

**WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE MEETING  
AGENDA**

**Tuesday, March 7, 2017**

**11:00 A.M. - 12:00 P.M.**

**Location: SC Works Center Clemson**

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|---------------------------------------------------------|--------------|
| I. Welcome and Introductions                            | Jason Duncan |
| II. Review of Minutes (1/24/2017)*                      | Jason Duncan |
| III. Palmetto Youth Connections (Report 1/1/17-2/28/17) | Karen Craven |
| IV. <b><u>New Business:</u></b>                         |              |
| PY 16 Grant Expenditures (January 2017)                 | Karen Craven |
| PY 16 2nd Quarter Youth Performance- No Report          | Amanda Lucas |
| PY 16 Youth Budget Mod. #2*                             | Jason Duncan |
| Extend Youth Contract for One Year Extension*           | Jason Duncan |
| PY 17 Youth Budget Negotiation Committee*               | Jason Duncan |
| Revised 2015 Youth Strategic Plan Approved 2/28/17      | Jason Duncan |
| V. <b><u>Other Business:</u></b>                        |              |
| VI. <b><u>Adjourn</u></b>                               | Jason Duncan |

\*Vote Needed

**Next Youth Committee Meeting, Tuesday – May 2, 2017 - 11:00am -12:00pm**  
**Location: SC Works Center Clemson**

**WORKFORCE DEVELOPMENT BOARD**  
**Youth Committee Meeting Minutes**  
**January 24, 2017 @ 10:00am**  
**Clemson Area Chamber of Commerce, Meeting Room, Clemson, SC**

**Members Present**

Jason Duncan	Ray Farley	Tim Mays	Rick Murphy
Doug Newton	Melissa Rosier	Janice Ward	Gene Williams

**Members Absent:**

Amy Bradshaw	Kristi King-Brock	Elaine Bailey	Mary Gaston
Crystal Noble	Robert Halfacre		

**Staff Present:**

Trent Acker	Sharon Crite	Patty Manley
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**Guest Present:**

Karen Craven	Anne Marie Baker	Amanda Lucas
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**I. Welcome and Introductions**

Vice Chair Jason Duncan called the meeting to order at 10:13am welcoming everyone in attendance and announcing the meeting was being recorded for processing of minutes. Introductions of everyone in attendance were made.

**II. Approval of 10-3-2016 Meeting Minutes**

The minutes from the 10/03/16 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Duncan called for corrections &/or amendments to the minutes or a motion to approve.

**ACTION TAKEN: Ray Farley made a motion to approve the minutes as submitted, seconded by Janice Ward. The motion carried unanimously.**

**III. Palmetto Youth Connections (Report 9/1/16 – 12/31/16)**

Karen Craven, Palmetto reviewed the Palmetto Youth Connections WorkLink Dashboard and the Monthly Update Report Karen Craven provided reports which show numbers through 12/31/16 for Youth Services and began with the PY'16 Mo. Update Report then on to the Dashboard:

- New enrollments are 55 since 7/1/16 for a total of 108 participants currently enrolled and 86 in follow up.
- 54 are High School drop outs; 31 are Basic Skills Deficient; 31 are unemployed.

- 11 Literacy/Numeracy Gains; 24 GED/HS earned; 15 Occupational Credentials; 135 positive Placements with 10 Post Secondary & 125 employment.

#### IV. New Business

a. PY 16 Grant Expenditures (9/1/16-12/31/16)

Ms. Craven referred to page 5 of the meeting packet and provided an update on the Youth budget of \$679,323 which is currently 43.4% expended as of 12/31/16 and highlighted the Work Experience line item, which is currently at 43.5% expended.

b. PY 16 1<sup>st</sup> Quarter Youth Performance Report from SC DEW

Amanda Lucas provided a report from SC DEW which shows the dates that Performance Measures will be available. Ms. Lucas added any time frame without a date indicates a report cannot be generated for outcomes for that period adding essentially the state cannot provide information to local areas because they aren't able to provide information to DOL. Local areas shouldn't expect to receive the normal performance reports for some time to come.

Ms. Craven noted PYC is tracking performance in their system and will be comparing their information to reports from SC DEW once they are available to ensure accuracy.

Trent Acker stated WorkLink is fortunate to have Ms. Craven and Windy Graham on board keeping watch on performance for our programs.

c. 2016 AOP BIS Showcase Actual Award Paid

Sharon Crite referred to page 6 and provided an update on the actual award paid in the amount of \$5,000 to area school districts for bus transportation for students to the AOP BIS. The balance of \$7,996.32 was paid by the Showcase Board.

d. 2017 AOP BIS Showcase Funding \$5,000

Vice Chair Duncan reported in keeping with tradition of the Youth Committee providing transportation support to school districts he brings a recommendation for Committee approval to fund the 2017 AOP BIS Showcase in the amount of \$5,000 for bus transportation for students.

**ACTION TAKEN: Tim Mays made a motion to approve funding the 2017 AOP BIS Showcase in the amount of \$5,000 for bus transportation for students, second by Doug Newton. Motion carried unanimously.**

e. Youth Committee Membership Applications

Vice Chair Duncan referred to pages 7-8 stating these are Youth Committee membership applications from Ms. Hill and Mr. Mosley for consideration.

