

**WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE MEETING
AGENDA**

Tuesday, October 8, 2019

10:00 A.M. - 11:00 A.M.

Location: SC Works Center Clemson

- I. Welcome and Introductions Kristi King-Brock
- II. **Review of Minutes** (05/07/2019)* Kristi King-Brock
- III. Palmetto Youth Connections Report (PY 18 **Final** & July-Sept. 2019) Karen Craven
- IV. **New Business:**
- Ratify Elect. Vote (8/12/19) -Youth Participant Award- Anderson Co.* Kristi King-Brock
- PY 18 PYC **Final** Grant Expenditures (04/1/19-**06/30/19**) Karen Craven
- PY 19 PYC Grant Expenditure (07/01/19-**08/31/19**) Karen Craven
- PY 18 SCDEW Monitoring Report/Update (**4th Qtr.** Performance) Trent Acker
- PY 18 PYC **Final** Enrollment Update Kristi King-Brock
- PY 19 PYC New Enrollment Update Kristi King-Brock
- Youth Supportive Service Chg. (DMV FEE) Pending Re-Entry Grant* Trent Acker
- PY19 Eckerd Youth Budget Mod. 1 & Client Flow Projection * Renee Alexander
- V. **Other Business:** Kristi King-Brock
- 2020 Youth Committee Meeting Dates: Jan. 21, Mar. 3, May 5, Aug. 4, and Oct. 13**
Tuesday's @ 10:00am SC Works-Clemson
- VI. **Adjourn** Kristi King-Brock

*Vote Needed

Next Youth Committee Meeting, Tuesday – January 21, 2020 - 10:00am - 11:00am
Location: SC Works Center Clemson

WORKFORCE DEVELOPMENT BOARD

Youth Committee Meeting Summary

May 7, 2019 @ 11:00am

SC Works Clemson Comprehensive Center, Training Room

Members Present

Jeromy Arnett	Elaine Bailey	Amy Bradshaw
Sheila Ford	Robert Halfacre (via telephone)	Berdina Hill
Kristi King-Brock	Melanie McLane	Rick Murphy
Melissa Rosier		

Members Absent:

Allen Fain	Jennifer Lannom	Tim Mays
Crystal Noble		

Staff Present:

Trent Acker	Sharon Crite	Meredith Durham
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Guests Present:

Karen Craven	Jackie Taylor	Renee Alexander (via telephone)
Kal Kunkel (via telephone)		

I. Welcome and Introductions

Ms. Kristi King-Brock called the meeting to order at 11:03 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Ms. King-Brock introduced three new members- Allen Fain, Melanie McLane, and Jeromy Arnett.

II. Approval of 1-28-2019 Meeting Minutes

The minutes from the 1/28/19 meeting were emailed with the meeting notice and included in the meeting packet. Ms. King-Brock called for corrections/amendments to the minutes.

ACTION TAKEN: Elaine Bailey made a motion to approve the 1/28/2019 meeting minutes as presented, seconded by Melanie McLane. The motion carried unanimously.

III. Palmetto Youth Connections Report

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections PY'18 Monthly Update Report. This report reflects January- April 2019.

- PYC currently has 37 carryover participants, 114 new enrollments with a total of 151 active enrollments.
- There are currently 35 in Work Experience (including carryover and new participants).
- There are 93 currently in follow-up. Follow-up is where PYC looks at retention and performance of the program. This number changes regularly due to participant flow in and out of the program.
- Ms. Craven provided performance data:
 - Total entering employment, military, or education: 2nd quarter- 73.8%
4th quarter- 82.4%
 - Credential rate: 1st quarter- 81.3%
 - In Program Measurable Skills Gain- 2nd quarter- 62.3%
- To date, Anderson has served 89 participants, 49 in Oconee, and 60 in Pickens.

Ms. Craven gave the committee a copy of the PYC PY'18 Dashboard, reflecting data through March 2019. In PY'18, PYC has served:

- 34% males and 66% females.
- 58% Younger Youth and 42% Older Youth.
- 100% are high school dropouts.
- 70% basic skills deficient participants, which means the participant scored at or below 8.9 in reading or math.
- 72 are unemployed.

Ms. Craven referred the committee to the caseload breakdown, stating currently 198 participants are being served through PYC, including both active and follow-up.

- PYC has 89 Anderson County residents, 49 Oconee County residents, and 60 Pickens County residents in the program at this time.
- Ms. Craven referred to the Year-to-Date Outcomes chart, which are performance measures being reviewed in real time. To date, there are 116 Measurable Skills Gains, which includes 56 GED and 8 High school diplomas, 31 literacy numeracy gains, 1 in-program skills gains and 20 post-secondary progress. There have been 2 occupational skills credentials (1 of which was iBest and 1 was Medical Billing and Coding). For placement rates through the end of March, 234 were positively placed (11 in post-secondary and 223 in employment).
- Ms. Craven pointed to the PY'18 WIOA performance, and noted that all areas (Employment/Education/Training Q2 & Q4, and Credential Rate) are passing their measures.
- Ms. Craven stated that there were 4 Platinum, 14 Gold, 36 Silver, and 5 Bronze WIN certificates, for a total of 59 in PY'18.
- Ms. Craven stated that Ann Marie Baker taught 312 Career Smart classes, of which there were 52 resumes created.

IV. New Business:

a. PY'18 Grant Expenditures (1/1/19-3/31/19)

Ms. Craven reviewed the expenditure budget report for PY'18, which can be found on page 5 in the packet, stating that as of the end of March, the budget is 66.3% expended. Ms. Craven pointed to line item 6507 (Work Experience) as a reminder that PYC has been tasked with spending 100% of the line item and 51.6% has been expended as of the end of March. A total number of hours to be

provided are 5,818 and 3,002 hours have been provided through the end of March 2019. Currently, there are 20 students in advanced training. There are 11 students in post-secondary education.

b. PY'18 2nd Quarter Youth Performance

Ms. King-Brock referred to page 6 which shows the PY18 2nd Quarter Youth Performance data. WorkLink Youth program is passing every category.

c. PY'18 PYC New Enrollment Report/ Update

Ms. King-Brock referred to page 7 and stated that PYC currently has 114 new enrollments and 151 total enrollments, with a goal of 156 for PY18.

d. PY'18 Local Youth Monitoring Report and Eckerd Response

Ms. King-Brock referred to pages 8-23, which showed the PY'18 Local Youth Monitoring Report and Eckerd's response. Ms. King-Brock stated that there were no findings in the monitoring report.

e. Revised 2019 AOPBIS Showcase Date

Mr. Rick Murphy stated that the 2019 AOP Showcase date has been changed to November 19-20.

f. PY'18 Youth Participant Success Story

A Youth participant success story was listed on pages 24-25 in the packet. The participant successfully completed the I-Best Manufacturing program at Tri County Technical College and was immediately hired on full time with Southern MEP as an HVAC technician.

g. WIOA Youth Activities State Allotment PY2019/2018 Comparison

Mr. Acker referred to page 26, which showed a summary of state allocations for WIOA Youth based on formulas for all 3 fund streams, and focused on WIOA Youth Comparisons of PY2018 vs. PY2019. Mr. Acker stated it is likely that allocations will be reduced for our area. Mr. Acker will update the committee when more information is received.

h. PY19 Draft Youth Budget Review/ Negotiation Team to Finalize

Mr. Kal Kunkel referred to page 27-29 to review the PY'19 Draft Youth Budget Comparisons. Mr. Kunkel stated that the main differences in the two options are that on Option B, Eckerd is requesting time for a Finance Director and Billing Supervisor in the personnel line item. There was an also increase on the indirect rate in Option B. The comparison also showed an increase in health insurance. Mr. Kunkel reviewed other Option A and Option B changes on pages 27-29 of the packet. Ms. Crite will take note of any questions and deliver to Mr. Kunkel by close of business on May 7, 2019.

