 3 children. She had worked in the medical field for about 10 years. Earlier in 2015 she lost her job as a surgical tech, where she had been employed for almost 4 years. Brandy did not want to go back into the medical field after her last job, she had just become too burned



out. Her husband, Eddie, began driving commercially in March of 2015 as a team driver for a local company and this really got Brandy to thinking of making a career change.

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

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

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

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

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	70.5	105.4%	74.3	80.0	108.0%	86.4	73.8	101.4%	74.8	81.0	113.7%	92.1	67.2	104.4%	70.2	68.5	109.4%	74.9	71.9	92.7%	66.7
*Attainment of Degree or Certificate	Youth (14-21)	71.0	98.2%	69.7	80.0	96.9%	77.6	74.4	90.8%	67.6	78.0	106.3%	82.9	66.5	82.5%	54.9	64.0	101.4%	64.9	77.0	82.4%	63.4
***Literacy or Numeracy	Youth (14-21)	58.5	96.6%	56.5	67.6	107.0%	72.3	55.0	76.9%	42.3	84.6	109.1%	92.3	53.0	93.0%	49.3	50.6	88.2%	44.6	61.5	98.1%	60.3
Gains	Adults	72.0	105.3%	75.8	69.1	111.5%	77.1	71.0	114.2%	81.1	74.4	102.9%	76.6	72.0	100.0%	72.0	75.7	102.7%	77.7	66.7	111.1%	74.1
Employment Rate	DW	79.5	103.8%	82.5	76.4	109.3%	83.5	82.5	101.0%	83.3	82.1	108.3%	88.9	76.4	115.7%	88.4	85.2	99.9%	85.1	79.8	100.0%	79.8
**Retention Rate	Adults	87.0	100.2%	87.2	88.8	97.0%	86.2	85.5	98.5%	84.3	91.1	98.5%	89.7	87.1	103.9%	90.5	89.5	95.2%	85.2	86.0	100.9%	86.8
**Average Earnings	DW	92.7	98.3%	91.1	93.3	91.9%	85.7	96.1	99.0%	95.2	93.4	99.7%	93.1	95.7	95.3%	91.2	92.7	96.8%	89.7	90.1	96.9%	87.4
	Adults	11,000	101.8%	\$11,194	11,538	96.8%	\$11,169	10,063	93.6%	\$9,417	12,192	85.4%	\$10,411	11,889	96.1%	\$11,424	11,554	105.3%	\$12,162	11,054	106.8%	\$11,807
	DW	15,100	94.6%	\$14,279	15,532	88.3%	\$13,712	13,638	92.0%	\$12,543	15,100	89.5%	\$13,508	17,319	83.2%	\$14,417	16,433	94.9%	\$15,596	17,800	99.7%	\$17,248

Color Coding
Exceeds Goal Actual Performance is greater than 100.0% of the goal
Meets Goal Actual Performance is between 80.0% and 100.0% of the goal
Did Not Meet Goal Actual Performance is under 80.0% of the goal

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	74.0	100.4%	74.3	67.4	111.7%	75.3	63.3	114.4%	72.4	63.6	97.0%	61.7	78.9	103.0%	81.3	67.4	101.4%	68.3
*Attainment of Degree or Certificate	Youth (14-21)	83.0	96.8%	80.4	67.4	105.2%	70.9	72.6	110.0%	79.9	65.6	78.8%	51.7	72.0	105.6%	76.0	68.6	89.4%	61.4
***Literacy or Numeracy	Youth (14-21)	70.0	114.7%	80.3	52.4	95.4%	50.0	60.0	124.6%	74.8	54.1	94.1%	50.9	60.0	90.5%	54.3	50.0	101.9%	50.9
*Entered Employment Rate	Adults	71.3	98.7%	70.4	68.5	109.5%	75.0	74.0	92.1%	68.1	76.0	94.3%	71.7	78.5	104.2%	81.8	77.0	101.8%	78.4
**Retention Rate	DW	76.0	109.5%	83.3	76.0	109.2%	83.0	81.1	96.8%	78.5	79.2	99.1%	78.5	80.0	100.7%	80.5	72.0	113.0%	81.4
**Average Earnings	Adults	88.0	99.6%	87.7	87.5	102.2%	89.4	89.2	99.9%	89.1	89.1	91.5%	81.6	87.6	104.1%	91.2	85.9	103.7%	89.1
	DW	93.4	96.6%	90.2	91.4	102.1%	93.3	93.1	101.9%	94.9	94.5	89.5%	84.6	94.0	98.0%	92.1	87.3	103.1%	90.0
	Adults	11,000	99.7%	\$10,965	10,458	106.5%	\$11,134	11,308	89.1%	\$10,076	12,547	84.7%	\$10,628	10,385	101.4%	\$10,532	9,751	103.0%	\$10,347
	DW	14,042	106.2%	\$14,910	14,345	92.7%	\$13,301	15,358	88.9%	\$13,653	14,257	85.5%	\$12,193	15,100	84.7%	\$12,790	13,270	104.0%	\$13,804