Ms. Crite reported Ms. Hill is an employee of Vocational Rehabilitation and has been recommended by Lisa Gillespie and Mr. Mosley is a Clemson University student and is a participant with AbleSC adding

with him on board, the Committee will have a youth that can advocate on behalf of youth with disability.

**ACTION TAKEN: Tim Mays made a motion to accept and approve applications for Youth Committee membership from Ms. Hill and Mr. Mosley, second by Janice Ward. Motion carried unanimously.**

f. PY'15 Final Monitoring Report (Youth)

Trent Acker referred to pages 9-19 which show the PY'15 Final Monitoring Report and the COG's Response stating overall this is a very clean report. There were only a couple of items for noting which include journal entries & bank reconciliation needed for separation of duties and IEP's & low participation rate noted for the Adult & DW program.

g. State Instruction Letter 16-05 Legal Aid Services (Expungement)

Vice Chair Duncan referred to pages 20-21 reminding committee members of the presentation from Ms. Kristen Sullivan regarding expungements stating this is the State Instruction letter regarding using funding for this purpose.

h. Add Expungement Guidance to Youth Supportive Services

Vice Chair Duncan referred to page 22-28 and deferred to Ms. Crite who reported this is the revised Youth Supported Service Policy adding the Board has approved PYC using funds for expungements however, more direction is needed from the Youth Committee.

Ms. Craven stated she met with the Solicitor's office staff for more detailed information on expungements in an effort to know how and when to offer this service to our participants. Following the meeting, Ms. Craven developed benchmarks PYC is proposing for a participant to meet prior to paying for expungement which include: 1.) GED or credential attainment; & 2) Completing the Workforce Development/Career Smart classes for the work ethic discussions. Ms. Craven added PYC is looking to committee for additional guidance and will be working with and communicating with the Solicitors' office to make sure the person is on track with where they need to be with Solicitor's office and steps toward expungement.

Following discussions, Vice Chair Duncan called for a vote on the benchmarks as discussed: 1) GED or credential attainment; 2) Completing Workforce Development (Career Smart) Classes; & 3) Include an exception that WorkLink Executive Director can approve on an as needed basis.

**ACTION TAKEN: Motion from Melissa Rosier to approve the benchmarks as discussed and include the guidance to the Youth Supportive Services Policy, second by Gene Williams. Motion carried.**

Mr. Acker stated, regarding transportation, Uber has popped up as transportation option in many areas reporting Oconee County has a program, Ride to Work Ministry, to which will be a good model to keep a watch on and wanted to make this committee aware that PYC could make Uber as a transportation option (case by case) under the supportive services policy.

i. 2015 Youth Strategic Plan Sub-Committee List

Vice Chair Duncan referred to pages 29-30 and requested Committee members note which subcommittee they have been assigned to for Strategic Plan purposes.

j. 2015 Strategic Plan Update(s) Revisions

Vice Chair Duncan deferred to Ms. Crite who referred to pages 31-34 which are the Youth Committee Strategic Plan 2015-2020 and called for discussions on revisions needed.

Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System					
Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Service providers are working in silos, creating fragmentation within the workforce development system.	Integrate workforce development systems, processes and networks.	Enhance both the service mapping database (211) and the personal provider-to-provider communication network by identifying and connecting workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.	Further develop resource inventory	<ul style="list-style-type: none"> <li>Identify youth partners in AOP (Anderson-Oconee-Pickens)</li> <li>Develop a resource/partner "roadmap" matrix or collaborate/partner with Tri-County Tech on their new roadmap template</li> <li>Regularly update the existing 211 database, ASA book of services</li> <li>Review/research <a href="http://www.indyserves.com">www.indyserves.com</a> website and templates</li> <li>Youth provider to educate families of available resources in tri-county area.</li> </ul>	Service Integration
			Collect/Input service map data	<ul style="list-style-type: none"> <li>Communicate the need for youth providers to partner with organizations who serve at-risk youth in the tri-county area – On Going</li> <li>Advocate/solicit partner involvement, including:                             <ul style="list-style-type: none"> <li>Local church time/talent banks</li> <li>Civic/Service Organizations</li> <li>Retiree Groups</li> <li>Others TBD On-Going Youth Provider (PYC) to track all information in the Effort to Outcome (ETO) system – On-Going</li> </ul> </li> </ul>	
			Disseminate the product	<ul style="list-style-type: none"> <li>Conduct consistent and aggressive front line agency visits - DELETE</li> <li>Market service mapping resource 2-1-1 by utilizing and promoting whenever possible serving the three county areas (AOP). - ADD</li> <li>Continue to improve methods for informing partners about database On Going</li> </ul>	
			Identify/Address gaps in community services	<ul style="list-style-type: none"> <li>Youth Council (YC) to go through formal gap analysis exercise with a third party facilitator. Facilitated by COG Staff and completed on 04/22/16.</li> <li>Disseminate to Youth Council, WIB, service providers and partners – On-Going</li> </ul>	
			Conduct annual WF Development Resource Fair	<ul style="list-style-type: none"> <li>Work with United Way as the logical event orchestrator - DELETE</li> <li>Form YC task force to plan event logistics and</li> </ul>	