ACTION TAKEN: Elaine Bailey made a motion to enter Executive session for PY19 Youth Budget discussion, seconded by Amy Bradshaw. The motion carried unanimously.

ACTION TAKEN: Melanie McLane made a motion to exit Executive session for PY19 Youth Budget discussion. The motion carried unanimously.

ACTION TAKEN: Elaine Bailey made a motion to allow the Youth Budget Negotiations Committee to move forward with business, seconded by Melanie McLane. The motion carried unanimously.

V. Other Business

a. 2019 Youth Committee Meeting Schedule

The Youth Committee will meet on Tuesday, August 6th and Tuesday, October 1st at 10 a.m.

VI. Adjourn

Ms. Kristi King-Brock thanked everyone for attending and adjourned the meeting.

Respectfully submitted by: Meredith Durham

Nominating Entity Information

Name of Career Coach: Rhonda Wengerd

Nominee Information

Name of Nominee: Chelsea Scott

SCWOS State ID: 3331833

Nominee County of Residence: Anderson

Adult Participant or Dislocated Worker: Youth

A. Dates of WIOA Participation

1. Registration/Enrollment Date: 10/19/2017
2. Exit Date: 11/28/2018
3. Latest Follow-up Date: 6/14/2019

B. Background

1. Check which characteristics applied to the nominee prior to or at his/her entry into WIOA.

Deficient in Basic Skills:	<u>X</u>	Homeless, Runaway, Foster-Child:	_____
High School Dropout:	<u>X</u>	SNAP/Low Income:	_____
Person with Disability:	_____	Offender:	_____
Pregnant or Parenting:	_____		

2. Briefly describe additional characteristic/factor not listed that may have posed a barrier for the nominee.

Chelsea entered the program with a sporadic work history. Also, she did not have any work experience in the area of her career pathway choice (Nursing).

C. Training

1. Name of Training Program and Training Provider:
GED/Anderson Adult Education Center. Certified Nurse Aide/Tri-County Technical College

2. Degree/Credential Earned: Credentials- GED and Certified Nurse Aide

C. Employment

1. Date Employed: 12/2018-present

2. Name and Address of Employer:
Dominion Senior Living 3461 N Hwy 81, Anderson, South Carolina
29621 _____

Present Employer, if different from above: _____

3. Placement Wage: 11.00 Current Wage: 11.00

Award Rating Criteria

In no more than two, double-spaced pages (12 size font), provide a brief narrative of the nominee's success story. Be as specific as possible and state examples where appropriate. **All criteria listed below must be addressed in order for the nominee to be considered.** Address and demonstrate the following criteria:

- Barriers the participant overcame and how he/she worked to overcome them.
- Training the participant received with notable successes (e.g., GPA, honors, awards, etc.)
- Benefits experienced from participating in WIOA to include short and long term impact on the participant, his/her family, and community.

NOTE: If the nominee is selected to receive an award, you will be asked to provide a hardcopy or electronic photograph of the awardee and a signed Photo/Story Release Form.

*** Please see success story beginning on page 3***

Chelsea enrolled with Palmetto Youth Connections at the age of 20. At the time of enrollment, she was a high school dropout and was basic skills deficient in math, and had a sporadic work history. Leading up to dropping out of high school, Chelsea lived at home with her sister and her Mom. Her Mom worked early morning hours and this left Chelsea to be responsible for the morning and getting off to school. This situation, however, didn't work out. She started missing school and eventually missed too many days and would have to repeat her grade. She then decided to try online classes to complete her courses but this option did not work out for her. Chelsea worked a few jobs here and there and eventually made a decision to try the Anderson Adult Education Center for her GED. She earned her GED by February of 2018. While enrolled in Palmetto Youth Connections, she completed her GED, a paid work experience in the medical career pathway and also completed Certified Nurse Aide training at Tri-County Technical College. Chelsea utilized her work experience time to familiarize herself with the medical field. Work Experience training provided the hands on opportunity to work alongside nurses and office staff and confirmed the steps she would need to take, to pursue a career in the nursing career pathway. Chelsea passed the course and exam and graduated as a Certified Nurse's Aide in September 2018. She immediately obtained employment as a Nurse's Aide in the memory care division of Dominion Senior Living. Chelsea went on to enroll at Tri-County Technical College in the fall of 2018 to pursue a nursing degree. Chelsea continues to work at Dominion Senior Care while she continues nursing school at Tri County Technical College and plans to graduate in 2020. Palmetto Youth Connections staff is proud to have been a part of Chelsea's career pathway journey.




ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Worklink Investment Board	Contract Number:	18Y495E1					
1376 Tiger Blvd.	Invoice Number:	1058-13 Final					
Clemson, SC 29631	Invoice Month:	6/30/2019					
Attn: Jennifer Kelly	Period Covered:	July 1, 2018 - June 30, 2019					
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 277					
Eckerd Goal:			JUNE 99.0%	JUNE FINAL 100.0%			100.0%
Line Item	Budget (Mod 1)	1058-12	1058-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$ 286,515	21,861.60	(39.82)	278,535	\$ 7,980	97.2%	
Fringe Benefit Total	51xx \$ 77,913	8,725.04	279.55	77,023	\$ 890	98.9%	
TOTAL STAFF COSTS	\$ 364,428	30,586.65	239.72	355,558	\$ 8,870	97.6%	
Operating Costs:							
Facilities	6185 \$ 9,600	600.00	-	9,600	\$ -	100.0%	
Communications (Phone, Fax, Internet, et	6270 \$ 5,706	394.71	53.52	4,968	\$ 738	87.1%	
Postage	6005 \$ 1,400	151.80	45.45	1,290	\$ 110	92.2%	
Staff Travel	6105 \$ 8,690	300.01	172.67	5,868	\$ 2,822	67.5%	
Staff Background Checks	5100 \$ 500	-	-	358	\$ 142	71.7%	
Staff Training	5105 \$ 2,000	-	-	1,409	\$ 591	70.5%	
Office/Desktop Supplies and Materials	6000 \$ 2,100	102.49	-	1,675	\$ 425	79.7%	
Copying	6730 \$ 2,400	-	-	1,338	\$ 1,062	55.8%	
Software Licenses	6095 \$ 1,925	-	-	1,458	\$ 467	75.7%	
Participant Outreach	6735 \$ 500	-	-	-	\$ 500	0.0%	
TOTAL OPERATING COSTS	\$ 34,821	1,549.01	271.64	27,964	\$ 6,856	80.3%	
Training Costs:							
Work Experience Stipends	6507 \$ 48,000	5,127.61	1,470.57	44,847	\$ 3,153	93.4%	
Tuition Cost (Adult Education)	6520 \$ 13,566	2,556.00	(932.00)	13,046	\$ 520	96.2%	
Participant Graduation Fees	6595 \$ 2,500	710.00	(40.00)	2,105	\$ 395	84.2%	
Credential Exam Fees	6525 \$ 17,500	3,820.10	(882.00)	15,222	\$ 2,277	87.0%	
Instructional Supplies (Books)	6546 \$ 2,000	20.00	-	1,088	\$ 912	54.4%	
Individual Training Accounts	6530 \$ 26,006	1,557.00	-	10,782	\$ 15,224	41.5%	
TOTAL TRAINING COSTS	\$ 109,571	13,790.71	(383.43)	87,090	\$ 22,481	79.5%	
Supportive Services Costs :							
Child Care	6660 \$ 250	-	-	-	\$ 250	0.0%	
Transportation	6485 \$ 15,000	480.00	480.00	13,060	\$ 1,940	87.1%	
Client Incentives	6585 \$ 20,000	2,250.00	-	24,828	\$ (4,828)	124.1%	
Client Training Support Materials	6545/6516 \$ 2,200	35.00	550.40	2,286	\$ (86)	103.9%	
Client Emergency Assistance & Expunger	6596 \$ 2,375	-	-	-	\$ 2,375	0.0%	
TOTAL SUPPORTIVE SERVICES COSTS	\$ 39,825	2,765.00	1,030.40	40,173	\$ (348)	100.9%	
Training/Professional Fees/Profit:							
General Liability Insurance	6305 \$ 3,600	332.78	(900.82)	2,420.44	\$ 1,180	67.2%	
TOTAL FEES / PROFIT COSTS	\$ 3,600	332.78	(900.82)	2,420	\$ 1,180	67.2%	
4.1 INDIRECT COST:	0.12	\$ 47,754	3,908.81	19.31	45,688	\$ 2,066	95.7%
Contract Total		\$ 600,000	\$ 52,933	\$ 277	\$ 558,894	\$ 41,106	93.1%
				0.00		\$41,106	

