



AGENDA

YOUTH COMMITTEE MEETING

October 18th, 2017

8:30 a.m.

YouthStop

- Welcome Mr. Curtis Anderson
- Financial Update Mr. Brent Bishop
- Work-based Learning Update Mr. Brent Bishop
- Youth Program Reports/Dashboards
 - USC Upstate ACHIEVE Program
 - The YouthStop
- Youth Employer Appreciation Update Ms. Simone Mack-Orr
- Other Business & Adjourn

Next Meeting Date: December 6, 2017

Our Mission Statement:

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



Upstate Workforce Board Youth Committee Minutes

October 18, 2017

8:30 A.M.

YouthStop

Members Present:

Mr. Curtis Anderson, Chair
Mr. Bill Brasington
Ms. Theresa Perry
Ms. Carolyn Rutherford
Ms. Lisa Hannon

UWB Staff Present:

Ms. Ann Angermeier
Mr. Brent Bishop
Ms. Vicki Lawson
Ms. Simone Mack-Orr

Guests:

Ms. Kathy Bell – YouthStop™
Ms. Michelle Hawkins-YouthStop
Ms. Helen Merriweather- ACHIEVE

Welcome

Mr. Curtis Anderson, Chair, called the meeting to order at 8:30 a.m. and welcomed everyone in attendance.

Financials

Mr. Brent Bishop reported on August financials for PY17 mentioning that he likes to keep all programs on the same timeline, to be consistent with the committees and boards. Mr. Bishop stated that ACHIEVE staff continue to work closely with USC finance staff on their reporting, but are dependent on them to produce their invoices. YouthStop had some early, once a year, maintenance expenses that had caused their operating expenses to show a bit high. This will even out over the year. There were no items of concern reported. There were no additional questions or concerns.

Work-based Learning Update

Mr. Brent Bishop stated as a reminder that the law requires 20% of the overall funds be spent on work-based learning. Mr. Bishop stated that both programs had worked hard throughout PY16 to fulfill the requirement. There were no updates regarding numbers for the first quarter of PY17 since the WB has not received all the related information from both programs to date. Both programs should be on track to reach their required percentages and are probably pretty close to

last year's pace. Ms. Theresa Perry asked why there was such a delay in reaching work-based learning goals and all parties agreed it was due in part to transportation or students having jobs.

Youth Program Reports/Dashboard

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the *Just in Time* reports and the *Dashboard* for August and September 2017, including new enrollment, statistics and performance, work experiences/training, leadership projects and several other program highlights. Ms. Merriweather said that her students will be touring Lear and Spartanburg Community College as well as continuing their Service Learning Project with Mobile Meals in the coming weeks.

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* and the *Dashboard* for August and September 2017, including enrollments, potential students, performance and statistics. They are currently at 75% of enrollment with students doing work experience in School District 6, and one student to complete their welding training in May 2018. Ms. Bell plans to continue their soft skills workshop series as it has been a success in the past. Ms. Bell is looking to leverage her funding with the SC Department of Education.

Youth Employer Appreciation Luncheon

Ms. Simone Mack-Orr told the committee that the luncheon was cancelled due to lack of response from employers. In lieu of this, a signed letter from Ms. Ann Angermeier, along with a certificate, was mailed out to each Employer that had participated. Recommendations were made to make this event a breakfast in the future and partner with SC Works to recognize their employers as well.

Other Business

Mr. Curtis Anderson took time to have the committee introduce themselves to newly appointed member, Lisa Hannon. There was also discussion of College and Career Showcase observations.

Adjournment

With no further business or discussion from the floor, the meeting adjourned at 9:30 a.m.

The next meeting will be held on December 6, 2017 at 8:30 a.m.

