

**Executive Committee Meeting
Agenda
April 26, 2018 – 9:45 AM
Tri-County Technical College
Student Success Center – Room 325**

- | | | |
|------|-----------------------------------|---------------------|
| I. | Welcome | Mike Wallace, Chair |
| II. | Youth Request for Proposal | Mike Wallace |
| | i. Bidder Selection/Notification* | |
| | ii. Budget Negotiations Team* | |
| III. | Rapid Response Request* | Trent Acker |
| IV. | IWT Modification Request(s)* | Trent Acker |
| V. | Other Business | Mike Wallace |
| VI. | Adjourn | Mike Wallace |

**Action Required*

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An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

1376 Tiger Blvd Suite 102 Clemson SC 29631 P. 864.646.1515 F. 864.646.2814 Relay Service Dial 711 (TTY)

Request for Rapid Response Funds For Additional Assistance Needs

LWIA Name: WorkLink

Program Year: 2017

- Provide the information requested below.
- Attach supportive documents.
- Submit to your Workforce and Economic Development Workforce Support Coordinator.

I. AMOUNT OF REQUEST

\$ 80,187

II. FISCAL INFORMATION

1. Total Dislocated Worker Funds Available (carryover + allocation) \$ 630,465

2. Transfer(s) executed in or planned for this Program Year

\$ N/A From Adult Program to Dislocated Worker Program

\$ 250,000.00* From Dislocated Worker Program to Adult Program

3. Is a budget detailing the intended fund utilization attached? Yes No

4. Comment: Please note that the totals above were calculated using numbers for PY 17 and do not reflect potential allocations and/or carryover for PY 18, the time during which the proposed grant funding would be utilized.

III. DETAILED JUSTIFICATION FOR THE REQUEST (USE ADDITIONAL PAGE IF NECESSARY)

The WorkLink Workforce Development Board requests an initial \$80,187 of Rapid Response Dislocated Worker Funding to secure an additional career coach who will focus on serving those impacted by 3 recently announced plant closures in the LWDA (AFCO, Kongsberg, Alice Manufacturing). While two of these facilities have approved TAA petitions, the co-enrollment of participants, along with a larger than expecting number of traditional dislocated workers being served in the region, will require the addition of another member to the case management team.

This initial funding request will cover staff salary/benefits and associated costs (travel, printing, communications, etc.) that we have found to be typical of the needs of case management staff. We anticipate a budget modification request which could include training and other related costs once those needs are more clearly defined

We anticipate serving no more than 125 individuals through this grant. We are uncertain how to forecast actual numbers as Trade funds will be impacting how many customers will co-enroll. Also, we are proposing to also have the Career Coach provide coordination of services for the DWs, as needed. We view this as a hybrid role which will be mostly Career Coach but also a site coordinator (under the Operator role) as needed to meet the needs of the customers we are serving.

IV. BOARD DOCUMENTATION

Is documentation showing the Local Workforce Development Board's approval attached? Yes No

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Eckerd Workforce Development Contract # 17R295E1
 Project/Activity SC Works DW Services Funding Source Rapid Response Modification # Original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ -	\$ 56,501		\$ 56,501	\$ 56,501
OPERATING COSTS	\$ -	\$ 14,615		\$ 14,615	\$ 14,615
TRAINING COSTS	\$ -	\$ -		\$ -	\$ -
SUPPORTIVE SERVICE COSTS	\$ -	\$ -		\$ -	\$ -
Training Fees/Professional Fees/ Profit		\$ 480		\$ 480	\$ 480
Indirect Costs	\$ -	\$ 8,591		\$ 8,591	\$ 8,591
Total Budget Costs	\$ -	\$ 80,187	\$ -	\$ 80,187	\$ 80,187
Percentage of Budget	0%	100%		100%	
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 # 17R295E1

Project/ Activity SC Works DW Services

Funding Source Rapid Response

Mod # Original

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION		
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%	Amount
Career Coach	\$ 3,120	14	100%	\$ 43,776.00			100.00%	\$ 43,776			100%	\$ 43,776.00
TOTAL SALARIES				\$ 43,776.00		\$ -		\$ 43,776.00				\$ 43,776.00
FRINGE BENEFITS:												
Health Insurance		X	16.79%	\$ 7,350.00			100.00%	\$ 7,350.00			100%	\$ 7,350.00
FICA		X	7.65%	\$ 3,348.86			100.00%	\$ 3,348.86			100%	\$ 3,348.86
Unemployment		X	0.63%	\$ 274.91			100.00%	\$ 274.91			100%	\$ 274.91
Workers Comp		X	1.00%	\$ 437.76			100.00%	\$ 437.76			100%	\$ 437.76
Retirement (403b Match)		X	3.00%	\$ 1,313.28			100.00%	\$ 1,313.28			100%	\$ 1,313.28
		X	0.00%									
TOTAL FRINGE BENEFITS				\$ 12,724.82		\$ -		\$ 12,724.82				\$ 12,724.82
INDIRECT COST: RATE	12.00%	X	71,595.82	\$ 8,591.50							100%	\$ 8,591.50
TOTAL COST				\$ 65,092.32		\$ -	100.00%	\$ 56,500.82			100%	\$ 65,092.32