		ECKERD YOUTH ALTERNATIVES, INC.						
		100 N. Starcrest Drive, Clearwater, FL 33765						
		INVOICE						
Worklink Investment Board	Contract Number:	19Y495E2						
1376 Tiger Blvd.	Invoice Number:	1058-02						
Clemson, SC 29631	Invoice Month:	August 2019						
Attn: Jennifer Kelly	Period Covered:	July 1, 2019 - June 30, 2020						
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 40,204						
Eckerd Goal:			JULY 8.3%	AUGUST 16.7%			100.0%	
Line Item	Budget	1058-1	1058-2	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers Est	
Staff Salary Total	\$ 292,686	24,330.85	23,357.96	47,689	\$ 244,997	16.3%		
Fringe Benefit Total	51xx \$ 81,546	\$ 6,523	\$ 6,356	12,879	\$ 68,667	15.8%		
TOTAL STAFF COSTS	\$ 374,232	30,853.51	29,713.81	60,567	\$ 313,665	16.2%	-	
Operating Costs:								
Facilities	6185 \$ 9,600	-	-	-	\$ 9,600	0.0%	-	
Communications (Phone, Fax, Internet, et	6270 \$ 5,040	391.38	386.31	778	\$ 4,262	15.4%	352.97	
Network (internet)	6265 \$ 480	-	27.50	28	\$ 453	5.7%	-	
Postage	6005 \$ 1,300	55.20	75.90	131	\$ 1,169	10.1%	-	
Staff Travel	6105 \$ 5,735	370.85	468.08	839	\$ 4,897	14.6%	-	
Other Travel	6115/6120 \$ 1,500	-	-	-	\$ 1,500	0.0%	-	
Staff Background Checks	5100 \$ 154	-	-	-	\$ 154	0.0%	-	
Staff Training	5110 \$ 1,500	-	-	-	\$ 1,500	0.0%	-	
Office/Desktop Supplies and Materials	6000 \$ 1,200	110.88	225.09	336	\$ 864	28.0%	-	
Copying	6730 \$ 1,200	103.47	-	103	\$ 1,097	8.6%	-	
Software Licenses	6095 \$ 1,650	-	-	-	\$ 1,650	0.0%	-	
Participant Verifications	6516 \$ 1,500	-	(168.69)	(169)	\$ 1,669	-11.2%	-	
Participant Outreach	6735 \$ 300	-	-	-	\$ 300	0.0%	-	
TOTAL OPERATING COSTS	\$ 31,159	1,031.78	1,014.19	2,046	\$ 29,113	6.6%	352.97	
Training Costs:								
Work Experience Stipends	6507 \$ 48,000	1,431.38	2,452.32	3,884	\$ 44,116	8.1%	336.18	
Tuition Cost (Adult Education)	6520 \$ 13,518	-	-	-	\$ 13,518	0.0%	-	
Participant Graduation Fees	6595 \$ 2,500	-	-	-	\$ 2,500	0.0%	-	
Credential Exam Fees	6525 \$ 13,000	-	-	-	\$ 13,000	0.0%	-	
Instructional Supplies (Books)	6546 \$ 2,000	-	-	-	\$ 2,000	0.0%	-	
Individual Training Accounts	6530 \$ 21,577	79.00	-	79	\$ 21,498	0.4%	-	
TOTAL TRAINING COSTS	\$ 100,596	1,510.38	2,452.32	3,963	\$ 96,633	3.9%	336.18	
Supportive Services Costs :								
Child Care	6660 \$ -	-	-	-	\$ -	0.0%	-	
Transportation	6485 \$ 15,000	100.00	240.00	340	\$ 14,660	2.3%	40.00	
Client Incentives	6585 \$ 20,246	800.00	1,610.09	2,410	\$ 17,836	11.9%	-	
Client Training Support Materials	6545 \$ 2,000	-	-	-	\$ 2,000	0.0%	-	
Client Emergency Assistance & Expunger	6596 \$ 375	-	-	-	\$ 375	0.0%	-	
TOTAL SUPPORTIVE SERVICES COSTS	\$ 37,621	900.00	1,850.09	2,750	\$ 34,871	7.3%	40.00	
Training/Professional Fees/Profit:								
General Liability Insurance	6305 \$ 3,600	319.26	237.50	556.76	\$ 3,043	15.5%	237.50	
TOTAL FEES / PROFIT COSTS	\$ 3,600	319.26	237.50	557	\$ 3,043	15.5%	237.50	
4.1 INDIRECT COST:	13%	\$ 52,792	4,968.03	4,935.81	9,904	\$ 42,888	18.8%	125.66
Contract Total	\$ 600,000	\$ 39,583	\$ 40,204	\$ 79,787	\$ 520,213	13.3%	\$ 1,092	
		0.00	0.00	0.00				
Work Experience:		JUL	AUG	Cumulative	YTD% Spent			
Staff WEX Salaries:		6,585.03	5,822.52	12,407.55	2.07%			
Staff WEX Fringe:		1,937.59	1,793.71	3,731.30	0.62%			
Stipends:		1,431.38	2,452.32	3,883.70	0.65%			
TOTAL		9,954.00	10,068.55	20,022.55	3.34%			
Percentage Spent:		1.66%	1.68%	3.34%				

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



**Henry McMaster
Governor**

**G. Daniel Ellzey
Executive Director**

August 16, 2019

Mr. Steven Pelissier
Executive Director
SC Appalachian Council of Governments
Post Office Box 6668
Greenville, South Carolina 29606

RE: PY18 WIOA Financial and Programmatic Monitoring – Appalachian Council of Governments

Dear Mr. Pelissier:

From April 24, 2019 through April 26, 2019, staff from the South Carolina Department of Employment and Workforce (SCDEW) visited Appalachian Council of Governments (ACOG) to conduct the annual on-site financial and programmatic monitoring review. Two issues and one observation were identified in the attached monitoring report.

ACOG should respond to the identified recommendations with a Corrective Action Plan (CAP) within 20 business days after receipt of the accompanying monitoring report.

We appreciate your cooperation and assistance offered during the visit. Should you have any questions regarding the attached monitoring report, please contact Jake Sherbert, by email: jsherbert@dew.sc.gov or by phone: at (803) 737-3018.

