



## Upstate Workforce Board

## Meeting Minutes

November 20, 2017 - 8:30 a.m.  
The Thomas E. Hannah Family YMCA

### **Board Members Present**

Mr. Curtis Anderson, Chair  
Mr. Wade Ballard  
Mr. Shelley Blount  
Mr. Bill Brasington  
Mr. Jay Coffey  
Mr. Jim Cook  
Mr. Robert Faucett  
Mr. Wayne Gregory  
Ms. Elizabeth Guzzo  
Ms. Lisa Hannon  
Mr. Craig Jacobs  
Ms. Jennie Thomas  
Mr. David Wall

### **Board Members Absent**

Mr. Ryan Childers  
Mr. Chuck Ewart  
Ms. Pamela Kennedy  
Ms. Cherie Pressley  
Mr. Carter Smith  
Ms. Mari Van Fossen  
Ms. Martha Young

### **UWB Staff Present**

Ms. Ann Angermeier  
Mr. Brent Bishop  
Ms. Alice Lang  
Ms. Vicki Lawson  
Ms. Simone Mack-Orr  
Ms. Dana Wood

### **Guests Present**

Ms. Kathy Bell  
Ms. Rochelle Brown  
Mr. Robert Friedman  
Ms. Michelle Hawkins  
Ms. Helen Merriweather  
Mr. Zach Nickerson  
Mr. Brian Nottingham  
Ms. Rane Standberry  
Mr. Doug Stephenson

### **Welcome**

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:32 a.m. He welcomed new Board member Ms. Lisa Hannon. He also welcomed a special guest, Mr. Robert Friedman of the State Workforce Board.

### **Approval of Meeting Minutes**

The minutes of the September 18, 2017 meeting were reviewed. ***Mr. Wayne Gregory made a motion to accept the minutes as written. Mr. Jim Cook seconded the motion. There were no abstentions and the motion carried.***

### **One Stop Committee Report**

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on October 10, 2017. Mr. Jacobs reported that the committee had one item for board approval in the form of a budget modification. He said that the committee is recommending approval of the budget recommendation with the caveat that the committee receives more information about the

redesign of the Spartanburg location One Stop Center lobby before any changes are made to that area of the One Stop building. A short discussion ensued. Mr. Curtis Anderson asked from where the money for the budget modification is coming. Mr. Brent Bishop replied that some of the money was left over from last year. Ms. Ann Angermeier added that some of the money is part of the Resource Sharing Agreement funds being received. Mr. Brent Bishop said there was a little over \$140,000 which is sitting unobligated and which serves as a cushion for any emergency that may occur. Mr. Bill Brasington said that the Board members need to be made aware of any extra funds that are available. Mr. Doug Stephenson told the Board that drawings of possible redesigns will soon be available for the One Stop committee to see.

***The committee recommended that the Board approve the Budget Modification with the stipulation that the One Stop committee will receive a detailed breakdown of redesign expenses before moving forward with the lobby improvement project. The Board voted unanimously to approve the Budget Modification with the stipulation that the One Stop committee receive a detailed breakdown of redesign expenses before moving forward with the lobby improvement project. The motion passed with no abstentions.***

Ms. Ann Angermeier discussed that it is not beneficial for the staff to secure grant funding for our programs in the future. The state is requiring an expenditure rate of 30% to be spent in the training line item. If we go for funding from other sources and use those funds in our current grant, it would only lower the rate spent on training which may cause us not to meet the 30% expenditure rate. This rate was recently set by the State Workforce Development Board. She also stated that it is not advisable that we use partner funds for training when our staff are case managing the customers, as that would also hurt our chances of meeting the expenditure rate. She commented that it would be so much better if state workforce board members had discussion with the local board staff prior to passing these types of rules. We recently received \$170,000 for the Re-Entry Grant, and if we case manage the individuals being trained and pay for this out of the new grant funding, this can hurt us in meeting the 30% requirement. She suggested that Mr. Bob Friedman ask the State Workforce Development Board to look at this issue to develop a better way for training requirements so additional grant funds are an option. Local boards should be rewarded rather than being penalized for securing other funding outside of the normal formula WIOA funding.