**ADD**

**Revised to Read:**  
The Youth Provider will collaborate and/or partner with existing community, service, or resource fair(s) in the AOP community annually.

for service providers and the H.R. Community  
**DELETE**

format, including the setting up of resource provider booths, potential guest speakers, food etc. - **DELETE**

- Event to be open to the public, though primary purpose is for service providers, organizations, and area HR professionals to build connections and "connect the dots" between the different services offered by providers. - **DELETE**

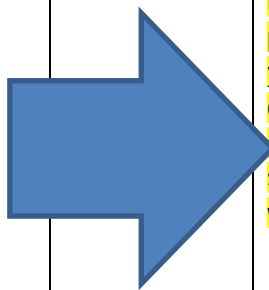
**ADD**

**Revised to Read:**  
YC Members are to assist in making WorkLink Staff and/or Youth Provider aware of any community, service, or resource fair(s) in the AOP area.

Strategic Plan Table 2: Combating Soft Skill, Basic Skill and Work Ethic Challenges

Critical Issues	Goal	Objective	Strategy	Action Plan	Subcommittee
1. Shortage of work ethic, soft skills, and basic skills. 2. Earlier intervention among youth is needed to get ahead of the issue effectively.	Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce.	Improve the community's perception of general work readiness and work ethic of our youth by 10-25%	Monitor and evaluate progress of general work readiness/ethic perception in the tri-county area.	Survey businesses to determine increase in work readiness/soft skills of youth by comparing perceptions to the 06/30/14 baseline.	Work Readiness
		Improve awareness and implementation of WorkKeys as a way to combat the issue.	Work with One Stop Operations Committee to bolster awareness/implementation of WorkKeys.	<ul style="list-style-type: none"> <li>• See action plans of WDB</li> <li>• Continue to coordinate administration and outreach through local One Stops and other WorkKeys administrators in the system (school districts, adult ed centers, tech colleges, etc.).</li> </ul>	
		Enhance existing training for soft skill, basic skill and work ethic development throughout the youth service provider network.	Strengthen the existing curricula and training foundation for teaching work ethic and soft/basic skills.	Utilize the Learning Express-Workforce Skills for 21st Century Success software program as the foundation and methodology for addressing general work readiness challenges. <b>ON GOING</b>	
		Facilitate earlier intervention for pre-high school youth who demonstrate deficiencies in soft skill, basic skill and work ethic.	YC to serve as a resource connector to agencies and organizations who serve younger children (preschool, primary school, middle school).	<ul style="list-style-type: none"> <li>• In keeping with Strategic Plan Table 1, identify appropriate agencies and orgs for the 211 database, the new "roadmap" matrix, and the annual Service Provider Resource Fair</li> <li>• Through increased communication with these providers, market their services and establish them internally as "go to" resources for early intervention in work readiness training.</li> </ul>	

**DELETE ALL**



### Strategic Plan Table 3: The Need of More Workers to have Industry Recognized Credentials

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Too many workers lack the technical qualifications necessary to meet the demands of modern business and industry	Bridge the current credentials gap between the workforce and business/industry job requirements.	<p>Increase the number of <del>workers</del> who earn</p> <hr/> <p><b>ADD</b> - Youth participants</p> <hr/> <p>industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs and postsecondary certifications.</p>	Increase communication, coordination, and collective outreach between providers serving under the Workforce Innovation and Opportunity Act as well as other educational resources in the tri-county area.	<p style="text-align: right;"><b>ADD</b></p> <p><u>Revised to Read:</u>                      Use Youth Provider dashboard data along with WIOA Youth Performance Quarterly Report as outlined by DOL/SCDEW. The goal is to meet and /or exceed (Credential Attainment Rate) WIOA Youth Performance Measures. Consult with WorkLink WIOA Performance &amp; Reporting Specialist and/or SCDEW for WIOA youth performance guidance and/or assistance.</p>	Work Readiness

### Strategic Plan 4: Increasing Work-Based Learning and General Employer Engagement in the WF Development System

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
<ul style="list-style-type: none"> <li>Increasing system-wide coordination and interaction between workforce development partners, business/industry, and the education system.</li> </ul>	<p>Increase the number of employers utilizing the Workforce Development System and services by 10% per year. - <b>DELETE</b></p>	Increase the number of employers who participate in work-based learning opportunities in the region.	<ul style="list-style-type: none"> <li>See Strategy found in Strategic Plan Table #1: "Conduct annual WF Development Resource Fair for service providers and the H.R. Community" - <b>DELETE</b></li> <li>Educate employers about work-based learning opportunities through increased speaking engagements</li> </ul>	<ul style="list-style-type: none"> <li>See Action Plan found in Strategic PlanTable #1: "Conduct annual WF Development Resource Fair for service providers and the H.R. Community" - <b>DELETE</b></li> <li>The youth workforce service provider is to execute at least 100 interactions per year with workforce development partners, business/industry, and education. From this effort, at least 10 business interactions/involvements per year are to be established.</li> <li>In industry outreach events, showcase area success stories about veterans, persons with disabilities and youth who have successfully utilized work-based training to the benefit of themselves and of participating companies.</li> </ul>	Work Readiness

**ADD**  
Revised to Read:  
 Continue aggressive outreach with employers utilizing the Workforce Development System and services.

			and other outreach events	
		Increase opportunities for veterans, persons with disabilities, and youth through promotion of OJT, apprenticeships, and other work-based learning programs. <b>DELETE - "OJT"</b>	<ul style="list-style-type: none"> <li>Increase number of outreach events and speaking engagements which can educate industry about the benefits of work-based learning for veterans, persons with disabilities and youth.</li> </ul>	

**ACTION TAKEN: Motion from Doug Newton to take the Youth Strategic Plan revisions to the Board for final approval, seconded by Janice Ward. Motion carried.**

**V. Other Business:**

Doug Newton announced his retirement as of June 1, 2017 and reported Mark Kempa from Coca Cola Company will be stepping in to replace him.