Sincerely,

Jake Sherbert
Director of Workforce Integrity

cc: Stephanie Collins, WDB Chairperson
Don Zimmer, ACOG Finance Director
Trent Acker, Workforce Services Executive Director



Appalachian COG

Financial and Programmatic Monitoring Review

PY 2018

WIOA Programs

South Carolina Department of
Employment and Workforce

ACOG
Financial and Programmatic Monitoring Report

INDEX

Executive Summary	3
Financial Monitoring Review	4
Current Year Issue	4
Programmatic Monitoring Review	6
Current Year Issues	6
1. Individual Employment Plans (IEPs) and Individual Service Strategies (ISSs) not in compliance	6
2. Activity code not recorded in SCWOS	8
Opportunity for Improvement.....	8
1. Low enrollment in training services for Youth customer group.....	8
Follow-Up of Prior Year Recommendations	10

Executive Summary

Purpose & Scope

South Carolina Department of Employment and Workforce (SCDEW) staff performed a financial and programmatic monitoring engagement of the grant recipient, ACOG, on April 24, 2019 through April 26, 2019 in accordance with the Workforce Innovation and Opportunity Act (WIOA), Section 183, Monitoring.

SCDEW Staff conducting the Review

Jake Sherbert, Director of Workforce Integrity
Sheila Blandon, Financial Monitor
Kenneth Williams, Senior Programmatic Monitor
Mary Jefferson, Programmatic Monitor

Appalachian COG Staff Representing the Recipient

Steve Pelissier, ACOG Executive Director
Trent Acker, Workforce Services Executive Director
Jennifer Kelly, Program Director
Sharon Crite, Youth Services Manager
Windy Graham, WIOA Performance and Reporting Specialist
Don Zimmer, ACOG Finance Director

Financial Monitoring

Current Year Issue:

- None noted

Current Year Observation:

- None noted

Programmatic Monitoring

Current Year Issues:

- Individual Employment Plans (IEPs) and Individual Service Strategies (ISSs) not in compliance
- Activity code not recorded in SCWOS

Current Year Observation:

- Low enrollment in training services for Youth customer group

Financial Monitoring Review

WIOA Programs

Purpose & Scope

The purpose of Workforce Innovation and Opportunity Act (WIOA) financial monitoring is to determine if ACOG is using WIOA funds in compliance with applicable laws and regulations, and to determine if ACOG has a sound financial system in place to carry out the WIOA activities. The scope of the monitoring included reviewing and analyzing ACOG's financial records for the period of April 1, 2018 through February 28, 2019.

Review Areas

SCDEW performed its financial monitoring through reviews and analyses before, during, and after the on-site visit for the following areas:

- Governance and oversight management
- Financial system with fiscal controls and accounting procedures
- Supporting documentation for selected expenditures
- Contracts and records
- Payroll and payroll records
- Property control records
- Subrecipients financial monitoring
- Partner Agreements - MOU/IFA
- Indirect cost rate and indirect cost allocation
- Credit card transactions
- ETA Salary Cap Review

Current Year Issue

None noted

Follow-Up of Prior Year Recommendation

During the current year on-site monitoring visit to Appalachian COG, monitors verified and re-evaluated the recommendation that was addressed in the prior year WIOA financial monitoring report. The current status and follow-up of the prior year monitoring recommendation is summarized below.

Follow-Up To PY 17 Monitoring			PY 18 Monitoring
Number	Prior Year Recommendation	Implementation Status	Recommendation noted in current testing
1	Issue - WIOA Personnel cost were allocated based on budgeted estimates-not clear	Completed	No exceptions noted

Programmatic Monitoring Review

WIOA Programs

Purpose and Scope

The purpose of the programmatic review was to ensure that the ACOG programs were compliant with applicable statutes, regulations, and guidelines. The scope of the review included the following areas:

- Governance
- SC Works Delivery System including partner engagement
- Local Board composition
- SC Works Online Services (SCWOS)
- Adult, Dislocated Worker, and Youth Program Activities
- Business Services Activities
- Service Provider Review
- Participant File Management

The programmatic monitoring of PY'18 WIOA activities was accomplished through documentation review, observation of operation, data testing, and interviews with WIOA staff. WIOA monitors traveled to the Seneca, Clemson, Anderson SC Works Centers and applicable service providers. ACOG and sub-recipient staff were interviewed during the course of the monitoring visit. Additionally, we conducted a review of fourteen (14) participant files including corresponding SCWOS information.

Current Year Issues

1. Individual Employment Plans (IEPs) and Individual Service Strategies (ISSs) not in compliance

We noted that IEPs/ISSs were not in compliance with State Instructions for four (4) participants. The following instances of noncompliance were discovered:

- Review date for one objective had expired with no update to the ISS for one (1) participant, state identification number 3413207.
- There were IEP/ISS updates with no activity codes recorded in SCWOS for two (2) participants, state identification numbers 1999407 and 3424691.
- Supportive service activity code 181(Transportation Assistance) was recorded in SCWOS; however, the supportive service need was not included on the IEP for one (1) participant, state identification number 3404479.

IEPs/ISSs are designed to provide each participant with a plan for successfully using the WIOA program to help attain self-sufficient employment. A fully completed IEP/ISS will give the participant steps to take and goals to achieve along the way. Utilizing SCWOS to detail the steps involved in a participant's IEP/ISS and then giving a printed copy to the participant as a guide to follow will assist the individual in reaching the agreed upon goals. IEP/ISS goals should be specific, measurable, attainable, relevant, and time driven.

State Instruction 18-06 page states, *"The ISS must be reviewed periodically to evaluate the progress of each participant in meeting the identified objectives and must be updated to reflect any changes. Staff must update the ISS on an ongoing basis and document, among other items, the services provided and participant's progress, activities completed, benchmarks reached, and any other accomplishments. Staff must ensure that this information is documented regardless of whether the local youth service provider or a partner organization is providing a program element. Staff should set alerts for all ISS goals and objectives under "My Staff Resources" in SCWOS. These alerts will notify staff when any objective or goal is nearing the estimated review or completion date. The participant should be contacted and the objectives and/or goal must be updated accordingly by the review or estimated date of completion. To ensure each ISSs is being reviewed and updated in accordance with this policy, supervisory staff should monitor alert settings for case managers by running the "Staff Alerts" report under "Detailed Reports" in SCWOS." State Instruction 18-06 (page 5) states, "As a participant completes goals and objectives affiliated with a program, those goals and objectives must be closed in the ISS."*

State Instruction Number 18-01 (page 2) states, *"At a minimum, IEPs must include the following elements: Any barriers to employment, supportive service needs, and planned methods to address barriers."*

Refer to State Instructions 18-01 and 18-06 for additional details related to IEPs/ISSs.

Required Action: ACOG is required to ensure that clear guidance for documenting case management through IEPs/ISSs is provide to case management staff. Care should be exercised to ensure IEPs/ISSs are completed using the SMART principles as outlined in State Instruction. ACOG must provide a CAP outlining steps taken to ensure staff understand and consistently apply State policies surrounding IEPs/ISSs.

2. **Activity code not recorded in SCWOS**

We identified two (2) instances in which an activity code was not properly recorded in SCWOS. An activity code was not properly recorded in the following instances:

- As of 4/23/19, activity code 328 (Occupational Skills – Partner Funded Training) was not recorded in SCWOS for two (2) participants, state identification numbers 3384784 and 3072362.

When WIOA activities are performed, they are required to be entered in SCWOS and corresponding participant files to ensure a traceable record. If activities are not being recorded in SCWOS, the local area and the State are not receiving recognition for the administered activity which could have a potentially negative impact on performance measures as described in WIOA §116. Additionally, activities not being entered in SCWOS and corresponding participant files generate concerns surrounding the potential legitimacy of the activity due to its unrecorded nature.