Mr. Craig Jacobs reported that we have IWT funds available. Ms. Dana Wood said that the solicitations have been sent out. Ms. Angermeier explained that the IWT money is not only for the private sector. Mr. Jacobs said that some Board members who do not serve on the One Stop committee may be asked to help evaluate the submitted proposals. Ms. Wood said that lunch would be provided for those volunteers attending the meeting. Ms. Ann Angermeier said that we hope to have submissions from companies in Cherokee and Union as well as Spartanburg. Ms. Kathy Jo Lancaster is working on marketing the information to companies in Union. Mr. Craig Jacobs asked Ms. Dana Wood to send the RFP information for IWT to Board members. Ms. Wood said she would send the link to the information which is on the website under the IWT page.



### **Executive Committee Report**

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on October 23, 2017. He explained that there are 3 items included in the proposed Budget Modification: 1) The expense of leasing a new copier; 2) Outreach which includes advertising to get additional enrollees in our programs through Geo-fencing provided by The Palladian Group; and 3) Consulting, including money to pay the office assistant and to hire someone to make sure all our locations are ADA compliant. ***The committee recommended the approval of the Budget Modification. The Board voted unanimously to approve the Budget Modification. The motion was passed with no abstentions.***

Upon recommendation from the Executive Committee, Mr. Curtis Anderson presented a new Buy American Notice Requirement Policy. **The Board voted to approve the new Buy American Notice Requirement Policy. The motion carried with no abstentions.**

Mr. Curtis Anderson reported that last week, a group met in Union for a discussion led by Mr. Robbie Faucett. Additional information came out of this meeting and will be given to the One Stop Committee. Mr. Anderson then led into a discussion about State Instruction Letter 17-01. Ms. Angermeier said that the Upstate Workforce Board staff have not yet issued the local instruction letter. The state letter directs SC Works not to serve employers unless they are registered in the SC DEW system. She plans to issue a local instruction letter that will ensure that the Business Services Team not use DEW staff to work on the job orders or job fairs for companies who are not registered with DEW. She said other partners have job banks and can handle these postings. We can also use volunteers. Ms. Angermeier stated she received an email from the National Association of Workforce Boards that mentioned the fact that several Workforce Boards in the U. S. have purchased separate job bank systems to use rather than only using the state system. She also mentioned that a directive had been issued that requires all individuals served by SC Works to be registered in the DEW system. This is impossible at large scale job fairs. Therefore, we will not ask DEW staff to help on these job fairs, but we will get help from other partners and volunteers.

### **Youth Committee Report**

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on October 18, 2017. He said that the ACHIEVE and YouthStop budgets reflected information received for the months of July and August. Both programs are on track with spending. Both programs are actively working with students to provide work-based learning opportunities.

### **Disabilities Committee Report**

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on October 26, 2017. At the meeting, they talked about the upcoming ADA compliance evaluation report due to SCDEW on March 31, 2018. They also discussed next year's event with a theme of Invisible Disabilities which will be held in May. Topics to be covered include PTSD among veterans, depression/anxiety, and intellectual disabilities. Ms. Thomas said they would like to have an Occupational Therapist and a Learning Disabilities Therapist on the panel. Ms. Dana Wood gave an update to the Board and said that the event will be held on Friday, May 11<sup>th</sup> at SCC Middle Tyger Campus. Mr. Chuck Ewart has agreed to be the moderator again and Dr. Joe Ryan of Clemson LIFE has agreed to be on the panel.



### **Executive Director Update**

Ms. Ann Angermeier, Executive Director, reported that Spartanburg County Foundation has asked us to be involved on their MDC team to work on Southern Economic Mobility. We are in the 2<sup>nd</sup> Cohort. This is a county-wide effort. We are matched with leadership teams from Fayetteville, Little Rock, and Savannah. This project will be focused on disconnected youth ages 16 – 24 who are in the lowest income brackets. Ms. Angermeier asked Ms. Wood to report on the Northside Initiatives. Ms. Wood said there have been some road bumps, but progress is being made to train individuals in building skills such as dry-walling and framing so that they will be attractive for hiring by construction companies and other businesses.