**VI. Adjourn**

With no further business, the meeting was adjourned.

*Respectfully submitted by Patty Manley, Office Manager*

Grant Number: PY16Y495H2 - Youth

\*SAVE AS AFTER EACH MONTH

Invoice: 103-I1006

Period Covered: 1/1/17-1/31/17

Eckerd Goal:		JANUARY			100.0%
		58.3%			
Line Item	Budget MOD I	103-I1006	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$309,533.69	25,806.46	178,549.76	\$130,983.93	57.7%
Fringe Benefit Total	\$ 82,361.12	6,271.12	\$42,185.45	\$40,175.67	51.2%
Staff Cost Total	\$391,894.81	32,077.58	\$220,735.21	\$171,159.60	56.3%

**Operating**

1.1 Facility, Utilities	9,600.00	600.00	\$4,800.00	\$4,800.00	50.0%
1.2 Staff Consumable Supplies	\$3,786.14	497.74	\$2,679.21	\$1,106.93	70.8%
1.3 Advertising, Outreach	\$300.00	0.00	\$0.00	\$300.00	0.0%
1.4 Copy, Print	\$3,000.00	0.00	\$1,890.53	\$1,109.47	63.0%
1.5 Communications	\$7,039.40	477.50	\$3,106.30	\$3,933.10	44.1%
1.6 Staff Travel	\$13,795.04	725.96	\$4,808.26	\$8,986.78	34.9%
1.7 Staff Conferences, Training	\$1,500.00	1,030.00	\$1,530.00	-\$30.00	102.0%
1.8 Staff Computer Leases (ETO)	\$9,846.72	0.00	\$1,958.16	\$7,888.56	19.9%
1.9 Postage	\$741.00	0.00	\$0.00	\$741.00	0.0%

<b>Operating Total (01)</b>	<b>\$49,608.30</b>	<b>3,331.20</b>	<b>20,772.46</b>	<b>\$28,835.84</b>	<b>42%</b>
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**Direct Training**

2.1 Participant Supplies	\$ 1,560.00	0.00	\$0.00	\$1,560.00	0.0%
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	\$0.00	\$500.00	0.0%
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	1,552.78	\$4,835.00	\$6,665.00	42.0%
2.5 Adult Education Tuition	\$21,000.00	755.00	\$8,014.50	12,985.50	38.2%
2.6 Tuition (College/Occupational Training)	\$43,200.00	0.00	\$19,411.00	23,789.00	44.9%
2.9 Work Experience	\$55,044.00	2,762.89	\$26,714.61	28,329.39	48.5%
2.11 Software Licenses (Learning express)	\$3,600.00	0.00	\$0.00	3,600.00	0.0%

<b>Direct Training Total (02)</b>	<b>\$136,404.00</b>	<b>5,070.67</b>	<b>58,975.11</b>	<b>\$77,428.89</b>	<b>43%</b>
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**Support Services**

3.1 Participant Incentives (Skill Invoices)	21,645.00	825.00	\$6,550.00	\$15,095.00	30.3%
3.2 Transportation	15,750.00	280.00	\$3,740.00	\$12,010.00	23.7%
3.3 Childcare	\$510.00	0.00	\$0.00	\$510.00	0.0%
3.4 Training Support Materials	\$3,000.00	160.91	\$742.90	\$2,257.10	24.8%
3.5 Emergency Assistance	\$1,500.00	0.00	\$0.00	\$1,500.00	0.0%

<b>Support Service Total (03)</b>	<b>\$42,405.00</b>	<b>1,265.91</b>	<b>11,032.90</b>	<b>\$31,372.10</b>	<b>26.0%</b>
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<b>Operating Cost Total</b>	<b>\$620,312.11</b>	<b>41,745.36</b>	<b>\$311,515.68</b>	<b>\$308,796.43</b>	<b>50.2%</b>
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General Overhead (Indirect)	8.86%	\$54,959.65	4,317.17	\$27,600.29	\$27,359.36	50.2%
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General Liability Ins	0.60%	\$4,051.63	250.47	\$1,869.09	\$2,182.54	46.1%
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September 2016 Credit				\$0.00	
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<b>Contract Total</b>	<b>\$679,323.39</b>	<b>46,313.00</b>	<b>\$340,985.07</b>	<b>\$338,338.32</b>	<b>50.2%</b>
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Work Experience	JAN	Cumulative	YTD % Spent
Staff WEX Salaries	8,713.88	56,752.92	9%
Staff WEX Fringe	2,552.74	16,230.65	3%
Stipends	2,762.89	26,714.61	4%
<b>Total</b>	<b>14,029.51</b>	<b>99,698.18</b>	<b>16%</b>
Percentage Spent	2%		

