



## **UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING**

**October 10, 2017**

**12:00 p.m.**

**SC Works Spartanburg**

### **Present:**

Mr. Craig Jacobs, Chair

Mr. Jeff Gossett, Committee Member

Mr. Carter Smith, Committee Member

Ms. Betty Guzzo, Committee Member

Mr. Brian Nottingham, SCDEW

Ms. Vicki Lawson, UWB

Ms. Dana Wood, UWB

Mr. Brent Bishop, UWB

### **Welcome**

The meeting was called to order at 12:00 p.m. by Mr. Craig Jacobs, Committee Chair.

### **SC Works Update**

Ms. Dana Wood provided an update to the Committee, referencing the September 2017 *Dashboard* report. Enrollment shows 76 new Adults and 11 Dislocated Workers. These numbers reflect positively for this point in the program year. Drilling down deeper, 55 out of the 76 Adults enrolled are involved in some form of training and 4 out of the 11 Dislocated Workers are enrolled in training. The September 2017 Just in Time report shows how SC Works staff attend different events and meetings in the community to promote programs. New to the outreach efforts was Deivis Henao and two other bilingual staff members attending the Hispanic Alliance monthly meetings to discuss and promote SC Works' services.

### **Financial**

Mr. Brent Bishop explained the budget vs. actual numbers through August 2017. No concerns were noted at this time. Ms. Dana Wood mentioned the professional development was high because 2 staff members were sent to the SETA conference in September. Mr. Craig Jacobs asked for a breakdown of the work experience money. Ms. Dana Wood explained that sometimes a client needs some form of experience to place on their resume. Work experience provides the client a 12- week paid work experience that often leads to OJT opportunities.

Mr. Brent Bishop presented a budget modification to the committee. This modification will add \$285,000 in unobligated funds to the budget. The funds will be shared among many line items. Ms. Dana Wood shared more information regarding the funds designated for redesign of the

Spartanburg lobby area, as well as the salary for a new position: a BST Administrative Assistant who will also be responsible for IWT paperwork. Conversation ensued regarding the redesign of the lobby. The committee requested more information prior to any changes being made. They were interested in reviewing plans, cost estimates, etc. Ms. Wood agreed to provide an update at or prior to the November 20<sup>th</sup> Board meeting. She also informed the committee that the cost of the salary of the Administrative Assistant will be split between the Spartanburg and Greenville offices. With the additional funds being added to the budget, the training percentage will increase to roughly 39%.

**Mr. Jeff Gossett made a motion to approve modification with the stipulation that the committee will receive a detailed breakdown of redesign expenses before moving forward with project. Ms. Betty Guzzo seconded the motion. The motion passed unanimously.**

### **SC Works Greater Upstate General Updates**

- **Cherokee County Job Fair**

Ms. Dana Wood reported that on September 28, 2017, a job fair was held at Broad River Electric in Gaffney. 60 businesses were represented with over 1000 open positions. 450 job-seekers attended, 45 offers were made on-site, and 125 interviews were scheduled.

- **MOU/IFA Update**

Ms. Dana Wood explained the process this year was smoother and easier than previous years. All paperwork was submitted by the deadline. All 17 partner agencies are required to pay resource-sharing expenses except the Native American organization. An update on SCDEW past-due balances was given by Ms. Dana Wood. SCDEW has paid the first quarter of PY14 and all of PY15. Quarters 2, 3 and 4 of PY14 are still owed. Ms. Wood sends biweekly emails to SCDEW inquiring about these past-due payments. Department of Labor involvement may become necessary if these payments are not made soon.

- **IWT Timeline**

Ms. Dana Wood shared the local versus state solicitations for this program. In order not to conflict with the holidays, solicitation must begin before the end of October for local funds. A suggestion was made to split the One Stop Committee into two subcommittees to review applications. Mr. Craig Jacobs also suggested utilizing other board members for the process. A request was made to re-evaluate the screening form. Ms. Wood and Mr. Jacobs will discuss this further to determine a process. Ms. Wood will provide an update at the November Board meeting.

### **Re-Entry Grant Update**

Ms. Dana Wood stated the UWB was granted one of two state awards. It is for Spartanburg County only. \$170,000 is to be expended by December 2018. Two semesters are complete. 19 individuals have received credentials for NCCER and OSHA. Sloan Construction has been integral in providing



interviews to candidates upon completion of the program. Three candidates are employed with Sloan and all of the graduates of the first cohort are working. Multiple employers are now on board with the program. The next class will begin after the beginning of 2018.