Ms. Angermeier asked Ms. Wood to report on the Transportation Demo Grant. Ms. Wood said that they are struggling with implementation of the grant. We have had difficulty in identifying potential riders for the home-to-work system on 2<sup>nd</sup> and 3<sup>rd</sup> shifts. Our partner, Spartanburg County Transportation Bureau, has been very innovative and flexible in trying to find a system that works. We started the project by focusing on employees at one company that we thought needed reliable transportation to retain their employees, but in the end, only one person was interested. So, the partners are regrouping and working with the City of Spartanburg to identify potential employees in the Victoria Gardens area. It is frustrating because we have the money to provide transportation, but we have not been able to find the people to use it. Fortunately, the State realizes that because this is a Demo Grant, we have to have room for trial and error. Other local areas who were awarded the same funding are also struggling to implement their transportation proposals.

On another issue, Ms. Wood reported that the One Stop Certification Standards were submitted to the State and we got no feedback, which is a good thing. Ms. Angermeier asked Ms. Wood to discuss the past meetings on Work Ready Communities. She stated that a meeting was held with Representative Mike Forrester who is also on the State Workforce Development Board. Rep. Forrester expressed his frustration with ACT. Mr. Jim Cook remarked that no prospective employers have ever asked about it when inquiring about possible sites in Cherokee County. Ms. Angermeier stated that we have a few more meetings that need to be held before we decide to abandon the project.

### **Other Business**

Mr. Anderson talked about the status of the pending money from PY 14 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters. He said the State has finally figured out how to come up with the funds and "the check is in the mail."

### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:37 a.m.

**Next meeting date: January 22, 2018**



**Upstate Workforce Board Meeting  
November 20, 2017 at 8:30 a.m.  
The Thomas E. Hannah Family YMCA**

**8:30 AM**

- Welcome
- \*Approval of the September 18, 2017 Meeting Minutes

Mr. Curtis Anderson, Chair

**8:40 AM**

- One Stop Committee Report
  - \*Budget Modification Approval

Mr. Craig Jacobs, Chair

**8:50 AM**

- Executive Committee Report
  - \*Buy American Notice Requirement Policy Approval
  - \*Budget Modification Approval

Mr. Curtis Anderson, Chair

**9:00 AM**

- Youth Committee Report

Mr. Curtis Anderson, Chair

**9:10 AM**

- Disabilities Committee Report

Ms. Jennie Thomas, Chair

**9:20 AM**

- Executive Director Update

Ms. Ann Angermeier, Executive Director

**9:35 AM**

- Other Business and Adjourn

*\*Action Required*

**Next meeting: January 22, 2018 at 8:30 a.m.**

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



## Upstate Workforce Board

September 18, 2017 - 8:30 a.m.  
The Thomas E. Hannah Family YMCA

## Meeting Minutes

### **Board Members Present**

Mr. Curtis Anderson, Chair  
Mr. Wade Ballard  
Mr. Shelley Blount  
Mr. Bill Brasington  
Mr. Jim Cook  
Mr. Robert Faucett  
Mr. Wayne Gregory  
Ms. Elizabeth Guzzo  
Mr. Craig Jacobs  
Mr. Carter Smith  
Ms. Jennie Thomas  
Mr. David Wall  
Ms. Martha Young

### **Board Members Absent**

Mr. Ryan Childers  
Mr. Jay Coffey  
Ms. Tammy Cooley  
Mr. Chuck Ewart  
Ms. Pamela Kennedy  
Ms. Cherie Pressley  
Ms. Mari Van Fossen

### **UWB Staff Present**

Ms. Ann Angermeier  
Mr. Brent Bishop  
Ms. Alice Lang  
Ms. Vicki Lawson  
Ms. Simone Mack-Orr  
Ms. Dana Wood

### **Guests Present**

Mr. Brian Alston  
Ms. Kathy Bell  
Ms. Johnnie-Lynn Crosby  
Ms. Diana Goldwire  
Ms. Lisa Hannon  
Ms. Michelle Hawkins  
Mr. Deivis Henao  
Ms. Helen Merriweather  
Mr. Zach Nickerson  
Mr. Brian Nottingham  
Ms. Renee Standberry  
Mr. Doug Stephenson

### **Welcome**

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:30 a.m. He welcomed three guests: Mr. Deivis Henao, the new Comprehensive Center Manager for SC Works Greater Upstate, Ms. Lisa Hannon, who is slated to take the adult education slot on the Board which is being vacated by Ms. Tammy Cooley who retired, and Mr. Brian Nottingham, who is slated to take the SCDEW slot on the Board in the wake of Ms. Pamela Kennedy's departure.