ACHIEVE
Profit & Loss Budget vs. Actual
July through August 2017

ACHIEVE					
	17% of PY17	Jul - Aug 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		364,476.00	364,476.00	0.00	100.0%
Total Income		364,476.00	364,476.00	0.00	100.0%
Expense					
Indirect Costs		0.00	20,905.46	-20,905.46	0.0%
Instructional Trng. & Sup. Svs.		0.00	43,030.21	-43,030.21	0.0%
Operating Expenses		0.00	30,592.08	-30,592.08	0.0%
Staff Salaries & Fringe Benefit		0.00	253,533.25	-253,533.25	0.0%
Work Based Learning		0.00	16,415.00	-16,415.00	0.0%
Total Expense		0.00	364,476.00	-364,476.00	0.0%
Net Income		364,476.00	0.00	364,476.00	100.0%

YouthStop
Profit & Loss Budget vs. Actual
July through August 2017

YouthStop					
	17% of PY17	Jul - Aug 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		417,630.17	417,630.17	0.00	100.0%
Total Income		417,630.17	417,630.17	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		3,031.00	20,158.50	-17,127.50	15.04%
Operating Expenses		16,798.49	75,161.23	-58,362.74	22.35%
Staff Salaries & Fringe Benf.		46,572.96	307,310.44	-260,737.48	15.16%
Work Based Learning		0.00	15,000.00	-15,000.00	0.0%
Total Expense		66,402.45	417,630.17	-351,227.72	15.9%
Net Income		351,227.72	0.00	351,227.72	100.0%



DASHBOARD

(Rolling Progress)

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
# Of informational contacts	26	61											87
# Of applications received	3	2											5
# Of academically eligible	3	2											5
# Of eligible WIOA applicants	n/a	0											0
# Of referrals to other agencies	2	6											8
# Of canyovers (Prev. Yr or Mo)	n/a	36											36
# Of new enrollments	0	0											0
% Of Enrollment Benchmark	n/a	65%											65%
Total active end of month	36	36											36
# Of externs entering follow-up	0	0											0
# Placed in emp/collegetraining	13	7											20
# Of diploma's earned	0	0											0
# WorkKeys platinum earned	0	0											0
# WorkKeys gold earned	0	0											0
# WorkKeys silver earned	0	3											3
# WorkKeys bronze earned	0	0											0

Total Served YTD 36 Carry-overs plus New Enrollments

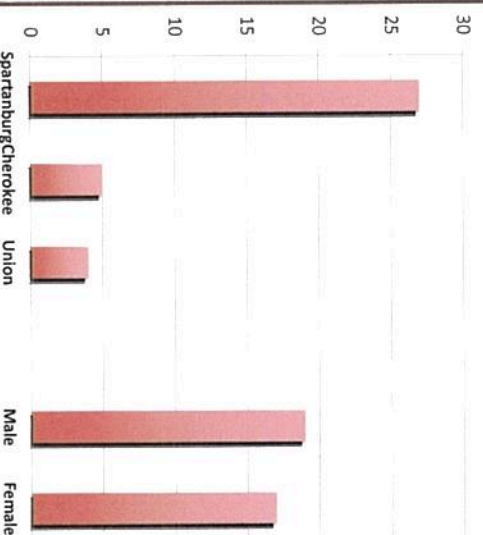
Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 228,607	\$ 38,889	16%	17%
Operating	\$ 75,161	\$ 16,798	16%	22%
Instructional Training	\$ 10,990	\$ 2,831	16%	26%
Work Based Learning	\$ 93,704	\$ 7,684	16%	8%
Supportive Service/Incentives	\$ 9,169	\$ 200	16%	2%
Total	\$ 417,631	\$ 66,402	16%	16%

Invoices through: 8/31/2017

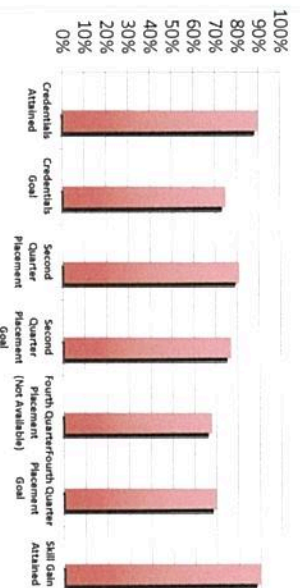
Please note: District No. 6 does not charge for indirect costs.