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

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

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



# PY 2014 WIA Quarterly Report Summary - 4th Quarter

Performance Measure	Group	State		Worklink		Upper Savannah		Upstate		Greenville		Midlands		Trident	
		Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal
Placement in Employment or Education	Youth (14-21)	70.5	108.4%	76.4	90.3%	80.0	90.3%	80.0	100.0%	69.2	103.0%	68.5	109.9%	75.1	92.7%
Attainment of Degree or Certificate	Youth (14-21)	71.0	100.8%	71.6	83.3%	80.0	108.4%	78.0	104.9%	66.5	72.2%	64.0	119.5%	76.9	82.0%
Literacy or Numeracy Gains	Youth (14-21)	58.5	96.6%	56.5	74.0%	67.6	74.0%	84.6	108.4%	53.0	78.6%	50.6	89.8%	45.5	99.4%
Entered Employment	Adults	72.0	106.7%	76.8	107.6%	69.1	107.6%	74.4	108.0%	72.0	92.6%	75.7	108.8%	82.4	102.9%
Retention Rate	DW	79.5	105.4%	83.8	119.5%	76.4	119.5%	82.1	103.5%	85.0	116.9%	85.2	101.0%	86.1	96.9%
	Adults	87.0	100.2%	87.2	97.6%	88.8	97.6%	85.5	99.8%	90.9	111.6%	89.5	94.5%	84.6	108.7%
	DW	92.7	94.9%	88.0	95.3%	93.3	95.3%	93.4	92.5%	86.4	95.5%	92.2	103.4%	95.8	78.6%
Average	Adults	11,000	109.8%	\$12,081	121.2%	11,538	121.2%	12,192	85.0%	\$10,362	11,889	11,554	114.4%	\$13,217	124.4%
Earnings	DW	15,100	99.2%	\$14,977	102.8%	15,532	102.8%	15,100	95.0%	\$14,347	17,319	16,433	88.6%	\$14,555	112.4%

Performance Measure	Group	Pee Dee		Lower Savannah		Catawba		Santee Lynches		Waccamaw		Lowcountry		Color Coding	
		Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal		
Placement in Employment or Education	Youth (14-21)	74.0	100.4%	74.3	128.6%	86.7	127.6%	81.3	127.8%	78.9	110.9%	67.4	102.7%	Actual	Exceeds Goal Actual Performance is greater than 100.0% of the goal
Attainment of Degree or Certificate	Youth (14-21)	83.0	99.4%	82.5	118.7%	80.0	111.1%	65.6	47.6%	72.0	112.4%	68.6	91.1%	Actual	Meets Goal Actual Performance is between 80.0% and 100.0% of the goal
Literacy or Numeracy Gains	Youth (14-21)	70.0	107.1%	75.0	143.1%	52.4	83.3%	54.1	138.6%	60.0	122.2%	50.0	89.7%	Actual	Did Not Meet Goal Actual Performance is under 80.0% of the goal
Entered Employment	Adults	71.3	96.8%	69.0	95.8%	65.6	104.9%	71.4	94.0%	78.5	106.4%	77.0	95.6%	73.6	
Retention Rate	DW	76.0	111.3%	84.6	110.8%	84.2	111.3%	79.2	63.1%	80.0	115.0%	72.0	92.6%	66.7	
	Adults	88.0	91.9%	80.9	102.3%	89.5	95.7%	83.3	93.5%	87.6	104.5%	85.9	95.0%	81.6	
	DW	93.4	91.2%	85.2	103.2%	94.3	98.3%	94.5	83.1%	94.0	106.4%	87.3	114.5%	100.0	
Average	Adults	11,000	95.3%	\$10,488	99.4%	10,458	89.3%	12,547	88.1%	10,385	109.2%	9,751	120.6%	\$11,753	
Earnings	DW	14,042	87.3%	\$12,260	102.9%	14,345	100.3%	14,257	84.6%	15,100	84.6%	13,270	114.5%	\$15,192	

Within 1% of exceeding goal.