### **Approval of Meeting Minutes**

The minutes of the May 22, 2017 meeting were reviewed. Mr. David Wall noted one error in the minutes: the use of a dollar sign in front of the 15,000 mileage on page 2, under the Executive Committee Report. *Mr. David Wall made a motion to accept the minutes with the one correction. Mr. Wayne Gregory seconded the motion. There were no abstentions and the motion carried.*

### **Special Guest Johnnie-Lynn Crosby**



Ms. Johnnie –Lynn Crosby, Regional Director of Business Solutions, gave a PowerPoint presentation on Business Solutions for SC Works Greater Upstate. She reported that representatives of Adult and Dislocated Workers (WIOA), the Department of Employment and Workforce (DEW), Vocational Rehabilitation (VR) and Adult Education, meet on a regular basis to discuss the challenges that businesses are facing in recruitment, retention and training. The BST held its first regional job fair in June. They did a big push on social media which cost only \$100.00, but resulted in 9,000 shares. It attracted over 800 job seekers and 102 businesses, along with multiple sponsors. Over 40 jobs offers were made and 146 job interviews were scheduled. SC Works Engagement uses (a) an account executive approach; (b) under promise, over deliver on results; (c) quality over quantity; (d) workforce system representatives; (e) Cross training of multiple agency services and strategies; and (f) stacking services to maximize ROI to business customers.

BST is involved in Sector Strategies with Greenville, Upstate, Upper Savannah and Worklink workforce areas. The group is currently concentrating on Diversified Manufacturing. Construction will be the next area of focus. Ms. Crosby presented several areas that are representing challenges as it relates to Business Services. 1) The state needs a single system for business engagement; 2) The state needs to hold local DEW staff accountable for regional goals; and 3) The state recently hired 4 regional business coordinators. The position duplicates Ms. Johnnie-Lynn Crosby's and Workforce Board staff roles and goes against local policy. There is also a problem with State Instruction Letter 17-01 and this will be discussed with the One Stop and Executive Committees. It will also be brought to the attention of local State Board members. It would force BST staff to limit its services to businesses and would eliminate the way we conduct job fairs or eliminate them altogether. This should be a local decision and is an overreach by DEW of state control to try to build numbers in the DEW system. We are not following this instruction at this time.

### **One Stop Committee Report**

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on August 22, 2017. Due to being behind schedule, Mr. Jacobs suggested the board members review the One Stop Committee Summary for details on the meeting if they had not already done so. The committee had three items for board approval. ***The committee recommended that the Board approve retaining Ms. Johnnie-Lynn Crosby as the Business Services Team (BST) Lead. The Board voted unanimously to retain Ms. Johnnie-Lynn Crosby as the BST Lead. The motion was passed with no abstentions.***

***The committee recommended that the Board designate up to \$150,000 of local training funds for Local Incumbent Worker Training. The Board voted unanimously to designate up to \$150,000 of local training funds for Local Incumbent Worker Training. The motion was passed with no abstentions.***

Mr. Jacobs stated that in order to consolidate efforts between Upstate and Greenville workforce areas, providing consistent policies and cost limits for the One Stop operators, the One Stop Committees of Upstate and Greenville collaborated and produced five Regional Instruction Letters.



***The committee recommended that the Board approve Regional Instruction Letters R17-01, R17-02, R17-03, R17-04, and R17-05. The Board voted unanimously to approve Regional Instruction Letters R17-01, R17-02, R17-03, R17-04 and R17-05. The motion was passed with no abstentions.***

Mr. Jacobs reported that the One Stop budget was approved by the Board through a poll vote, so it was not necessary to address it in this meeting.

### **Executive Committee Report**

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on July 28, 2017. The budget report by Mr. Brent Bishop featured the final numbers for PY16, pending closeout. Mr. Bishop also presented the budget for PY17. Ms. Dana Wood presented the One Stop Budget to the committee and they voted and approved it. ***The committee recommended the approval of the transfer of funds by UWB staff between dislocated worker and adult funding streams as needed during PY17. The Board voted unanimously to approve the transfer of funds by UWB staff between dislocated worker and adult funding streams as needed during PY17. The motion was passed with no abstentions.***

Upon recommendation from the Executive Committee, Mr. Curtis Anderson presented a new Missed Events Policy to the Board. A discussion ensued about whether the policy was really needed. Board members were informed that when purchased table seats are not filled, this may be a disallowed cost and cannot be paid for by WIOA funding. **The Board voted to approve the Missed Events Policy. Mr. Jim Cook opposed the motion. The motion carried with no abstentions.**