Correction to Nov. and Dec. IDC at 8.86%:

Indirect cost at 8.86%	3,698.64
Difference Added to IDC in January	618.53
Total	<u>4,317.17</u>

Program Year (PY) 2016 Time Periods To Be Reported				
Report Quarter	July – Sept.	Oct. – Dec.	Jan. – Mar.	Apr. – June
Report Due Date	November 14, 2016	February 14, 2017	May 15, 2017	August 14, 2017
Number Served (Reportable Individual)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Participant)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Credential Attainment Rate	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Measurable Skill Gains	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Veterans' Priority of Service	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17

**Please Note:**

Quarters highlighted in green indicate when four quarters of information will be available

Periods that do not have a date indicate that no report can be generated for that outcome during that time frame.

The first name in second chances.<sup>SM</sup>



**Workforce  
Development**

## **1703 – WorkLink Youth Contract & Budget Modification #2**

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**Contractor:** Eckerd Workforce Development  
**Contract #'s:** 16Y495H1  
**Program:** Youth Services  
**Submission Date:** 2/24/2017  
**Prepared by:** Kal Kunkel, National One Stop Operations Director  
**Region Manager:** Amanda Wagner  
**Program Manager (s):** Karen Craven

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### **Budget Modification Summary & Narrative**

#### Budget Summary

Budget Modification #2 as outlined in this narrative demonstrates a reduction in operating costs moving excess funds to training and moving funds from the transportation line item to expungements. The overall contract value remains unchanged, at \$679,323.

Staff Costs Narrative

No changes were made to Staff Costs.

Staff Costs					
<b>Sub-Total of Staff Costs</b>		\$ 309,533.69		\$ 309,533.69	\$ (0.00)
<b>Fringe Benefits</b>	<b>Rate</b>		<b>Rate</b>		
Health Insurance	12.29%	\$ 38,035.90	12.29%	\$ 38,035.90	\$ -
FICA	7.65%	\$ 23,679.33	7.65%	\$ 23,679.33	\$ (0.00)
Unemployment	1.72%	\$ 5,323.98	1.72%	\$ 5,323.98	\$ (0.00)
Workers Comp	3.00%	\$ 9,286.01	3.00%	\$ 9,286.01	\$ 0.00
Retirement (403b Match)	1.95%	\$ 6,035.91	1.95%	\$ 6,035.91	\$ (0.00)
Genral Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
<b>Sub-Total Fringe:</b>	<b>26.61%</b>	<b>\$ 82,361.13</b>	<b>26.61%</b>	<b>\$ 82,361.12</b>	<b>\$ (0.01)</b>

### Operating Costs Narrative

Request to decrease Operating Costs by \$7,888.56 and transfer the funds to Training as outlined below.

<b>Operating Costs</b>					
1.1 Facility, Utilities, Maintenance		\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies		\$ 3,786.14		\$ 3,786.14	\$ 0.00
1.3 Advertising, Outreach		\$ 300.00		\$ -	\$ (300.00)
1.4 Copy, Print		\$ 3,000.00		\$ 3,000.00	\$ -
1.5 Communications		\$ 7,039.40		\$ 7,039.40	\$ -
1.6 Staff Travel		\$ 13,795.04		\$ 13,795.04	\$ 0.00
1.7 Staff Conferences, Training		\$ 1,500.00		\$ 1,800.00	\$ 300.00
1.8 Staff Computer Leases		\$ 9,846.72		\$ 1,958.16	\$ (7,888.56)
1.9 Postage		\$ 741.00		\$ 741.00	\$ -
<b>Sub-Total Operating</b>		<b>\$ 49,608.30</b>		<b>\$ 41,719.74</b>	<b>\$ (7,888.56)</b>

### Training Costs Narrative

Request to increase Tuition by \$7,888.56.

<b>Training</b>					
2.1 Participant Supplies		\$ 1,560.00		\$ 1,560.00	\$ -
2.2 Participant Books		\$ 500.00		\$ 500.00	\$ -
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 11,500.00		\$ 11,500.00	\$ (0.00)
2.4 TABE Testing Materials		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 21,000.00		\$ 21,000.00	\$ -
2.6 Tuition (College or Vocational)		\$ 43,200.00		\$ 51,088.56	\$ 7,888.56
2.9 Work Experience (Stipends)		\$ 55,044.00		\$ 55,044.00	\$ -
2.10 Awards / Events		\$ -		\$ -	\$ -
2.11 Software Licenses		\$ 3,600.00		\$ 3,600.00	\$ -
2.12 Work Keys		\$ -		\$ -	\$ -
<b>Sub-Total Training</b>		<b>\$ 136,404.00</b>		<b>\$ 144,292.56</b>	<b>\$ 7,888.56</b>

### Supportive Services Narrative

Request to reduce Transportation by \$750 and add Expungements as a line item to facilitate this new supportive service element.