## ETPL Summary

### Norris Mechanical, LLC

46-2024474

Jerry D. Norris, Jr.

415 Manley Drive

Anderson, South Carolina 29626

Primary Phone: 864-958-6187

Owner: [jerrynorris75@yahoo.com](mailto:jerrynorris75@yahoo.com)

Office Manager: [call4amanda@gmail.com](mailto:call4amanda@gmail.com)

Website: [www.norrismechanicalsc.com](http://www.norrismechanicalsc.com)

Course Catalog:

<https://drive.google.com/file/d/0Bw97rHwNiwjed0RBdzJDU1Z0VWFzZy1HcTNGTkhzTHcyUXVi/view?pli=1>

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

**Jackie Clarkson, MCTA/SC SkillsUSA Director**

Maintenance and Construction Technology Alliance (MCTA)

119 Melanie Lane

Summerville, SC 29485

[jclarkson6@aol.com](mailto:jclarkson6@aol.com)

Fax: 843.771.4825

Cell: 843.364.0095

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

O\*Net lists **Welding** as a Bright Outlook occupation.

## **Solar Energy International**

84-1223691

39845 Mathews Lane

Paonia, Colorado 81428

Phone: 970-527-7657

Fax: 970-527-7659

Primary Contact: Breccia Cressman, Student Advisor

Phone: 970-527-5050

Email address: [breccia@solarenergy.org](mailto:breccia@solarenergy.org)

Website: [www.solarenergy.org](http://www.solarenergy.org)

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

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

What are NABCEP and IREC?

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

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

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

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

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

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

**WorkLink**

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

**SUBJECT:** Priority of Service for Adult Funding

**ISSUANCE**

**DATE:** October 9, 2015

**EFFECTIVE**

**DATE:** October 9, 2015

**EXPIRATION**

**DATE:** Indefinite

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

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

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

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

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

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



**1. Veterans and eligible spouses of Veterans.**

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

**2. Low-Income**

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

**3. Public Assistance Recipients**

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

**4. Those determined Basic Skills Deficient.**

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

For the purpose of this priority:

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

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

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

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

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

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

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

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

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

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Trent Acker, Executive Director  
WorkLink Workforce Development Board

**DISTRIBUTION:** All WIOA Staff



Incumbent Worker Training			11.2.15				
Rapid Response	Ulbrich Specialty Wire Products (12/29/14-12/30/15)	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
			\$ 51,870	51,870	100%	29,000	55.91%
Regular							
15IWT01	IWT - Award requests being received	\$45,648	0	Needs to be obligated by 11/30/15			

[illegible][illegible][illegible]