Upon recommendation from the Executive Committee, Mr. Curtis Anderson presented the updates of the Code of Ethics and Conflict of Interest Policy, including minor changes. **The Board voted unanimously to approve the updated Code of Ethics and Conflict of Interest Policy. The motion was passed with no abstentions.**

Ms. Ann Angermeier reported that the Freedom of Information Act Policy had not yet been reviewed by Board member Wade Ballard. Mr. Curtis Anderson, Board chairman, said this policy would be tabled for discussion at the next Board meeting.

### **One Stop Certification Standards**

Ms. Dana Wood reported that the UWB is responsible for the assessment of the comprehensive SC Works centers and SC Works delivery systems against the One Stop Certification Standards issued in May 2017 by SCDEW. In order to be certified, centers and delivery systems must meet or exceed the baseline measures for each standard. UWB members were split into 3 committees to review Management, Job Seeker and Business Services standards. Each committee found that all baseline Management, Job Seeker and Business Services standards were met or exceeded and there were no deficiencies overall. Each review committee spokesperson, Mr. Craig Jacobs, Ms. Martha Young, and Mr. Wade Ballard, recommended certification of the standards by the Board.



*The One Stop committee recommended the certification of One Stop Management Standards. The Board voted unanimously to certify the One Stop Management Standards. The motion was passed with no abstentions.*

*The One Stop committee recommended the certification of One Stop Job Seeker Standards. The Board voted unanimously to certify the One Stop Job Seeker Standards. The motion was passed with no abstentions.*

*The One Stop committee recommended the certification of One Stop Business Services Standards. The Board voted unanimously to certify the One Stop Business Services Standards. The motion was passed with no abstentions.*

#### **Youth Committee Report**

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on July 27, 2017. ACHIEVE and YouthStop Financials and Dashboards for June 2017 were presented. ACHIEVE and YouthStop met the Work-based learning requirement by spending 22% (the required amount was 20%). Simone Mack-Orr is organizing a Youth Employer Appreciation Luncheon for September 26<sup>th</sup>.

#### **Disabilities Committee Report**

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on August 31, 2017. The committee reviewed the surveys from the Disabilities Luncheon, *Breaking down the Barriers*, which was held on May 19<sup>th</sup> at the SCC Middle Tyger campus. The results of the surveys were very positive and showed that the luncheon left employers hungry to learn more. They said they wanted additional information about hidden disabilities like mental illness or intellectual disabilities. As a result, the committee agreed to focus on invisible disabilities for PY17's event.

#### **Executive Director Update**

Ms. Ann Angermeier, Executive Director, reported that staff have been working on developing Career Pathways because parents and students do not know what jobs are available. Ms. Angermeier said that staff are also working on numerous other projects, but in the interest of staying on schedule with today's meeting, she would send information via email.

#### **Other Business**

Mr. Anderson requested that Board members please sign up for their choice of volunteer activity on the list that was emailed to them. Mr. Anderson reported that Ms. Martha Young will be retiring from the Board after 14 years of service. She will remain on the Board until a new person is appointed to replace her. Mr. Anderson thanked Ms. Young for her service and presented her with a gift on behalf of the Board.

#### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:52 a.m.

**Next meeting date: November 20, 2017**



**UPSTATE WORKFORCE BOARD  
ONE STOP COMMITTEE MEETING  
Committee Summary**

<b>Meeting Date</b>	<b>October 10, 2017 at 12 noon</b>
<b>Contact for Questions and Concerns</b>	<p>Mr. Craig Jacobs - 864.266.1561 Email: <a href="mailto:cjacobs@spencerhines.com">cjacobs@spencerhines.com</a></p> <p>Ms. Dana Wood - 864.596.2028 Email : <a href="mailto:wood@upstateworkforceboard.org">wood@upstateworkforceboard.org</a></p>
<b>Significant Items and Issues Raised</b>	<ul style="list-style-type: none"> <li>• Dashboard/Just in Time Report</li> <li>• Financials</li> <li>• Budget Modification</li> <li>• IWT Timelines</li> <li>• Re-Entry Grant Update</li> <li>• Transportation Demo Grant Update</li> </ul>
<b>Action Taken</b>	<b>Discussion/1 voting item</b>
<b>Results and Outcomes</b>	<p><b><u>SC Works Update</u></b>  Ms. Dana Wood provided an update to the Committee, referencing the September 2017 <i>Dashboard</i> 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.</p> <p><b><u>Financial Report</u></b>  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.</p> <p><b><u>Budget Modification</u></b>  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%.</p> <p><b>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.</b></p> <p><b><u>SC Works Upstate General Updates</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Cherokee County Job Fair Results</i></b>  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.</li> </ul>