Funded by the Upstate Workforce Board--Administered by Spartanburg County School District No. 6

The YouthStop™ Demographics



Performance



DASHBOARD

(Rolling Progress)

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
# Of informational contacts	26	61	57										144
# Of applications received	3	2	10										15
# Of academically eligible	3	2	10										15
# Of eligible WIOA applicants	n/a	0	5										5
# Of referrals to other agencies	2	6	0										8
# Of carryovers (Prev. Yr or Mo)	n/a	36	36										36
# Of new enrollments	0	0	2										2
% Of Enrollment Benchmark	n/a	65%	89%										89%
Total active end of month	36	36	38										38
# Of exiters entering follow-up	0	0	0										0
# Placed in emp/college/adv trng	13	7	4										24
# Of diploma's earned	0	0	0										0
# Workkeys platinum earned	0	0	0										0
# Workkeys gold earned	0	0	0										0
# Workkeys silver earned	0	3	1										4
# Workkeys bronze earned	0	0	0										0

Total Served YTD 38 Carry-overs plus New Enrollments

Cost Category	Budget	YTD		YTD Goal	YTD Actual
		Expense			
Staff	\$ 228,607	\$ 57,623	25%	25%	
Operating	\$ 75,161	\$ 18,675	25%	25%	
Instructional Training	\$ 10,990	\$ 2,831	25%	26%	
Work Based Learning	\$ 93,704	\$ 14,553	25%	16%	
Supportive Service/Incentives	\$ 9,169	\$ 200	25%	2%	
Total	\$ 417,631	\$ 93,882	25%	22%	

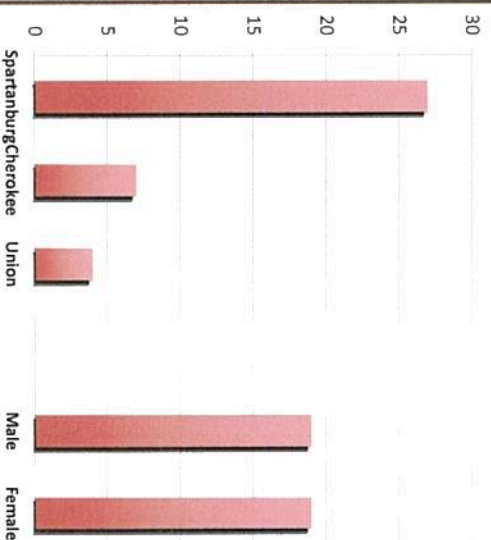
Invoices through: 9/30/2017

Please note: District No. 6 does not charge for indirect costs.

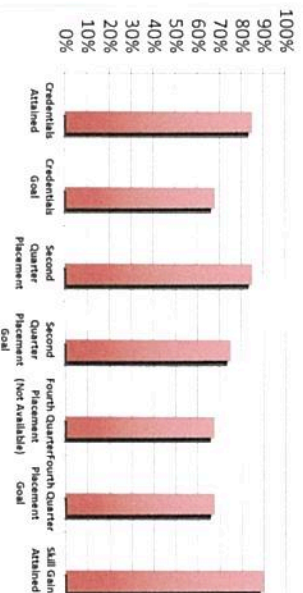
Funded by the Upstate Workforce Board- Administered by Spartanburg County School District No. 6



The YouthStop™ Demographics



Performance



Odds 'n Ends

Thirty-six participants are carrying over into the 2017-2018 year. Recruitment of new clients has begun and certifications will begin in September. Slots are available in all three counties.

Training services continued through the summer for participants seeking a high school diploma through The YouthStop™ recovery program.

Tri-county adult education offices reopened in mid-August. Many clients from The YouthStop™ re-enrolled in academic classes designed to lead to the attainment of a South Carolina high school diploma. Staff members have met with each client in academic training and established a plan for the coming year.

Workshops were offered during August on study skills, academic planning and goal setting.

Clients had one-on-one meetings with the career development facilitator to discuss interest and options related to potential work experiences during 2017-2018. The YouthStop™ is continuing to focus on career pathways, job shadowing, work readiness training, and paid work experience in accordance with the WIOA legislation.

Mark Armstrong discussed academic options for the coming year with his case manager. He has set a goal to complete his high school diploma by December.



Performance Measures

During the last fiscal year, The YouthStop™ exceeded all WIOA performance measures related to youth.