<b>Supportive Services</b>					
3.1 Participant Incentives (Skill Invoices)		\$ 21,645.00		\$ 21,645.00	\$ -
3.2 Transportation		\$ 15,750.00		\$ 15,000.00	\$ (750.00)
3.3 Childcare		\$ 510.00		\$ 510.00	\$ -
3.4 Training Support Materials		\$ 3,000.00		\$ 3,000.00	\$ -
3.5 Emergency Assistance		\$ 1,500.00		\$ 1,500.00	\$ -
3.6 Expungements		\$ -		\$ 750.00	\$ 750.00
<b>Sub-Total of Supportive Services</b>		<b>\$ 42,405.00</b>		<b>\$ 42,405.00</b>	<b>\$ -</b>

#### Indirect & Audit Fees

No changes were made to Indirect and Audit Fees..

<b>Indirect Cost &amp; Fees</b>					
Training Fee (Profit)	0.00%	\$ -	0.00%	\$ -	\$ -
Indirect Cost	8.86%	\$ 54,959.65	8.86%	\$ 54,959.65	\$ 0.00
Audit Fee (H&M) / General Liab (Eckerd)	0.60%	\$ 4,051.63	0.60%	\$ 4,051.63	\$ 0.00
<b>Sub-Total of Indirect &amp; Fees</b>		<b>\$ 59,011.28</b>		<b>\$ 59,011.28</b>	<b>\$ 0.00</b>

## APPROVAL(S)

Prepared By \_\_\_\_\_

Kalen J. Kunkel, National One Stop Operations Director

## ATTACHMENT 1 – BUDGET FORMS

<b>WORKFORCE INVESTMENT BOARD</b>					
WorkLink Workforce Investment Area					
<b>GRANT BUDGET SUMMARY</b>					
Service Provider	Eckerd Workforce Development	Contract #	16Y495H1		
Project/Activity	Palmetto Youth Connections	Funding Source	WIOA Youth	Modification #	2
<b>CATEGORIES</b>	<b>Out-of-School Youth</b>	<b>In-School Youth</b>	<b>Administration</b>	<b>Non-Administration</b>	<b>Total Budget Amount</b>
<b>STAFF COSTS (Salaries &amp; Fringe Benefits)</b>	\$ 254,991	\$ 12,516		\$ 267,507	\$ 267,507
Work Experience Staff Salary & Fringe	\$ 118,168	\$ 6,219		\$ 124,387	\$ 124,387
<b>OPERATING COSTS</b>	\$ 41,720	\$ -		\$ 41,720	\$ 41,720
<b>TRAINING COSTS</b>	\$ 89,249			\$ 89,249	\$ 89,249
Work Experience Stipends	\$ 42,108	\$ 12,936		\$ 55,044	\$ 55,044
<b>SUPPORTIVE SERVICE COSTS</b>	\$ 24,405	\$ -		\$ 24,405	\$ 24,405
Training Transportation	\$ 10,125	\$ 1,125		\$ 11,250	\$ 11,250
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	\$ 3,750
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	\$ 1,700
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	\$ 1,300
Training Fees/ Profit	\$ -	\$ -		\$ -	\$ -
General Liability Insurance	\$ 3,849	\$ 203		\$ 4,052	\$ 4,052
Indirect Costs	\$ 52,212	\$ 2,748		\$ 54,960	\$ 54,960
<b>Total Budget Costs</b>	<b>\$ 642,901</b>	<b>\$ 36,422</b>	<b>\$ -</b>	<b>\$ 679,323</b>	<b>\$ 679,323</b>
<b>Percentage of Budget</b>	<b>95%</b>	<b>5%</b>		<b>100.00%</b>	
<b>Work Experience Cost</b>	<b>\$ 179,431</b>				
	<b>26%</b>				
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE INVESTMENT BOARD  
WorkLink Workforce Investment Area

**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider	Eckerd Workforce Development	Contract #	16Y495H1
Project/ Activity	Palmetto Youth Connections	Funding Source:	WIOA Youth
		Mod #	2

**STAFF & INDIRECT COST - BUDGET SUMMARY**

SALARIES, FRINGE BENEFITS, & INDIRECT COST	Out-of-School Youth	In-School Youth	ADMINISTRATION	NON-ADMINISTRATIVE
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<b>TOTAL SALARIES</b>				
	\$309,533.69	\$294,735.53	\$14,798.16	\$0.00
<b>FRINGE BENEFITS:</b>				
FICA	\$23,679.33	\$22,547.27	\$1,132.06	\$0.00
Workers Comp.	\$9,286.01	\$8,842.07	\$443.94	\$0.00
Health & Wealth (Pos. Level)	\$38,035.90	\$36,217.48	\$1,818.42	\$0.00
Ret. / Pension	\$6,035.91	\$5,747.34	\$288.56	\$0.00
Unemployment Insurance (State & Federal)	\$5,323.98	\$5,069.45	\$254.53	\$0.00
Other (Specify):	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL FRINGE BENEFITS</b>	<b>\$82,361.12</b>	<b>\$78,423.61</b>	<b>\$3,937.51</b>	<b>\$0.00</b>
<b>INDIRECT COST:</b>	<b>\$54,959.65</b>	<b>\$52,211.67</b>	<b>\$2,747.98</b>	<b>\$0.00</b>
<b>TOTAL COST</b>	<b>\$446,854.47</b>	<b>\$425,370.81</b>	<b>\$21,483.66</b>	<b>\$446,854.47</b>