Activity Code 328 definition states, *“Use this code for Occupational Skills Training where a partner program is paying for the training or is self-paid.”*

Refer to SCWOS policies and procedures for guidance and definitions related to Adult and Youth activity codes.

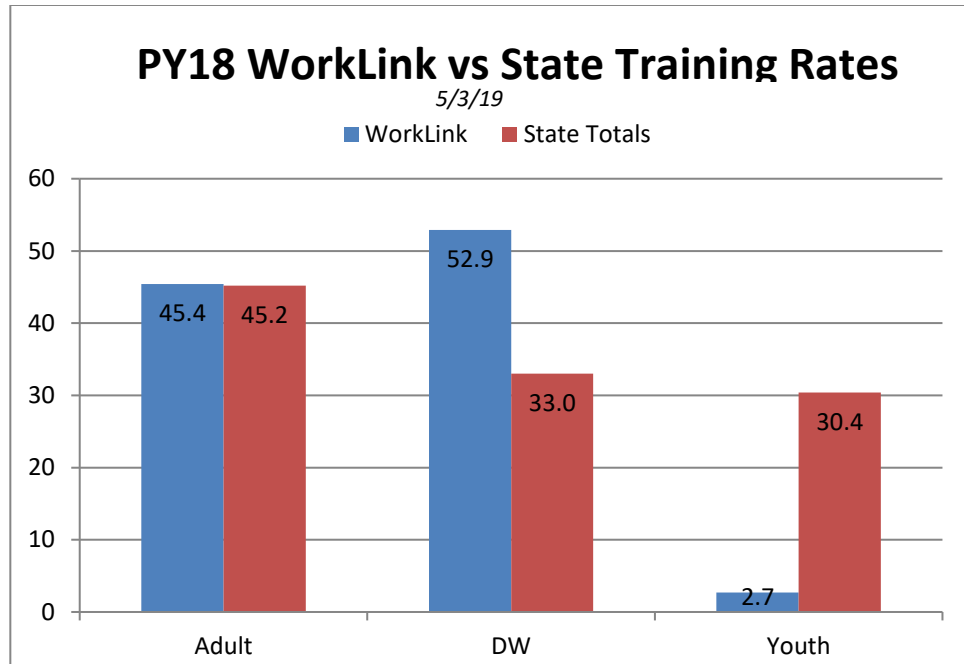
Required Action: ACOG is required to ensure case management staff has an understanding of State policies and applicable activity codes. ACOG must provide a CAP outlining steps taken to ensure that all activity codes are properly recorded in SCWOS and that staff understand and consistently apply State policies.

Opportunity for Improvement

The following observation is not an issue, but rather an opportunity for improvement. Therefore, we recommend ACOG review this comment for future improvement.

1. **Low enrollment in training services for Youth customer group**

ACOG’s training rates for the Youth customer groups are below the statewide training rate average in PY’18. While WIOA is not exclusively a training program, it is expected that when participants have been properly assessed, training will be an option if warranted. Lack of training enrollments and opportunities may negatively impact WIOA participants’ ability to find and secure self-sufficient employment.



Recommendation: We recommend ACOG analyze the reasons for low training enrollments and assess how to bolster Youth training rates. ACOG should consider placing greater emphasis on instructional training opportunities. We welcome any comments from ACOG to provide further clarification surrounding the above noted recommendation.

Follow-Up of Prior Year Recommendations

During the current year on-site monitoring visit to ACOG, monitors verified and re-evaluated the recommendations that were addressed in the prior year WIOA programmatic monitoring report. The current status and follow up of the prior year monitoring recommendations are summarized below.

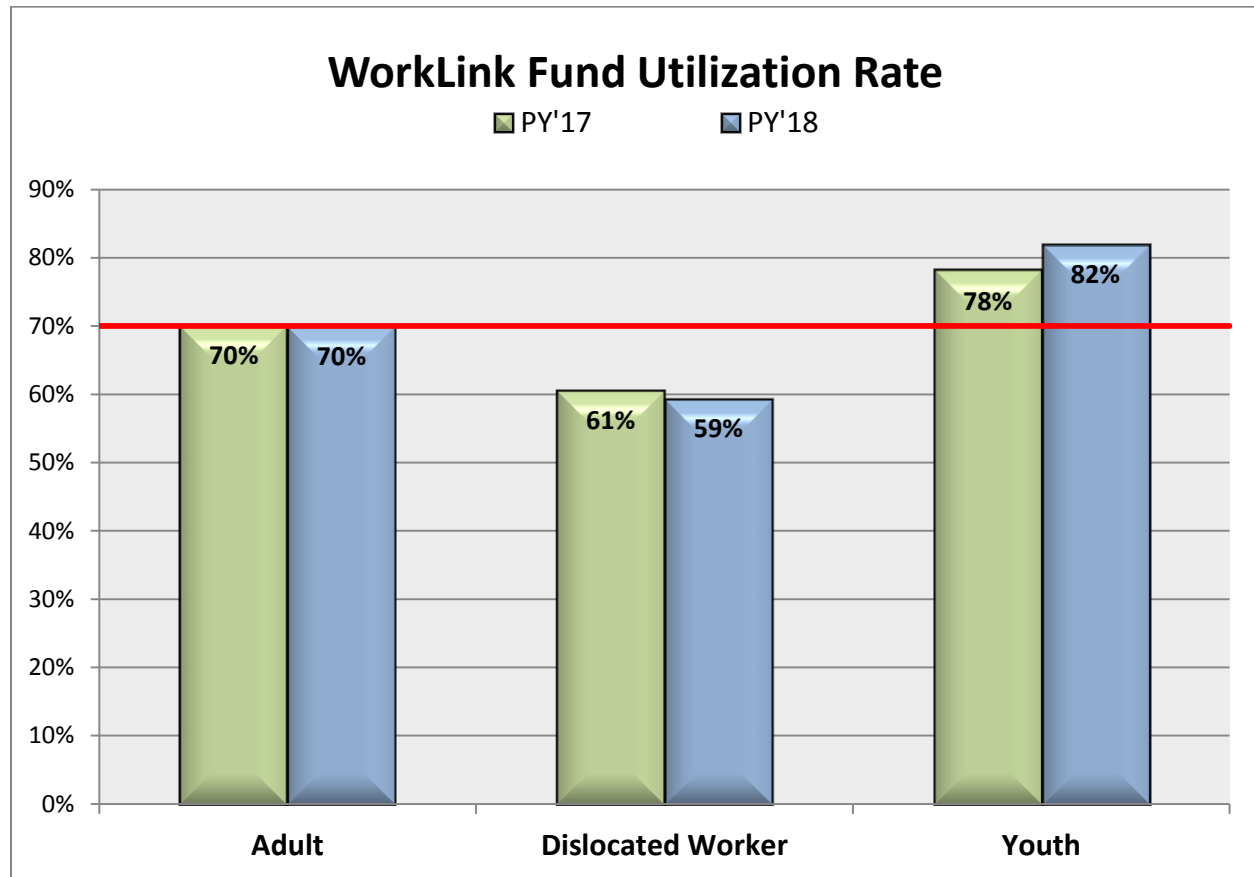
Follow Up To PY 2017 CAP			PY 2018 Monitoring
Number	Prior Year Recommendations	Implementation Status	Recommendations noted in current testing
1	Issue - Allowable activities were not properly recorded and/or paid to participants	Completed	No exceptions noted.
2	Issue – Employers receiving services without being verified in SCWOS	Completed	No exceptions noted.
3	Issue - Noncompliance with required documentation of employer services in SCWOS	Completed	No exceptions noted.
4	Issue - Individual Employment Plans not detailed	Completed	No exceptions noted.
5	Observation - Low participation in On-the-Job Training (OJT)	Completed	No exceptions noted.