- **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 & Adjourn**

None

**Items Referred for Board Action**

**The One Stop Committee recommends approving the budget modification with the stipulation that the committee will receive a detailed breakdown of redesign expenses before moving forward with project**

**Website Reference**

[www.upstateworkforceboard.org](http://www.upstateworkforceboard.org)

# Upstate

## WORKFORCE BOARD

Advancing the Future of Business and Community

upstatewib.org

### 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.*



Bringing Employers  
and  
Job Seekers  
Together

# SC Works Greater Upstate

Monthly Report Card PY17  
(September 2017)



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

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
<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
New ADULT Enrollments	30	27	19										76
New DW Enrollments	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
New ADULTS beginning training	18	19	18	0	0	0	0	0	0	0	0	0	55
New DWs beginning training	0	3	1	0	0	0	0	0	0	0	0	0	4
% New Clients vs Clients Entering Trng	58.1%	62.9%	90.5%										70.5%
# of New Job Orders Placed	326	351	320	0	0	0	0	0	0	0	0	0	997
# of New Jobs Available	591	671	2488	0	0	0	0	0	0	0	0	0	3750
# Entered Employment	43	50	20	0	0	0	0	0	0	0	0	0	113

## TALENT DEVELOPMENT SPECIALISTS CASELOADS:

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

## CENTER TRAFFIC:

Location	PY17	PY16	Change
*Cherokee	531	0	+559
*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

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

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, Devis, 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  
Devis Henao, Anne Brock-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 Tee. 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 another guests. Mark Owens, Greer Chamber President & CEO was guest speaker.
- 9/21/17  
Devis attended World Relief meeting in Spartanburg. Topics were services and barriers for refugees. Devis 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.



## 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

*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	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

	<u>Jul - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
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%
Expense				
Administration				
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%
Operating Expenses				
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%
Supportive Services				
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%
Training Expenses				
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	<u>1,110,606.30</u>	<u>0.00</u>	<u>1,110,606.30</u>	<u>100.0%</u>

Arbo. Grants

		TOTAL		Current %		17%	
		thru August 31, 2017 Expenditures	Budget	Variance	% of Budget		
Grant	IWT 16M903IWT01-UWB #16IWT03 (9-30-17)	\$ 38,016.00	\$ 80,113.00	\$ 42,097.00	47.45%		
	IWT 16M903IWT02-UWB #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		Gross Budget		Budget Less Greenville Portion			
		Original		MOD 1 PROPOSED BY ARBOR		Original		MOD 1 PROPOSED BY ARBOR	
		Budget		Modified Budget		Upstate Budget Less Greenville		Proposed Modification	
								Modified Upstate Budget Less Greenville	