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

WORKFORCE INVESTMENT BOARD					
WorkLink Workforce Investment Area					
COST AND PRICE ANALYSIS WORKSHEET					
Service Provider	Eckerd Workforce Development	Contract #	16Y495H1	Mod #	2
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA Youth		
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
<b>OPERATING COSTS</b>					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 3,786	\$ 3,786	\$ -		\$ 3,786
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -		\$ -
1.4 Copy & Print Expenses	\$ 3,000	\$ 3,000	\$ -		\$ 3,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 7,039	\$ 7,039	\$ -		\$ 7,039
1.6 Staff Travel					
Local Mileage cost	\$ 9,655	\$ 9,655	\$ -		\$ 9,655
RM POV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,800	\$ 1,800	\$ -		\$ 1,800
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases ( <b>Computer Leases</b> )	\$ 1,958	\$ 1,958	\$ -		\$ 1,958
1.9 Postage (Stamps, FedEx, etc.)	\$ 741	\$ 741			\$ 741
<b>TOTAL OPERATING COSTS</b>	<b>\$ 41,720</b>	<b>\$ 41,720</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,720</b>
<b>TRAINING COSTS</b>					
2.1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -		\$ 1,560
2.2 WI Customer Book Costs	\$ 500	\$ 500	\$ -		\$ 500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,500	\$ 11,500	\$ -		\$ 11,500
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 21,000	\$ 21,000	\$ -		\$ 21,000
2.6 Individual Training Account/Voucher Cost	\$ 51,089	\$ 51,089	\$ -		\$ 51,089
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 55,044	\$ 42,108	\$ 12,936		\$ 55,044
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ 3,600	\$ 3,600	\$ -		\$ 3,600
<b>TOTAL TRAINING COSTS</b>	<b>\$ 144,293</b>	<b>\$ 131,357</b>	<b>\$ 12,936</b>	<b>\$ -</b>	<b>\$ 144,293</b>
<b>SUPPORTIVE SERVICES COSTS</b>					
3.1 WI Customer Incentives (Youth Only)	\$ 21,645	\$ 21,645	\$ -		\$ 21,645
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 11,250	\$ 10,125	\$ 1,125		\$ 11,250
3.2 Work Experience Transportation	\$ 3,750	\$ 3,375	\$ 375		\$ 3,750
3.3 WI Customer Childcare Costs	\$ 510	\$ 510	\$ -		\$ 510
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 1,700	\$ 1,530	\$ 170		\$ 1,700
3.4 Work Experience Support Materials	\$ 1,300	\$ 1,170	\$ 130		\$ 1,300
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
3.6 Expungements	\$ 750	\$ 750	\$ -		\$ 750
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	<b>\$ 42,405</b>	<b>\$ 40,605</b>	<b>\$ 1,800</b>	<b>\$ -</b>	<b>\$ 42,405</b>
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>					
4.1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -		\$ -
4.2 General Liability Insurance	\$ 4,052	\$ 3,849	\$ 203		\$ 4,052
<b>TOTAL FEES / PROFIT COSTS</b>	<b>\$ 4,052</b>	<b>\$ 3,849</b>	<b>\$ 203</b>	<b>\$ -</b>	<b>\$ 4,052</b>
* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit					

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**BUDGET FLOW PROJECTIONS**

Service Provider	Eckerd Workforce Development	Contract #	16Y495H1
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA
		Mod #	2

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
August-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
September-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
October-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
November-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
December-15	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
January-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
February-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
March-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
April-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
May-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%
June-16	\$0.00	0%	\$56,610.28	100%	\$56,610.28	100%

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**CLIENT FLOW PROJECTIONS**

Service Provider	Eckerd Workforce Development	Contract #	16Y495H1
Project/Activity	Palmetto Youth Connections	Fund Source	WIOA
		Mod #	2

Period	Clients Served			Clients Exited Cumulative	Active Clients
	Carryover	New	Cumulative		
July-15	69	5	74	10	64
August-15	64	5	69	10	59
September-15	59	15	74	10	64
October-15	64	10	74	10	64
November-15	64	12	76	10	66
December-15	66	5	71	10	61
January-16	61	10	71	10	61
February-16	61	9	70	10	60
March-16	60	9	69	10	59
April-16	59	9	68	5	63
May-16	63	9	72	10	62
June-16	62	5	67	10	57

Carryovers	53	<b>103</b>
New Enrollments	103	
Follow-up Cases	100	
Total Served	256	
Planned Carryovers	60	