This update includes five sections: Fund Utilization/Finance, Performance, Participation, Training, and Grants. Unless otherwise noted, the information contained in this report is through the Program Year ending June 30, 2019, and has been created to provide operational information. Any questions or comments that arise from the information contained herein may be directed to your Workforce Support Coordinator or workforcesupport@dew.sc.gov.

FUND UTILIZATION/FINANCE

Fund Utilization Rate (FUR)

Below are WIOA fund utilization rates for Program Years (PY) 2017 and 2018. The FUR includes program and administrative funds carried into the PY and money allocated in the current program year. US Department of Labor and the State Workforce Development Board (SWDB) have an expectation that for each fund stream, 70% of available WIOA funds will be expended in the program year.



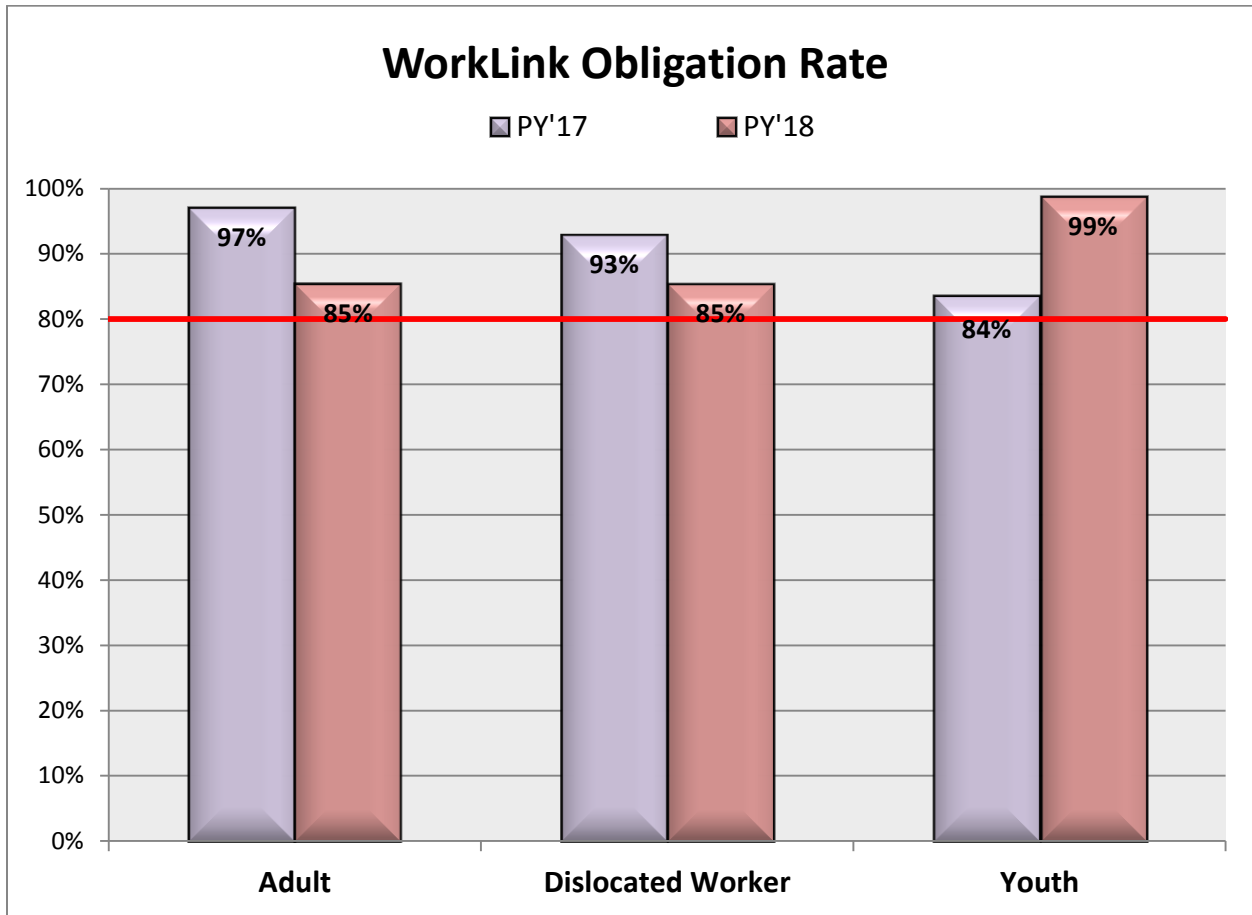
The WorkLink Local Workforce Development Area (LWDA) met the 70% expenditure rate for both the Adult and Youth funding streams, but was below the requirement for the Dislocated Worker funding stream. The required expenditure rate has not been met two years in a row for the Dislocated Worker funding stream. As stated in state instruction 12-16, “Should an LWIA fail to meet the 70 percent expenditure rate in any fund stream, a written explanation must be submitted detailing the reasons and outlining measures that will ensure future compliance with the policy.”

Obligation Rate

The obligation rate is based on allocated program funds received in the current PY and does not include any carry-in funds. As outlined in State Instruction Letter 11-15, *WIA Obligation and Expenditure Requirements*, at least 80% of the program portion of the current year’s allocation must be obligated by the end of the program year.

Local areas that do not meet the 80% obligation rate in each fund stream by June 30th will have funds recaptured to be reallocated to LWDA’s that met the expected rate.

The WorkLink LWDA met the 80% obligation rate for Program Year 2018.



PARTICIPANT COST RATE

Participant Cost Rate

As outlined in State Instruction Letter 17-04, Change 1, *Participant Cost Rate Policy*, each local workforce development board shall ensure that WIOA Adult and Dislocated Worker expenditures, including Rapid Response for additional assistance funds, meet a minimum participant cost rate of 30%. The participant cost rate is evaluated annually and is based on program expenditures of both carry-in and new funds.

Although the *Participant Cost Rate Policy* was not in effect for PY'17, the local area's participant cost rate was 37.82%. WorkLink met the requirement with a participant cost rate of 33.09% for Program Year 2018.

Youth Program Spending Requirements

WIOA Section 129(a)(4) expects that not less than 75% of the program funds (over the life of the funds) allotted to local areas shall be used to provide youth workforce activities for out-of-school youth. With 100% of PY'17 funds expended, the WorkLink LWDA reported 100% of program funds utilized for out-of-school youth. Mirroring PY'17 funds, the LWDA is expending 100% of PY'18 youth program funds on this population, currently meeting the requirement.

Similarly, WIOA Section 129(c)(4) states that not less than 20% of the program funds allocated to the local area shall be used to provide in-school and out-of-school youth with work based learning (WBL) opportunities over the life of the funds. With 100% of PY'17 funds expended, the LWDA met this requirement with 25.69% used for WBL. PY'18 funds are currently on track at 20.67%.

PERFORMANCE

Performance Measures

The assessment below reflects performance for the five measures across programs and indicators. Please note that a LWDA must meet performance in all three ways identified below:

- Having an Overall Program Score (across all negotiated indicators) of at least 90% for the Adult, DW and Youth programs.
- Having an Overall Indicator Score (across Adult, DW and Youth programs) of at least 90% for each one of the negotiated indicators.
- Having an individual indicator percentage of at least 50%. Please keep in mind that the individual indicator percentage affects both the Overall Program Score and the Overall Indicator Score. A local area could pass an individual indicator with 50% but fail both the Overall Program Score and the Overall Indicator Score. It is suggested that local areas strive for greater than 90% of their negotiated goal per individual indicator.