#### **Transportation Demo Grant Update**

Ms. Dana Wood stated that the grant is in the implementation phase. The grant partners are currently working to start the retention phase of the program with employees of Dräexlmaier. Spartanburg Regional Healthcare System's Dial-a-Ride program has been awarded \$90,000 to act as the designated transportation provider for this grant. The grant will focus on 2<sup>nd</sup> shift, 3<sup>rd</sup> shift and weekend employees. Ms. Dana Wood stated that the second phase for new hires will begin with a recruitment event to be held on November 2, 2017, in a community neighborhood, in hopes of targeting city residents interested in working out in the county. There have been no expenditures on this grant.

#### **Other Business**

No other business discussed.

#### **Adjournment**

With no further business, the meeting was adjourned at 1:00 p.m.

**The next meeting will be held on December 5, 2017 at 12:00 p.m.**

## **AGENDA**

### **ONE STOP COMMITTEE MEETING**

**October 10, 2017**

**12:00 noon**

**SC Works-Upstate**

- Welcome Mr. Craig Jacobs
- SC Works Update Ms. Dana Wood
  - Dashboard
  - Just In Time Reports
- Financial Report Mr. Brent Bishop
- Budget Modification\* Mr. Brent Bishop
- SC Works Upstate General Updates Ms. Dana Wood
  - Cherokee County Job Fair Results
  - MOU/IFA Update
  - IWT Timeline
  - Re-Entry Grant Update
  - Transportation Demo Grant Update
- Other Business & Adjourn

*\*denotes a voting item*

**Next Meeting Date: December 5, 2017**

*Our Mission Statement:*

*Build and maintain a workforce development system that meets the needs of employers.*



# SC Works Greater Upstate

Monthly Report Card PY17  
(September 2017)

Bringing Employers  
and  
Job Seekers  
Together



DASHBOARD 09/01/2017 through 09/30/2017

	1st Quarter JUL	AUG	SEP	2nd Quarter OCT	NOV	DEC	3rd Quarter JAN	FEB	MAR	4th Quarter APR	MAY	JUN	TOTAL
<b>Total Center Traffic</b>	2671	3113	2707	0	0	0	0	0	0	0	0	0	8491
WIOA Traffic (Spartanburg 171, Gaffney 62, Union 44)	217	307	277										801
UI Traffic (Spartanburg 473, Gaffney 229, Union 153)	833	846	855										2534
WP Traffic (Spartanburg 959, Gaffney 310, Union 483)	1724	2040	1752										5516
<b>Total Unduplicated Center Traffic</b>	1573	1805	1570	0	0	0	0	0	0	0	0	0	4948
# Scheduled for Orientation	46	69	43	0	0	0	0	0	0	0	0	0	158
# Attended Orientation	28	56	36	0	0	0	0	0	0	0	0	0	120
# of Workshops Offered	4	20	10	0	0	0	0	0	0	0	0	0	34
# Scheduled for Workshops	23	51	16	0	0	0	0	0	0	0	0	0	90
# of Workshop Attendees	18	44	11	0	0	0	0	0	0	0	0	0	73
<b>New ADULT Enrollments</b>	30	27	19										76
<b>New DW Enrollments</b>	1	8	2	0	0	0	0	0	0	0	0	0	11
<b>Total Caseload</b>	293	295	299	0	0	0	0	0	0	0	0	0	253
<b>New ADULTS beginning training</b>	18	19	18	0	0	0	0	0	0	0	0	0	55
<b>New DWs beginning training</b>	0	3	1	0	0	0	0	0	0	0	0	0	4
<b>% New Clients vs Clients Entering Trng</b>	58.1%	62.9%	90.5%										70.5%
<b># of New Job Orders Placed</b>	326	351	320	0	0	0	0	0	0	0	0	0	997
<b># of New Jobs Available</b>	591	671	2488	0	0	0	0	0	0	0	0	0	3750
<b># Entered Employment</b>	43	50	20	0	0	0	0	0	0	0	0	0	113

## TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Jocelyn Bell - 80  
Meika Jones - 82  
Nikki Burgess - 58  
Rose Cortes - 79

\*WIOA, UI, and WP numbers are for number of services provided not individual traffic counts\*