Youth Credential Attainment

Within 4 Quarters after Exit

WIOA Goal = 68.1%

The YouthStop™ Average = 75%

Youth Employment Rate

2nd Quarter After Exit

WIOA Goal = 75.1%

The YouthStop™ Average = 77%

Youth Employment Rate

4th Quarter After Exit

WIOA Goal = 68.1%

The YouthStop™ Average = 70%

The YouthStop™
"Where Academic Preparation and Career Readiness Meet"

360 East Main Street

Spartanburg • South Carolina • 29304

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+ Staff Development

On August 3 and 18, 2017, Michelle W. Hawkins and James R. Cox represented The YouthStop™ at luncheons for elected officials from Cherokee County. The events, held at Agean Pizza in Gaffney, were designed to provide information and answer questions about workforce services and initiatives in the Cherokee County community.

"An equal opportunity employer/program"

"Auxiliary aids and services available upon request to individuals with disabilities"

Odds 'n Ends

Two new participants were certified in September from Cherokee County, and six more are in the process from Spartanburg. We have received a large number of referrals from Union County Adult Education and will begin enrollment there soon.

Workshops were offered during September on goal setting, conflict resolution and developing high standards in personal behavior.

Clients have also begun the work readiness training process. Staff began working toward the goal by having the first official work readiness sessions for participants. The program, which is delivered over a two-week period, is designed to teach soft skills and is required for each participant prior to entering a paid work experience. The curriculum includes demonstrating initiative and flexibility, dressing for the workplace, exhibiting an appropriate attitude, maintaining good oral and written communication, practicing conflict resolution, and using effective job search strategies.

Participant Spotlight ... Tyrese Crawford



Tyrese Crawford, a Union County resident and participant at The YouthStop™, has made huge steps toward building a career pathway for himself in a high demand sector. He completed his high school diploma in February 2017 through our partnership with Union County Adult Education. He also participated in counseling, multiple soft skills workshops, career/work readiness training and post-secondary exploration. During this time, Tyrese decided that he wanted to pursue a degree in welding from Spartanburg Community College. Using training funds from The YouthStop™, he enrolled in May 2017 and is currently one of the program's top students. Tyrese will complete his degree in spring of 2018.

Staff Development

Kathy E. Bell and Michelle W. Hawkins attended the WIOA Board Meeting on September 18 at the Spartanburg YMCA.

Kathy E. Bell participated in the Workforce Summit on September 20 at SC Works Union. The group discussed specific needs in the communities throughout Union county and worked to identify best practices for delivery of services.

James R. Cox attended the SC Works Cherokee Partner Meeting. The March of Dimes presented information about mother/child health issues. Also, a representative from Welvista discussed prescription assistance benefits for low-income individuals.

Shannon D. Wilkins attended the Spartanburg Youth Alliance Meeting on September 22 at the main branch of the Spartanburg County Library. The group heard a presentation by Joe Pinella of the Forrester Center on substance abuse issues in our communities affecting youth.

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 disabilities"

August 1, 2017---August 31, 2017

Participant Leadership Development

- The participants have been busy developing resumes and practicing workplace skills, including WorkKeys. They are preparing for Job Internships and learning soft skills.
- The counselors, Brad Peterson and Cheryl Owens, continued group workshops throughout the month. The counselors are provided through grants from the Episcopal Church of the Advent, United Way Youth Philanthropy and a recent grant from the Downtown Rotary. Six students received individualized counseling aside from the monthly psychoeducation group.
- Students and staff resumed the community based service through delivering Mobile Meals.
- On August 9, students in the work readiness classes performed mock interviews with Tracy Bledsoe of the SC Works Business Services Team. We appreciate Tracy giving her time to rate the interviews and give feedback.
- On August 16, in preparation for the Great American Eclipse, the students and staff took a trip to Roper Mountain Science Center.