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

Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Service providers are working in silos, creating fragmentation within the workforce development system.	<u>Integrate</u> workforce development systems, processes and networks.	Enhance both the service mapping database (211) <u>and</u> the personal provider-to-provider communication network by <u>identifying</u> and <u>connecting</u> workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.	Further develop <b>resource</b> inventory	<ul style="list-style-type: none"> <li>Identify youth partners in AOP (Anderson-Oconee-Pickens)</li> <li>Develop a resource/partner "roadmap" matrix or collaborate/partner with Tri-County Tech on their new roadmap template</li> <li>Regularly update the existing 211 database, ASA book of services</li> <li>Review/research <a href="http://www.indyserves.com">www.indyserves.com</a> website and templates</li> <li>Youth provider to educate families of available resources in tri-county area.</li> </ul>	<b>Service Integration</b>
			Collect/Input service map data	<ul style="list-style-type: none"> <li>Communicate the need for youth providers to partner with organizations who serve at-risk youth in the tri-county area – <b>On Going</b></li> <li>Advocate/solicit partner involvement, including:                             <ul style="list-style-type: none"> <li>Local church time/talent banks</li> <li>Civic/Service Organizations</li> <li>Retiree Groups</li> <li>Others TBD <b>On-Going</b></li> </ul> </li> </ul> Youth Provider (PYC) to track all information in the Effort to Outcome (ETO) system – <b>On-Going</b>	
			Disseminate the product	<ul style="list-style-type: none"> <li>Market service mapping resource 2-1-1 by utilizing and promoting whenever possible serving the three county area (AOP).</li> <li>Continue to improve methods for informing partners about database <b>On Going</b></li> </ul>	
			Identify/Address gaps in community services	<ul style="list-style-type: none"> <li>Youth Council (YC) to go through formal gap analysis exercise with a third party facilitator. Facilitated by COG Staff and completed on 4/22/16.</li> <li>Disseminate to Youth Council, WIB, service providers and partners – <b>On-Going</b></li> </ul>	
			The Youth Provider will collaborate and/or partner with existing community, service, or resource fair(s) in the AOP community.	<ul style="list-style-type: none"> <li>YC members are to assist in making WorkLink Staff and/or Youth Provider aware of any community, service, or resource fair(s) in the AOP area.</li> </ul>	

Strategic Plan Table 2: Combating Soft Skill, Basic Skill and Work Ethic Challenges

Critical Issues	Goal	Objective	Strategy	Action Plan	Subcommittee
1. Shortage of work ethic, soft skills, and basic skills 2. Earlier intervention among youth is needed to get ahead of the issue effectively	Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce	Improve the community's <b>perception</b> of general work readiness and work ethic of our youth by 10-25%	Monitor and evaluate progress of general <i>work readiness/ethic</i> perception in the tri-county area.	Survey businesses to determine increase in work readiness/soft skills of youth by comparing perceptions to the 06/30/14 baseline.	Work Readiness
		Improve awareness and implementation of WorkKeys as a way to combat the issue	Work with One Stop Operations Committee to bolster awareness/implementation of WorkKeys	<ul style="list-style-type: none"> <li>See action plans of WDB</li> <li>Continue to coordinate administration and outreach through local One Stops and other WorkKeys administrators in the system (school districts, adult ed centers, tech colleges, etc.).</li> </ul>	
		Enhance existing <b>training</b> for soft skill, basic skill and work ethic development throughout the youth service provider network.	Strengthen the existing curricula and training foundation for teaching work ethic and soft/basic skills.	Utilize the <b>Learning Express-Workforce Skills for 21st Century Success</b> software program as the foundation and methodology for addressing general work readiness challenges.	

**Strategic Plan Table 3: The Need of More Workers to have Industry Recognized Credentials**

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
<p>Too many workers lack the technical qualifications necessary to meet the demands of modern business and industry.</p>	<p>Bridge the current credentials gap between the workforce and business/industry job requirements.</p>	<p>Increase the number of youth participants who earn industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs and postsecondary certifications.</p>	<p>Increase communication, coordination, and collective outreach between providers serving under the Workforce Innovation and Opportunity Act as well as other educational resources in the tri-county area.</p>	<ul style="list-style-type: none"> <li>• See Action Plans of WDB Committees for outreach and implementation action items.</li> <li>• Using Youth Provider dashboard data along with WIOA Youth Performance Quarterly Report as outlined by DOL/SCDEW. The goal is to meet and/or exceed (Credential Attainment Rate) WIOA Youth Performance Measures. Consult with WorkLink WIOA Performance &amp; Reporting Specialist and/or SCDEW for WIOA Youth Performance Guidance.</li> </ul>	<p align="center"><b>Work Readiness</b></p>

## Strategic Plan 4: Increasing Work-Based Learning and General Employer Engagement in the WF Development System

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
<ul style="list-style-type: none"> <li>Increasing system-wide coordination and interaction between workforce development partners, business/industry, and the education system.</li> </ul>	<p>Continue aggressive outreach with employers utilizing the Workforce Development System and Services.</p>	<p>Increase the number of employers who participate in work-based learning opportunities in the region.</p>	<ul style="list-style-type: none"> <li>Educate employers about work-based learning opportunities through increased speaking engagements and other outreach events</li> </ul>	<ul style="list-style-type: none"> <li>The youth workforce service provider is to execute at least 100 interactions per year with workforce development partners, business/industry, and education. From this effort, at least 10 business interactions/involvements per year are to be established.</li> <li>In industry outreach events, showcase area success stories about veterans, persons with disabilities and youth who have successfully utilized work-based training to the benefit of themselves and of participating companies.</li> </ul>	<p><b>Work Readiness</b></p>
		<p>Increase opportunities for veterans, persons with disabilities, and youth through promotion of apprenticeships, and other work-based learning programs.</p>	<ul style="list-style-type: none"> <li>Increase number of outreach events and speaking engagements which can educate industry about the benefits of work-based learning for veterans, persons with disabilities and youth.</li> </ul>		