## CENTER TRAFFIC:

Location	PY17	PY16	Change
*Cherokee	531	0	+531
*Spartanburg	1535	1190	+345
Union	641	404	+237

\*Spartanburg offices merged on 12/9/16\*

\*New Gaffney Office numbers starting 2/1/17\*

## New Trainings by County

Cherokee = 1  
Spartanburg = 3  
Union = 2

## TRAINING PROVIDERS AND PROGRAMS

Provider	Training Program/Number of enrollees
Arclabs	Welding 1
TDI	CDL 2
SCC	Forklift 1

OJT/WEP In Development 1  
OJT/WEP Established 3



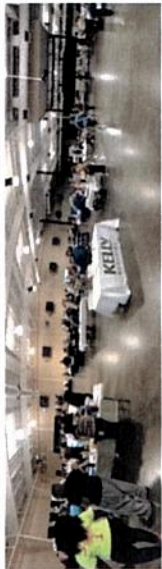
## Highlighted Events and Outreach

September 1<sup>st</sup> - September 30<sup>th</sup>

- 9/2/17  
Tori, Meika, and Kenneth attended the monthly planning meeting for the Cherokee County Community Job Fair.
- 9/5/17  
Katherine and Johnnie-Lynn met with the Campus Director and Adult Education Staff to discuss the Construction Program, funding for students and what role SC Works can play.
- 9/6-8/17  
Tracy attended a Rapid Response Job Fair for Fisher Barton, had up to 20 different employers each day with jobs open and available for everyone being laid off.
- 9/8/17  
Rose, Deivis, and Jay attended the Hispanic Alliance monthly meeting. Rose discussed the current bi-lingual positions, and Jay informed group of number of open job openings in Spartanburg County and openings at Kohler.
- 9/14/17  
Deivis Henao, Anne Brook-Trail attended the Rapid Response at Spartanburg Gerald Journal. SC Works Greater Upstate gave information to employees about all services provided at SC Works and WIOA programs.
- 9/19/17  
Ruth and Nancy met with Greenville Tec. staff, L. Roberson and S. Nicholson to plan how SC Works will be able to assist with education opportunities in the CNC field.
- 9/20/17  
Katherine hosted the Workforce Summit and included members of the HR Association as well as other guests. Mark Owens, Greer Chamber President & CEO was guest speaker.
- 9/21/17  
Deivis attended World Relief meeting in Spartanburg. Topics were services and barriers for refugees. Deivis spoke about current in-progress Transportation Grant for individuals with that barrier.
- 9/29/17  
Nancy attended Operation Education graduation, presenting to the graduates information on the additional resources they could access at SC Works when they are ready to start their job search.

## Just In Time Report

### Business Services Focus



### Cherokee County Job Fair

- BST members participated in a tour at Rite Aid Distribution
- RDBS participated in first transportation grant meeting to discuss serving employed and unemployed populations. A job fair has been planned for early November.
- RDBS met with SCC Union twice during the month of September to focus on developing a more efficient partnership related to customized training opportunities and the HSED project.
- RDBS met with local media to discuss campaign opportunity for SC Works.
- RDBS attended first One Spartanburg meeting for talent recruitment and retention
- RDBS presented on business solutions at Upstate board meeting
- RDBS coordinated and participated in tour of United Forest Products, open to multiple partners
- BST staff assisted with Newark job fair and delivered employability workshop for Newark at SCC Cherokee, 2 candidates who completed the workshop series have been offered employment
- RDBS attended regional HSED meeting at HTI Logistics in Greenville
- Cherokee County job fair was a huge success with 60 businesses, 450 job seekers in attendance, 44 job offers made on site and 125 interviews scheduled on site

### Social Media Outreach:

**Facebook:** 48 Posts and 238 Likes  
**PY September Post Goal:** 20 / PY 17 Goal- 250  
**Twitter:** 36 Posts and 2 New Followers  
**PY 17 Goal:** Add 50 new Followers