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 # 17R295E1 Mod: Original
 Project/Activity SC Works DW Services Fund Source Rapid Response

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -	\$ -
1.4 Copy & Print Expenses	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 980	\$ -	\$ 980	\$ 980
1.6 Staff Travel	\$ -	\$ -	\$ -	\$ -
Local Mileage cost	\$ 4,620	\$ -	\$ 4,620	\$ 4,620
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ 1,650	\$ -	\$ 1,650	\$ 1,650
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,300	\$ -	\$ 1,300	\$ 1,300
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	\$ -	\$ -	\$ -	\$ -
Non-Expendable Equipment Purchases (Computer Leases)	\$ 1,650	\$ -	\$ 1,650	\$ 1,650
Wide Area Network (WAN) Equipment and Computer Software	\$ 275	\$ -	\$ 275	\$ 275
1.9 Postage (Stamps, FedEx, etc.)	\$ 140	\$ -	\$ 140	\$ 140
TOTAL OPERATING COSTS	\$ 14,615	\$ -	\$ 14,615	\$ 14,615
TRAINING COSTS				
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 Workshop)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ -	\$ -	\$ -	\$ -
2.8 WI Customer On-the-Job Training Costs	\$ -	\$ -	\$ -	\$ -
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES COSTS				
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	\$ -	\$ -	\$ -	\$ -
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ -	\$ -	\$ -	\$ -
4.2 General Liability Insurance	\$ 480	\$ -	\$ 480	\$ 480
TOTAL FEES / PROFIT COSTS	\$ 480	\$ -	\$ 480	\$ 480

* 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 Board
BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17R295E1

Project/Activity SC Works DW Services Fund Source Rapid Response

Mod# Original

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
August-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
September-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
October-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
November-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
December-18	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
January-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
February-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
March-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
April-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
May-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%
June-19	\$0.00	0%	\$6,682.28	100%	\$6,682.28	100%

**WorkLink Workforce Development Area
Incumbent Worker Training
Agreement Modification**

Business: BorgWarner

Agreement Number: 16IWT01-02-10

Modification Number: 1

Effective Date: 5/23/2017

Reason(s)/Cost Justification for Modification: Expand trainings to include Swing Reach Truck Training, Team Leader Development Training, and Nachi Broach Training.

Increase total approved budget by \$59,321 and extend contract to 4/20/2018 to accommodate additional training in Bridge to Machining, as well as trainings listed above.

Number of Trainees Change

Previous Number of Trainees: 24

Increased by: 57

Decreased by: _____

Modified number of trainees: 81

Funds Change (Attach modified budget.)

Previous Total Agreement \$ _____

Funds: 26,583.00

Increased by: \$ 59,321

Decreased by: \$ _____

Modified Total Agreement \$ _____

Funds: \$85,904

Agreement Period Change

<i>Previous Agreement Period:</i>	<i>Modified Agreement Period:</i>
Beginning Date: <u>5/23/2017</u>	Beginning Date: <u>5/23/2017</u>
Ending Date: <u>2/28/2018</u>	Ending Date: <u>4/20/2018</u>

Authorized Signature Change(s)

Previously Authorized Signatures:	Newly Authorized Signatures:
Name: _____ Title: _____	Name: _____ Title: _____
Name: _____ Title: _____	Name: _____ Title: _____
Name: _____ Title: _____	Name: _____ Title: _____

Except as modified above, all terms and conditions of Agreement remain unchanged and in full force for the period of this Agreement.

Administrative Entity:

Business:

Authorized Signature
Title: _____
Date: _____

Authorized Signature
Title: _____
Date: _____

**WorkLink Workforce Development Area
Incumbent Worker Training
Agreement Modification**

Business: Reliable Automatic Sprinkler Co., Inc.

Agreement Number: 16IWT01-02-08

Modification Number: 4
Effective Date: 5/23/17

Reason(s)/Cost Justification for Modification: Modify approved trainings to include Arc Flash, CPR/First Aid, Respirator, Forklift, Lockout Tagout, and Reasonable Suspicion Drug Testing Trainings. Previously approved trainings could not be completed due to scheduling conflicts.

Number of Trainees Change

Previous Number of Trainees: _____
 Increased by: _____
 Decreased by: _____
Modified number of trainees: _____

Funds Change (Attach modified budget.)

Previous Total Agreement Funds: \$ _____
 Increased by: \$ _____
 Decreased by: \$ _____
Modified Total Agreement Funds: \$ _____

Agreement Period Change

<i>Previous Agreement Period:</i>	<i>Modified Agreement Period:</i>
Beginning Date: <u>5/23/17</u>	Beginning Date: <u>5/23/17</u>
Ending Date: <u>2/28/18</u>	Ending Date: <u>3/15/18</u>

Authorized Signature Change(s)

Previously Authorized Signatures:	Newly Authorized Signatures:
Name: _____ Title: _____	Name: _____ Title: _____
Name: _____ Title: _____	Name: _____ Title: _____
Name: _____ Title: _____	Name: _____ Title: _____

Except as modified above, all terms and conditions of Agreement remain unchanged and in full force for the period of this Agreement.

Administrative Entity:

Business:

 Steve Pelissier
 Title: Executive Director
 Date: _____

 Susan Mason
 Title: Supervisor of EOD
 Date: _____