# UPSTATE WORKFORCE BOARD EXECUTIVE COMMITTEE MEETING Committee Summary

Meeting Date	October 23, 2017 at 8:30 a.m.
Contact for Questions and Concerns	Mr. Curtis Anderson - 864.205.9824 Email: <a href="mailto:cnanderson1984@gmail.com">cnanderson1984@gmail.com</a> Ms. Ann Angermeier – 864.596.2028, ext. 104 Email : <a href="mailto:angermeier@upstateworkforceboard.org">angermeier@upstateworkforceboard.org</a>
Significant Items and Issues Raised	<ul style="list-style-type: none"> <li>• WB Office Budget (through August 2017)</li> <li>• Budget Modification</li> <li>• Policies Review <ul style="list-style-type: none"> <li>○ Buy American Notice Requirement Policy</li> </ul> </li> </ul>
Action Taken	Motion to allow Budget Modification. Motion to approve Buy American Notice Requirement Policy.
Results and Outcomes	<p><b><u>WB Office Budget (through August 2017)</u></b> Mr. Brent Bishop, CFO, presented the financials through August 2017. He said we are tracking a little ahead, but everything should even out.</p> <p><b><u>Budget Modification</u></b> Mr. Brent Bishop presented the proposed budget modification. There are three line items which we are requesting to increase: 1. Copier expense; 2. Outreach; and 3. Consulting Services. <b>Mr. Robbie Faucett made the motion to approve the budget modification and Mr. Craig Jacobs seconded the motion. The motion carried unanimously.</b></p> <p><b><u>Policies Review</u></b> Ms. Angermeier stated that there was a Buy American directive in the new terms and conditions for WIOA. Therefore, she saw the need to issue a Buy American Notice Requirement policy, even though the State has not yet done so. Mr. Wade Ballard noted that the law says “should” rather than “must,” and that if the item costs less than \$2,500.00, the directive does not apply. He also noted that Ms. Angermeier is permitted to make an exception if the quality of a product made outside of America is better than that of an American-made product. <b>Mr. Robbie Faucett made a motion to approve the Buy American Notice Requirement policy. Mr. David Wall seconded the motion. The motion carried unanimously.</b></p> <p><b><u>MOU/IFA Update</u></b> Ms. Dana Wood reported that we were able to reach agreements with all of our partners except Job Corps who refused to sign an agreement, not only with us, but also with all workforce boards across the nation. We are still waiting for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters of PY14 money. Ms. Dana Wood stated that the committee may need to ask DOL to intervene on our behalf. After a brief discussion with the committee, Chairman Curtis Anderson authorized Ms. Dana Wood to write a letter to the head of DOL in Atlanta, asking for their help to get our remaining PY14 money from the State.</p> <p><b><u>Work Ready Communities</u></b> Ms. Ann Angermeier reported on the logistical problems with remaining a Work Ready Community. It has become a waste of time and resources to continue the program because the funding to support the project is running out (at the state level). Another problem is that ACT has changed all of the tests, so the old scores are now meaningless. Ms. Angermeier said this recommendation needs to be discussed with Ms. Katherine O’Neill in</p>



Spartanburg County and with Mr. Jim Cook in Cherokee County. Ms. Angermeier asked Ms. Dana Wood to move forward with these conversations.

### **Other Business**

In other business, Ms. Angermeier reported that an instruction letter, 17-01, was issued by SCDEW. This instruction letter directs workforce boards not to serve employers unless they are registered in the SCDEW system. This goes against the mission of the Upstate Workforce Board. The Upstate Workforce Board views employers as our primary customers. Employers should be able to use the local workforce system because they are paying for it with their federal taxes. Ms. Angermeier stated that she will instruct the One Stop Operator to exclude SCDEW staff when serving business customers and use other partners (including WIOA) when providing the services to non-registered businesses. Ms. Angermeier stated that SC Works Business Services Team always encourages registration with SCDEW, but businesses should not be required to register with the DEW system if they do not want to register. Another workforce area plans to begin holding recruiting events for non-registered businesses outside of the SC Works centers in order to circumvent this instruction. Certain partners may elect to participate or decline to serve them, but they are all welcomed in the Upstate Workforce Board area centers. The committee agreed with this viewpoint.

The same instruction letter 17-01 stated that we can no longer hold job fairs unless we register all attendees in the SCDEW system. This would prohibit us from holding large scale events like we had in Greer recently. Having the general public register is an attempt to build numbers in the DEW system and would take hours to get individuals through the job fair. Ms. Angermeier stated that she will instruct the One Stop operator to exclude the DEW staff when holding large scale job fairs since their employer does not want them serving individuals who are not registered. Such state overreach seems to be an ongoing problem, causing us to have to work around this single partner. Discussion was held regarding the appropriate role of system partners. Ms. Angermeier stated that the National Association of Workforce Boards staff stated that many Workforce Boards in the U. S. have purchased their own job bank systems for serving business customers. Ms. Angermeier stated that it might be getting to a point where we need to look at this.