### Community Engagement:

**Goal:** Spartanburg-6, Cherokee-4, Union-4  
**Actual:** Spartanburg-7 Union-6 Cherokee-5

J.I.T. PY17  
 9/1/17 thru 9/30/17 Data 3

### Talent Engagement News: September 1<sup>st</sup> -September30

Center	Job Referrals
Gaffney	305
Spartanburg	2,773
Union	245

**SC Works WIA Orientation,  
 WorkKeys, and Workshop Data  
 Since last J.I.T.**

**WIOA Orientation Attendees:  
 (Group and One on One Sessions)**

Cherokee – 3  
 Spartanburg – 28  
 Union – 5

**WorkKeys Completed: 9/1 – 9/30**  
 Spartanburg - 39  
 Union - 11

**Intensive Workshop Attendance: 11**

### Training /Support Services Funding PY 17

	Fund Amount	Obligated	Remaining
Adult	135000	114085	20914
ITA			
Adult	85000	72870	12129
OJT			
Adult SS	15000	8348	6651
DW/ITA	100000	19709	802291
DW SS	15000	1699	13301



# Upstate Workforce Board

## Profit & Loss Budget vs. Actual

### July through August 2017

Arbor					
17% of PY17		Jul - Aug 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Grants Received		1,309,265.35	1,309,265.35	0.00	100.0%
Total Income		1,309,265.35	1,309,265.35	0.00	100.0%
<b>Expense</b>					
<b>Administration</b>					
Dues, Prof fees, Subscriptions		1,000.00	1,500.00	-500.00	66.67%
Fringes		13,464.52	106,843.74	-93,379.22	12.6%
Indirect Cost		13,484.03	78,460.10	-64,976.07	17.19%
Management Fee		12,001.60	72,009.59	-60,007.99	16.67%
Salaries		68,014.97	430,107.50	-362,092.53	15.81%
Total Administration		107,965.12	688,920.93	-580,955.81	15.67%
<b>Operating Expenses</b>					
Computers and Software		623.64	17,085.00	-16,461.36	3.65%
Contract/Consulting Services		5,222.78	33,052.52	-27,829.74	15.8%
Equipment Rental		752.60	4,680.00	-3,927.40	16.08%
Mileage		1,851.53	11,000.00	-9,148.47	16.83%
Misc. & Facilities Costs		2,408.21	11,095.08	-8,686.87	21.71%
Office Supplies		700.57	6,471.98	-5,771.41	10.83%
Outreach		500.00	2,000.00	-1,500.00	25.0%
Postage		134.88	1,050.00	-915.12	12.85%
Printing Supplies		232.81	6,320.00	-6,087.19	3.68%
Professional Development		2,350.00	4,190.00	-1,840.00	56.09%
Rent		25,051.48	75,000.00	-49,948.52	33.4%
Telephone		2,568.29	13,654.80	-11,086.51	18.81%
Travel-Out of Town		27.51	4,425.00	-4,397.49	0.62%
Utilities		2,064.60	10,320.04	-8,255.44	20.01%
Total Operating Expenses		44,488.90	200,344.42	-155,855.52	22.21%
<b>Supportive Services</b>					
Childcare		0.00	2,000.00	-2,000.00	0.0%
Other Emergency Support		804.00	804.00	0.00	100.0%
Transportation		707.00	27,196.00	-26,489.00	2.6%
Total Supportive Services		1,511.00	30,000.00	-28,489.00	5.04%
<b>Training Expenses</b>					
Instructional Training		23,157.00	301,200.00	-278,043.00	7.69%
OJT Training		12,633.83	60,000.00	-47,366.17	21.06%
Work Experience		8,903.20	28,800.00	-19,896.80	30.91%
Total Training Expenses		44,694.03	390,000.00	-345,305.97	11.46%
Total Expense		198,659.05	1,309,265.35	-1,110,606.30	15.17%
Net Income		1,110,606.30	0.00	1,110,606.30	100.0%

PY17  
Arbor Grants

		TOTAL		Current %		17%
		thru August 31, 2017 Expenditures	Budget	Variance	% of Budget	
Grant	IWT 16M903IWT01-UWIB #16IWT03 (9-30-17)	\$ 38,016.00	\$ 80,113.00	\$ 42,097.00	47.45%	
	IWT 16M903IWT02-UWIB #16IWT03-02 (4-1-18)	\$ 38,573.04	\$ 38,734.00	\$ 160.96	99.58%	
	Re-Entry 16M903RET01-UWB #16RET01 (11-1-18)	\$ 36,864.43	\$ 170,420.00	\$ 133,555.57	21.63%	
	Transportation 16TDG03 (12-31-18)	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%	
Totals		\$ 113,453.47	\$ 389,267.00	\$ 275,813.53	29.15%	