Contract Number	Assigned CMI	Enrollment Code	State ID	Employer	County	Start Date	End Date	THrs Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Decobligated	Ending Amount	PAID	Balance				
07012015-0002	JT Parnell	DW RR	2635120	Medshare	Anderson	07/01/15	09/07/15	166.4	\$15.19	75%	\$1,895.71		\$1,894.80	\$1,894.80	\$0.00				
07012015-0003	JT Parnell	DW RR	1835661	Medshare	Anderson	07/01/15	09/07/15	200	\$13.80	75%	\$2,070.00	(\$0.91)	\$0.00	\$0.00	\$0.00				
07012015-0004	B. Hunter	DW RR	3181138	Medshare	Anderson	07/01/15	09/07/15	200	\$15.76	75%	\$2,364.00	(\$61.11)	\$2,302.89	\$2,302.89	\$0.00				
07012015-0005	C. Morgan	DW RR	2251737	Medshare	Anderson	07/01/15	09/07/15	200	\$11.05	75%	\$1,657.50		\$1,657.50	\$1,657.50	\$0.00				
07012015-0006	K. Harnick	DW RR	3181210	Medshare	Anderson	07/01/15	09/07/15	200	\$10.96	75%	\$1,644.00	(\$1,644.00)	\$0.00	\$0.00	\$0.00				
07012015-0007	B. Hunter	DW RR	2454382	Medshare	Anderson	07/01/15	09/07/15	200	\$12.22	75%	\$1,833.00		\$0.00	\$0.00	\$0.00				
07012015-0008	C. Morgan	DW RR	3181829	Medshare	Anderson	07/01/15	09/07/15	200	\$18.29	75%	\$2,743.50		\$2,743.50	\$2,743.50	\$0.00				
07012015-0009	K. Harnick	DW RR	3180779	Medshare	Anderson	07/01/15	09/07/15	200	\$13.51	75%	\$2,026.50	(\$162.53)	\$1,863.97	\$1,863.97	\$0.00				
07012015-0010	J. Parnell	DW RR	3181536	Medshare	Anderson	07/01/15	09/07/15	200	\$11.05	75%	\$1,657.50	(\$199.73)	\$1,457.77	\$1,457.77	\$0.00				
07012015-0011	J. Parnell	DW RR	114823	Medshare	Anderson	07/01/15	09/07/15	200	\$16.12	75%	\$2,418.00	(\$64.20)	\$2,353.80	\$2,353.80	\$0.00				
07012015-0013	B. Gleaton	DW RR	3181579	Medshare	Anderson	07/01/15	09/07/15	200	\$15.89	75%	\$2,383.50	(\$278.15)	\$2,105.35	\$2,105.35	\$0.00				
07012015-0014	B. Gleaton	DW RR	3181275	Medshare	Anderson	07/01/15	09/07/15	200	\$17.40	75%	\$2,610.00		\$2,610.00	\$2,610.00	\$0.00				
07012015-0015	K. Harnick	DW RR	2143987	Medshare	Anderson	07/01/15	09/07/15	200	\$14.21	75%	\$2,131.50		\$2,131.50	\$2,131.50	\$0.00				
											\$0.00		\$0.00		\$0.00				
										<table border="1"> <thead> <tr> <th>Hours Trained</th><th>Average Wage</th></tr> </thead> <tbody> <tr> <td>2366.4</td><td>\$171.24</td></tr> </tbody> </table>						Hours Trained	Average Wage	2366.4	\$171.24
Hours Trained	Average Wage																		
2366.4	\$171.24																		
										<table border="1"> <thead> <tr> <th>Total Obligated</th><th>Total Decobligated</th><th>Net Amount</th></tr> </thead> <tbody> <tr> <td>\$27,434.71</td><td>(\$6,311.63)</td><td>\$21,123.08</td></tr> </tbody> </table>	Total Obligated	Total Decobligated	Net Amount	\$27,434.71	(\$6,311.63)	\$21,123.08	PAID	Balance	
Total Obligated	Total Decobligated	Net Amount																	
\$27,434.71	(\$6,311.63)	\$21,123.08																	
										Net Obligated	\$21,121.08		\$21,121.08	\$21,121.08	\$0.00				
										<table border="1"> <thead> <tr> <th>Budget</th><th>Remaining</th></tr> </thead> <tbody> <tr> <td>\$33,581.00</td><td>\$12,459.92</td></tr> </tbody> </table>						Budget	Remaining	\$33,581.00	\$12,459.92
Budget	Remaining																		
\$33,581.00	\$12,459.92																		
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Pictures	Oontee																		
\$0.00	0%																		

Anderson	\$38,965.62	82%
Pickens	\$3,440.00	7%
Oconee	\$5,184.00	11%

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

# SC WORKS

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

## WORKLINK

ANDERSON-OCONEE-PICKENS

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

**WorkLink**

**EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: 15-007**

**SUBJECT:** Work Based Learning Policy for Adults and Dislocated Workers

**ISSUANCE**

**DATE:** November 11, 2015

**EFFECTIVE**

**DATE:** November 11, 2015

**EXPIRATION**

**DATE:** Indefinite

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

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

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

**Registered Apprenticeship (RA)**

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

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

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

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



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

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

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

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

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

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

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

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

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

### **On-the-Job Training**

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

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

**WorkLink will reimburse according to the following:**

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

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

WorkLink will also use a sliding scale for employer reimbursement based on the length of the participant's unemployment. Reimbursement amounts are as follows: 1) up to 75% employer reimbursement where OJT is provided to individuals unemployed for 16 weeks or more, and 2) where OJT is provided to individuals unemployed less than 16 weeks, the current statutory requirements of 50% percent will apply.

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

### **Incumbent Worker Training**

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

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

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

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

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

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

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



## **Transitional Jobs**

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

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

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

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

**At this time, WorkLink is not funding Transitional Job opportunities.**

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

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

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

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Trent Acker, Executive Director  
WorkLink Workforce Development Board

**DISTRIBUTION:** All WIOA Staff

**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](mailto: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.