Staff Development

- On August 3 and 18, ACHIEVE presented its services to the Cherokee County elected officials, held at Aegean Pizza, hosted by Ann Angermeier, Executive Director of the Upstate Development Board.
- On August 9, Susan Griffith, Work Readiness Specialist, attended a follow-up meeting to plan the Cherokee County Job Fair, to be held on September 28.
- On August 10, Chancellor of USC Upstate, Dr. Brenden Kelly, visited SC Works Spartanburg Center for a tour and session about ACHIEVE and its services. The visit was hosted by Ann Angermeier.
- On August 18, Helen Merriweather attended the Spartanburg SC Works partnership meeting. Presentations were given from a USC Upstate faculty member and from Lear.
- On August 22, Susan Griffith, attended the Union SC Works partnership meeting.
- On August 28, Helen Merriweather attended the Community Advisory Board meeting for the Mary Black Foundation pregnancy prevention grant. The Board is reorganizing after completing its third year and taking a different direction.
- On August 30, the entire ACHIEVE staff attended training at USC Upstate on sexual harassment.

Just In Time Report

Issue

J. I. T. PY 17 2

August 2017

Fun and Learning at Roper Mountain Science Center



Above: Students outside Roper Mountain Science Center, just after the Great American Eclipse presentation

Students enjoyed breakfast together at Chick-fil-a on their way to the RM Center.

While the Upstate Workforce Board funds ACHIEVE, ACHIEVE is administered by USC Upstate. Upstate oversees the grant and operates as ACHIEVE's fiscal agent.

UPSTATE

Pre-Enrollment testing and WIOA Orientation every Thursday at 12:30pm at ACHIEVE location.

Cherokee and Union County testing by appointment: Call to schedule.

ACHIEVE is co-located with SC Works Spartanburg at the SCC Downtown Campus.

<https://www.ascupstate.edu/outreach/achieve>



A Program of the Upstate Workforce Development Board
Serving Cherokee, Spartanburg and Union
www.upstateworkforceboard.org

September 1, 2017---September 30, 2017

Participant Leadership Development

- The participants have been busy developing resumes and practicing workplace skills, including WorkKeys. They are preparing for Job Internships and learning soft skills.
- The counselors, Brad Peterson and Cheryl Owens, continued group workshops throughout the month.
- Students and staff continued the community based service through delivering Mobile Meals.
- September 20—BirthMatters presented the SHARP curriculum for teen pregnancy and reproductive health. 14 students were in attendance.
- Sept 25-28—Four students were trained in CellBotics, resulting in a Master Technician certification.

Staff Development

- September 6—Susan Griffith attended to Cherokee County Job Fair planning committee meeting. Plans were finalized.
- September 15—Helen Merriweather attended the SC Works Partner Meeting to network and learn of the transportation grant awarded to the Upstate Workforce Board, SC Works and other partners.
- September 18—Helen Merriweather and Raneé Standberry attended the Upstate Workforce Board meeting. Johnnie Lynn Crosby presented a Business Solutions Team update.
- September 20—Susan Griffith attended the SC Work Cherokee Partner Meeting while Helen Merriweather attended the Union County Workforce Summit presentation by Mark Owens with the Greer Chamber of Commerce who discussed economic development strategies.
- September 21—Helen Merriweather participated in a Employee Relations workshop hosted at USC Upstate.
- September 22—Raneé Standberry attended the Spartanburg Youth Council meeting to hear Joe Panilla with the Forrester Center discuss initiatives.
- In the afternoon, the SC Works Spartanburg center had a agency wide meeting to discuss upcoming developments.
- Helen Merriweather attended the Mary Black Foundation committee meeting on teen pregnancy to discuss sustainability strategies.

Outreach

- September 22--Susan Griffith participated in the Cherokee County Job Fair.
- September 30--Helen Merriweather served as one of four panelist in the "WIOA Youth Partnerships" workshop at the Fall Adult Ed State Conference in Columbia.

Just In Time Report

Work Experience at Its Best

Charles Henderson came to ACHIEVE in November 2016. He and his family had to move several times between Florida and Spartanburg due to a family member illness. Because of these unfortunate circumstances, Charles lost high school credits that would not transfer between Florida and Spartanburg. Charles had recently turned 18 and decided it would be quicker to pursue his GED and move on with what he wanted to do. Well, he has obtained his current goals.