FORMULA SUMMARY	PY17		Budget Less Greenville Portion				
	Gross Budget		MOD 1 PROPOSED BY ARBOR			% Diff	
	Original	Modified Budget	Upstate Budget Less Greenville	Proposed Modification	Modified Upstate Budget Less Greenville		
(WHOLE DOLLARS)	Budget	Modified Budget					Explanation for Modification
Administration:							
Salaries	\$786,215.00	\$786,215.00	\$430,107.50	\$0.00	\$430,107.50	0.00%	
Fringes							
Temp Labor	\$196,452.88	\$196,452.88	\$106,843.74	\$0.00	\$106,843.74	0.00%	
Dues, Prof fees, Subscriptions	\$0.00	\$30,232.80	\$0.00	\$15,116.40	\$15,116.40	100.00%	Business Solutions Admin Assistant - 9 months
Indirect Cost	\$3,000.00	\$4,000.00	\$1,500.00	\$1,000.00	\$2,500.00	66.67%	Dues for Chambers in all four counties
Management Fee	\$141,353.40	\$149,422.25	\$88,214.99	\$6,463.50	\$94,678.49	7.33%	Result in increase of reimbursable expenses
Operating Expenses:	\$132,509.59	\$149,157.82	\$72,009.59	\$15,675.01	\$87,684.60	21.77%	Result of increase in contract amount
Professional Development							
Travel-Out of Town	\$8,380.00	\$10,880.00	\$4,190.00	\$2,500.00	\$6,690.00	59.67%	SETA Conferences Attendance - Global CDF
Mileage	\$8,850.00	\$10,350.00	\$4,425.00	\$1,500.00	\$5,925.00	33.90%	classes/credentials for new TDS Staff
	\$21,700.00	\$21,700.00	\$11,000.00	\$0.00	\$11,000.00	0.00%	SETA Conferences Attendance
Office Supplies	\$15,267.49	\$16,767.58	\$8,795.51	\$1,500.09	\$10,295.60	17.06%	New mats for Spartanburg Center and increased
Copier Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	ink/toner usage with increased staffing
Printing Supplies	\$11,120.00	\$11,120.00	\$6,320.00	\$0.00	\$6,320.00	0.00%	
Postage	\$1,388.69	\$1,388.69	\$1,050.00	\$0.00	\$1,050.00	0.00%	
Telephone	\$21,337.63	\$22,257.63	\$18,457.63	\$920.00	\$19,377.63	4.98%	Phone equipment for new staff
Rent	\$153,608.00	\$153,608.00	\$153,608.00	\$0.00	\$153,608.00	0.00%	
Equipment Rental	\$4,680.00	\$4,680.00	\$4,680.00	\$0.00	\$4,680.00	0.00%	
Misc & Facilities Costs	\$22,913.04	\$44,238.04	\$14,534.76	\$21,325.00	\$35,859.76	146.72%	Redesign for Spartanburg Lobby area
Utilities	\$13,000.00	\$13,000.00	\$13,000.00	\$0.00	\$13,000.00	0.00%	
Contract/ Consulting Services	\$36,513.53	\$36,513.53	\$33,052.52	\$0.00	\$33,052.52	0.00%	
Outreach	\$4,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$4,000.00	100.00%	Additional outreach
Computers & Software	\$22,585.00	\$37,585.00	\$17,085.00	\$15,000.00	\$32,085.00	87.80%	Microsoft Word Licences for 60 computers and new
Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	touchscreens for Union (2) and Gaffney (1)
Training Expenses:	\$846,000.00	\$1,038,000.00	\$390,000.00	\$192,000.00	\$582,000.00	49.23%	Addition to training funds from UWB funds
Supportive Services:	\$60,000.00	\$70,000.00	\$30,000.00	\$10,000.00	\$40,000.00	33.33%	Addition to supportive services from UWB funds
Total	\$2,510,874.24	\$2,813,569.22	\$1,410,874.24	\$285,000.00	\$1,695,874.24	20.20%	
IFA Partner Payments	(\$101,608.89)	(\$101,608.89)	(\$101,608.89)		(\$101,608.89)		
Total WIOA GRANT COST	\$2,409,265.35	\$2,711,960.33	\$1,309,265.35	\$285,000.00	\$1,594,265.35	20.20%	