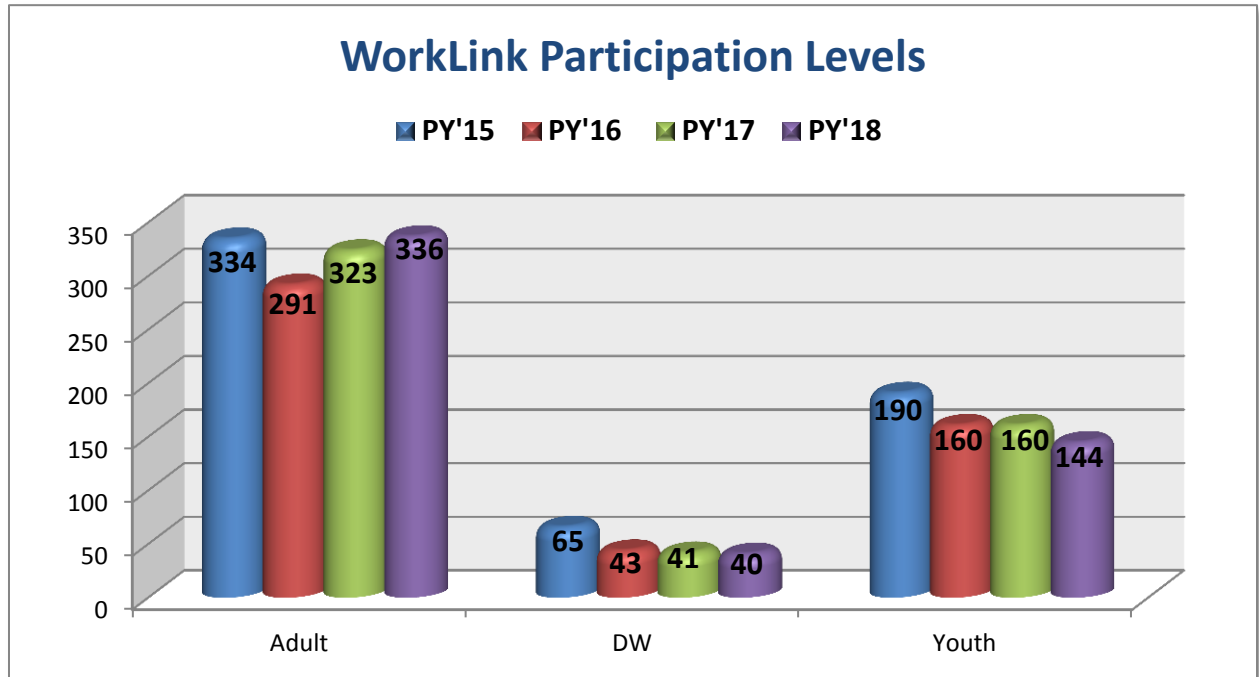
The information presented is the Rolling Four Quarters through the 4th Quarter.

WorkLink										
Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	76.8	80.3	104.6%	80.1	100.0	124.8%	76.6	82	107.0%	112.2%
Employment Rate Q4	73.0	82.2	112.6%	76.0	85.3	112.2%	69.0	79.6	115.4%	113.4%
Median Earnings	\$5,301	\$5,864	110.6%	\$6,500	\$7,725	118.8%	BASELINE	\$3,469	N/A	114.7%
Credential Rate	51.9	68.8	132.6%	48.6	81.0	166.7%	68.1	78.6	115.4%	138.2%
Measurable Skill Gains	BASELINE	43.8	N/A	BASELINE	48.0	N/A	BASELINE	76.3	N/A	N/A
	Overall Program Score		115.1%	Overall Program Score		130.6%	Overall Program Score		112.6%	
Pass	<ul style="list-style-type: none"> • An Overall Program Score (across all indicators) is at least 90.0% • An Overall Indicator Score (across A/DW/Y programs) is at least 90.0% • Have an Individual Indicator Score of at least 50.0% 									
Fail	<ul style="list-style-type: none"> • An Overall Program Score (across all indicators) that did not meet at least 90.0% • An Overall Indicator Score (across A/DW/Y programs) that did not meet at least 90.0% • Have an Individual Indicator Score that did not meet 50.0% 									

The WorkLink LWDA met performance in all three ways identified above.

PARTICIPATION

Participation numbers include carryover and new enrollments.



Youth Five Percent Low-Income Exception

WIOA Section 129(a)(3)(A) maintains a 5% low-income eligibility exception where 5% of local area participants who ordinarily would need to be low-income do not need to meet the low-income provision. The 5% low-income exception is calculated based on the 5% of youth newly enrolled in a given program year who would ordinarily be required to meet the low-income criteria. The WorkLink LWDA enrolled 110 youth through June of 2019, none of whom were required to meet the low-income provision; thus, not participating in the denominator or numerator of the measure.

Youth Five Percent In-School Youth Limitation

WIOA Section 129(a)(3)(B) states that in each local area, not more than 5% of the in-school youth (ISY) assisted may be eligible based on paragraph (1)(C)(iv)(VII), which refers to the barrier for an ISY who requires additional assistance to complete an educational program or to secure or hold employment. Local areas must ensure that no more than 5% of newly enrolled ISY in the program year are eligible based on the “additional assistance” criterion. Through the fourth quarter of PY'18, the LWDA did not enroll any in-school youth; thus, not participating in the denominator or numerator of the measure.

The WorkLink LWDA is in compliance with both the Exception and Limitation restrictions for PY'18.

WIOA Allocations and Unemployment Rates By Year				
	2015	2016	2017	2018
Adult	\$664,418	\$808,956	\$796,034	\$661,353
Dislocated Worker	\$502,569	\$589,089	\$675,767	\$532,872
Youth	\$714,295	\$877,062	\$860,705	\$713,214
LWDA Unemployment Rate	5.6%	4.7%	4.1%	3.6%*
State Unemployment Rate	6.0%	4.8%	4.3%	3.6%*

* Through June 2019, not seasonally adjusted

TRAINING

Training rates are obtained from the SC Works Online Services Ad Hoc reports.

PY'18					
LWDA	Formula Participants (UNDUPLICATED)				
	Total Served	WIOA Funded Training		Training Regardless of Fund Source	
		Received Training	Received Training %	Received Training	Received Training %
Adult					
WorkLink	336	156	46.4%	156	46.4%
State Totals	5448	2505	46.0%	2549	46.8%
Dislocated Worker					
WorkLink	40	21	52.5%	21	52.5%
State Totals	1297	488	37.6%	577	44.5%
Youth					
WorkLink	156	5	3.2%	5	3.2%
State Totals	3076	923	30.0%	936	30.4%

WorkLink's Youth training rate was significantly lower than the state total.