Charles quickly received his GED and participated in ACHIEVE's December 2016 graduation. He desired to work in HVAC. Through the help of the SC Works Business Solutions Team, an On-the-Job Training was arranged between ACHIEVE and Davis Services, Inc. The OJT began in the spring and was completed recently. Once Charles proved himself to be an excellent employee, at the close of the OJT, he was given a \$5/hour raise plus a company vehicle. We are ecstatic over Charles' success!! We assisted him, but his motivation and soft skills that were already present has taken him a long way in a short time.

While the Upstate Workforce Board funds ACHIEVE, ACHIEVE is administered by USC Upstate. Upstate oversees the grant and operates as ACHIEVE's fiscal agent.

UPSTATE

ACHIEVE is thankful to our most recent community grants that have supported our counseling services: Episcopal Church of Advent, United Way Youth Philanthropy and, most recently, the Downtown Rotary Club.

Issue

J. I. T. PY 17 3

September 2017



Charles Henderson: just coming from under a home working on a HVAC System (10/10/17)

Pre-Enrollment testing and WIOA Orientation every Thursday at 12:30pm ACHIEVE location.

Cherokee and Union County testing by appointment: Call to schedule.

ACHIEVE is co-located with SC Works Spartanburg at the SCC Downtown Campus.

<https://www.uscupstate.edu/outreach/achiev>

USC Upstate ACHIEVE Program Progress Report PY17 July 1, 2017--June 30, 2018

9/30//2017

"...the small group instruction and...lack of an audience really made a difference. They opened his eyes to many possibilities. This program did what no other program or school could do for my son. They believed in him and helped him achieve his success. They planted a seed in my child that took a while, but it germinated into a beautiful plant."

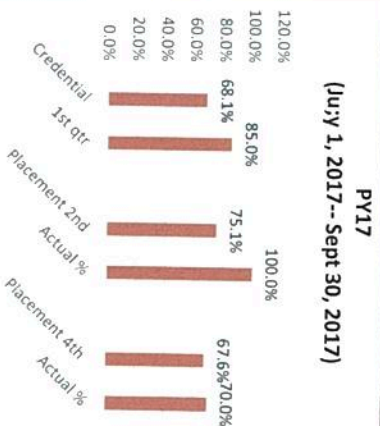
~parent and local educator~

	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter				TOTAL
	JUL	AUG	SEP		OCT	NOV	DEC		JAN	FEB	MAR	APR	MAY	JUN			
Attended Orientation (POC)	5	8	6														19
Pending Applications	4	4	4														12
Eligible WIOA Applicants	2	3	3														8
Referrals to other agencies	8	7	6														21
Carryover (Prev. Yr)	29	NA	NA														NA
New Enrollments	1	2	2														29
New enrollments BSD--rd and/or math	1	1	2														4
Total Active End of Quarter	NA	NA	35														NA
Total Served (New, CO)	30	32	34														NA
Exiters entering Follow-up 2nd/4th	0	0	15														15
Of those exiting, the number to be included in follow-up (not working at enrollment, etc.)	0	0	14														14
Placed in Emp/Coll/Adv Trng	0	0	10														10
GEDs Earned	2	1	0														3
Occupational Credentials Earned	20	0	4														24
Attaining LN in at least 1 sub)	0	1	1														2
WorkKeys Earned	1	1	2														4
Resumes	3	3	1														7
Work Experiences Completed	1	0	0														1
Driver's Ed	0	0	0														0

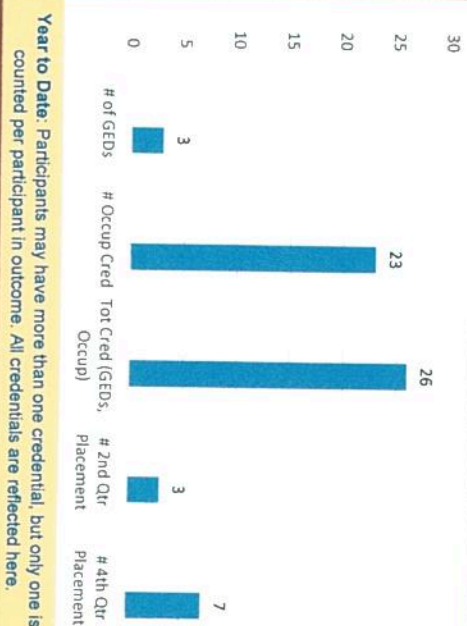
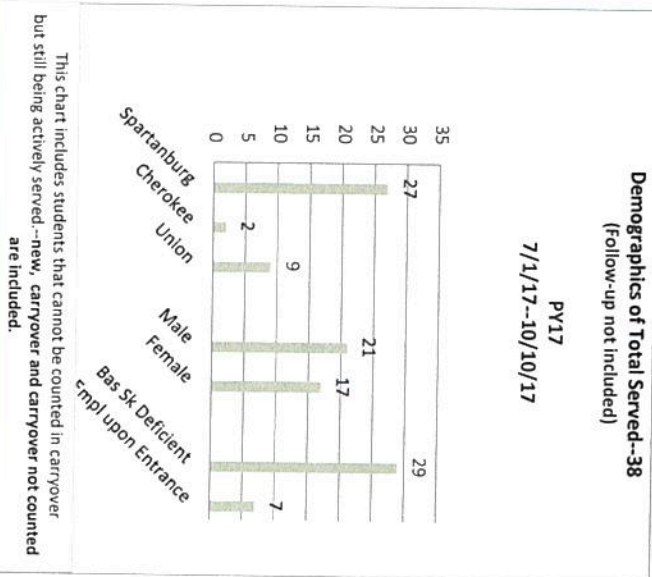
Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

8/31/2017			
Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 253,533.25		
Operating	\$ 30,592.08	\$ 7,496.56	
Instructional Trng/Sup Services	\$ 43,030.21	\$ 3,600.00	
Work-Based Learning	\$ 16,415.00	\$ 1,054.63	
Indirect	\$ 20,905.46		
Total	\$ 364,476.00		

Due to budget delays, the figures are based on accrual from Bus Mgr. All expenditures will be recorded once the FSRs are completed.



WIOA Measures are preliminary and based on applicable quarters.



USC Upstate ACHIEVE Program Progress Report PY17 July 1, 2017--June 30, 2018

8/31/2017

"...the small group instruction and...lack of an audience really made a difference. They opened his eyes to many possibilities. This program did what no other program or school could do for my son. They believed in him and helped him achieve his success. They planted a seed in my child that took a while, but it germinated into a beautiful plant."

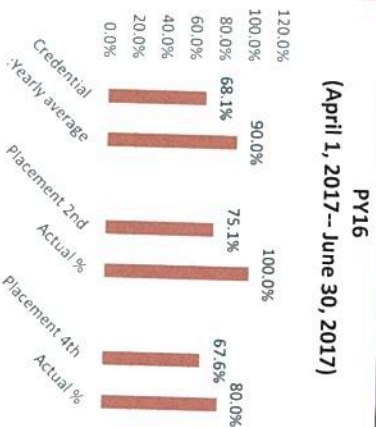
~parent and local educator~

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
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Eligible WIOA Applicants	2	3											5
Referrals to other agencies	8	7											15
Carryover (Prev. Yr)	28	NA											NA
New Enrollments	1	2											29
New enrollments BSD-rdq and/or math	1	1											2
Total Active End of Quarter	NA	NA											NA
Total Served (New, CO)	29	31											NA
Exiters entering Follow-up 2nd/4th	0	0											0
Of those exiting, the number to be included in follow-up (not working at enrollment, etc.)	0	0											0
Placed in Empl/College/Adv Trng	0	0											0
GEDs Earned	2	1											3
Occupational Credentials Earned	20	0											20
Attaining L/N in at least 1 subj	0	1											1
WorkKeys Earned	1	1											2
Resumes	3	3											6
Work Experiences Completed	1	0											1
Driver's Ed	0	0											0

Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

8/31/2017			
Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 253,533.25		
Operating	\$ 30,592.08		
Instructional Trng/Sup Services	\$ 43,030.21		
Work-Based Learning	\$ 16,415.00		
Indirect	\$ 20,905.46		
Total	\$ 364,476.00		

Due to budget signing delays, accumulative expenditures are not available. All expenditures will be recorded once the FSRS are completed.



WIOA Measures are preliminary and based on applicable quarters.

This chart includes students that cannot be counted in carryover but still being actively served--new, carryover and carryover not counted.