GRANTS

PY'18 active grants are listed below:

Grant Number	Description	Grant Start Date	Grant End Date	Award Amount	Amount Expended as of 6/30/2019	Unexpended Balance
17RRA01	Rapid Response for Additional Assistance Grant	5/4/2018	7/4/2019	\$80,187	\$42,401	\$37,786
18TEC01	Technology Enhancement Grant	10/5/2018	6/30/2019	\$122,500	\$118,947	\$3,553
18IWT01	Incumbent Worker Training Grant	10/22/2018	4/30/2020	\$217,797	\$65,492	\$152,305
18IWT01-02	Incumbent Worker Training Grant	3/1/2019	9/30/2020	\$207,800	\$875	\$206,925
18RRIWT06	Incumbent Worker Training Grant-Lakeside Steel & Machine, Inc.	1/1/2019	9/30/2019	\$46,778	\$13,784	\$32,994
18TDG01	Transportation Demo Grant	1/1/2019	6/30/2019	\$30,000	\$20,459	\$9,541
18RRA01	Rapid Response for Additional Assistance Grant	1/1/2019	9/30/2019	\$94,000	\$37,579	\$56,421

**Youth Service Provider
Enrollment Status
July 1, 2018 - June 30, 2019**

ENROLLMENT REPORT PY 18		PYC				
*Special notes:						
Board Goal		156				
PY'18 Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover		37				
July	5	42	5	100%	4%	27%
August	7	49	5	140%	10%	31%
September	22	71	16	138%	29%	46%
October	15	86	16	94%	41%	55%
November	19	105	16	119%	57%	67%
December	4	109	0	#DIV/0!	61%	70%
January	11	120	13	85%	70%	77%
February	13	133	13	100%	81%	85%
March	13	146	10	130%	92%	94%
April	5	151	13	38%	96%	97%
May	6	157	12	50%	101%	101%
June	1	158	0	#DIV/0!	102%	101%
Totals	121	158	119			

**Youth Service Provider
Enrollment Status
July 1, 2019 - June 30, 2020**

ENROLLMENT REPORT PY 19		PYC				
*Special notes:						
Board Goal		156				
PY'19 Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover		40				
July	2	42	3	67%	2%	27%
August	13	55	3	433%	13%	35%
September		55	19	0%	13%	35%
October		55	19	0%	13%	35%
November		55	19	0%	13%	35%
December		55	3	0%	13%	35%
January		55	11	0%	13%	35%
February		55	11	0%	13%	35%
March		55	11	0%	13%	35%
April		55	11	0%	13%	35%
May		55	6	0%	13%	35%
June		55	0	#DIV/0!	13%	35%
Totals	15	55	116			

REINSTATEMENT FEE BRIEF SUMMARY FROM SC DMV WEBSITE

There are many different types of suspensions. If you have specific questions, call 803-896-5000 or visit an SCDMV branch.

FIND AN SCDMV BRANCH

Reinstatement Fees

If you have a South Carolina driver's license and owe reinstatement fees, you may pay them online. A \$100 reinstatement fee is required for each suspension unless another amount is required.

PAY MY REINSTATEMENT FEES

Payment Plan

If you owe more than \$300 in reinstatement fees, you may be eligible for the payment plan. You must qualify and follow all [payment plan rules](#).

Note: WorkLink Request a change to the WorkLink Youth Supportive Service Policy pending the Re-Entry Grant. The change would reflect Driver's License Reinstatement Fees - Pay for fees associated with reinstatement of driver's license with a **Maximum Cap of \$500.00**.

WorkLink Youth Budget Comparison

		PY 19 Approved Budget	Change	Budget MOD #1	NOTES
Slot Level					
		156		156	
Staff Costs					
Sub-Total of Staff Costs		\$ 292,686.26	\$ (0.00)	\$ 292,686.26	
Fringe Benefits	Rate				
FICA	7.65%	\$ 22,390.50	\$ 0.00	\$ 22,390.50	
Workers Comp.	0.75%	\$ 2,195.15	\$ 0.00	\$ 2,195.15	
Health Insurance	16.86%	\$ 49,350.35	\$ -	\$ 49,350.35	
Retirement	2.00%	\$ 5,853.73	\$ 0.00	\$ 5,853.73	
Unemployment Insurance	0.60%	\$ 1,756.12	\$ 0.02	\$ 1,756.13	rounding
Other (Specify)					
Sub-Total Fringe:	27.86%	\$ 81,545.84	\$ 0.02	\$ 81,545.86	
Operating Costs					
Facility Costs	6185	\$ 9,600.00	\$ -	\$ 9,600.00	
Wide Area Network Costs	6265	\$ 480.00	\$ -	\$ 480.00	
Postage	6005	\$ 1,300.00	\$ -	\$ 1,300.00	
Staff Cell Phones	6270	\$ 5,040.00	\$ -	\$ 5,040.00	
Local Mileage	6105	\$ 5,735.44	\$ -	\$ 5,735.44	
Non-Local Mileage/Travel		\$ 1,500.00	\$ -	\$ 1,500.00	
Consummable Supplies	6000	\$ 1,200.00	\$ -	\$ 1,200.00	
Copy/Print	6730	\$ 1,200.00	\$ -	\$ 1,200.00	
Software Licenses	6095	\$ 1,650.00	\$ -	\$ 1,650.00	
Staff Training Registration Costs	5110	\$ 1,500.00	\$ -	\$ 1,500.00	
Participant Outreach	6735	\$ 300.00	\$ -	\$ 300.00	
Staff Background Checks	5100	\$ 154.00	\$ -	\$ 154.00	
Sub-Total Operating		\$ 29,659.44	\$ -	\$ 29,659.44	
Training					
Work Experience Stipends	6507	\$ 48,000.00	\$ (11,300.00)	\$ 36,700.00	reallocated to incentives, training materials and graduation fees
Tuition Cost (Adult Education)	6530	\$ 21,577.37	\$ (2,000.00)	\$ 19,577.37	reallocated to individual training
Instructional Supplies (Books)	6545	\$ 2,000.00	\$ 300.00	\$ 2,300.00	reallocated from WEX Stipends
Credential Exam Fees	6525	\$ 13,000.00	\$ -	\$ 13,000.00	
Individual Training Accounts	6520	\$ 13,518.40	\$ 2,000.00	\$ 15,518.40	reallocated from tuition costs
Participant Verification	6516	\$ 1,500.00	\$ -	\$ 1,500.00	
Participant Graduation Fees	6595	\$ 2,500.00	\$ 1,000.00	\$ 3,500.00	reallocated from WEX Stipends
Sub-Total Training		\$ 102,095.77	\$ (10,000.00)	\$ 92,095.77	
Supportive Services					
Childcare	6660	\$ -	\$ -	\$ -	
Transportation	6485	\$ 15,000.00	\$ -	\$ 15,000.00	
Client Incentives	6585	\$ 20,246.03	\$ 10,116.73	\$ 30,362.76	reallocated from WEX Stipends
Client Training Support Matl.	6546	\$ 2,000.00	\$ -	\$ 2,000.00	
Client Emergency Asst. & Expungements	6596	\$ 375.00	\$ -	\$ 375.00	
Sub-Total of Supportive Services		\$ 37,621.03	\$ 10,116.73	\$ 47,737.76	
Sub-Total of Contract Costs		\$ 543,608.23	\$ 116.87	\$ 543,725.10	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.00%	\$ 52,791.77	\$ (116.87)	\$ 52,674.90	
General Liability (Eckerd)	0.06%	\$ 3,600.00	\$ -	\$ 3,600.00	
Sub-Total of Indirect & Fees		\$ 56,391.77	\$ (116.87)	\$ 56,274.90	
		\$ 600,000.00	\$ (0.00)	\$ 600,000.00	

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Innovation and Opportunity Act
CLIENT FLOW PROJECTIONS

Service Provider Eckerd Connects Contract # 19Y495E2

Project Activity Youth Fund Source WIOA Youth

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July	27	3	30	0	0	0	0
August		3	33	0	0	0	0
September		19	52	0	0	0	0
October		19	71	0	0	0	0
November		19	90	0	0	0	0
December		3	93	0	0	0	0
January		14	107	0	0	0	0
February		15	122	0	0	0	0
March		14	136	0	0	0	0
April		14	150	0	0	0	0
May		6	156	0	0	0	0
June		0	156	0	0	0	0

Carryovers 27 129 156
 New Enrollments 129