Ms. Angermeier also reported on a recent conversation she had with a Michelin employee just this past week. A decision had been made a while back not to host recruiting events for out-of-town companies in Union County. Ms. Angermeier contacted the county administrator in Cherokee County after that and he agreed that we should have the same procedure for Cherokee County. Michelin wanted to hold a recruiting event in Union and Cherokee counties at the SC Works site and asked for WIOA funded staff to help. We did not agree to do this. We continue to accept and post job orders from Michelin and help individuals apply for those jobs in all of the SC Works centers under our oversight. Ms. Angermeier told the committee about the 'Work where you Live' campaign in Union. Hosting out-of-town employers is counter to this campaign. With the labor market being so tight, out-of-town companies are going to attempt to attract individuals who are employed with local businesses. The committee agreed that it would be a good idea to ask local businesses to host a specially invited group in Union and then one in Cherokee County to discuss this issue further with Michelin at the table. The local elected officials, in addition to local businesses, should be at the table. Ms. Angermeier suggested that the DEW Director be at those meetings. Mr. Curtis Anderson asked Vice Chair Mr. Robbie Faucett to facilitate these meetings. Mr. Robbie Faucett agreed with the request.

### **Items Referred for Board Action**

**The Committee recommends approval of the budget modification.  
The Committee recommends approval of the Buy American Notice  
Requirement policy.**

### **Website Reference**

[www.upstateworkforceboard.org](http://www.upstateworkforceboard.org)



Advancing the Future of Business and Community

[upstatewib.org](http://upstatewib.org)

## **AGENDA**

### **EXECUTIVE COMMITTEE MEETING**

**October 23, 2017**

**8:30 a.m.**

**Ford & Harrison LLP.**

- |  |                     |
|--|---------------------|
| • Welcome                                | Mr. Curtis Anderson |
| • Financials <i>(ending August 2017)</i> | Mr. Brent Bishop    |
| • Budget Modification                    | Mr. Brent Bishop    |
| • Policies Review                        | Ms. Ann Angermeier  |
| • MOU/IFA Update                         | Ms. Dana Wood       |
| • Work Ready Communities                 | Ms. Ann Angermeier  |
| • Other Business & Adjourn               | Ms. Ann Angermeier  |

Next Meeting Date: December 11, 2017

*Our Mission Statement:*

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



# Upstate Workforce Board

## Profit & Loss Budget vs. Actual

July through August 2017

UWB					
17% of PY17		Jul - Aug 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Grants Received					
		580,739.00	580,739.00	0.00	100.0%
Total Income					
		580,739.00	580,739.00	0.00	100.0%
Gross Profit					
		580,739.00	580,739.00	0.00	100.0%
Expense					
91010 · Salaries					
		45,560.94	272,222.00	-226,661.06	16.74%
91015 · Indirect Costs					
		5,405.58	36,352.00	-30,946.42	14.87%
91510 · FICA					
		3,250.44	20,443.00	-17,192.56	15.9%
91520 · State Retirement					
		6,280.39	32,227.00	-25,946.61	19.49%
91540 · Insurance					
		6,341.70	38,050.00	-31,708.30	16.67%
91550 · Workers Compensation					
		133.50	576.00	-442.50	23.18%
92004 · Dues and Publications					
		1,200.00	7,100.00	-5,900.00	16.9%
92500 · Mileage					
		451.56	4,628.00	-4,176.44	9.76%
92510 · Professional Development					
		4,073.00	18,111.00	-14,038.00	22.49%
92700 · Office Supplies					
		1,436.65	9,412.00	-7,975.35	15.26%
92704 · Copier					
		493.94	4,366.00	-3,872.06	11.31%
92705 · Outreach					
		250.00	12,000.00	-11,750.00	2.08%
93121 · Printing					
		26.50	3,000.00	-2,973.50	0.88%
93145 · Postage and Delivery					
		17.50	510.00	-492.50	3.43%
93297 · Leases & Rentals					
		1,260.98	8,100.00	-6,839.02	15.57%
93300 · Rent Expense					
		6,803.16	40,819.00	-34,015.84	16.67%
93452 · Consulting/Contracts					
		5,169.25	50,711.00	-45,541.75	10.19%
93500 · Vehicle Manpower/Overhead					
		0.00	1,600.00	-1,600.00	0.0%
93501 · Vehicle Parts					
		16.99	1,546.00	-1,529.01	1.1%
93502 · Vehicle - Fuel, Oil, Lub					
		61.43	2,100.00	-2,038.57	2.93%
93600 · Telephone Expense					
		1,089.90	6,163.00	-5,073.10	17.69%
95000 · Miscellaneous Expense					
		0.00	2,401.00	-2,401.00	0.0%
97000 · Special Projects					
		20.00	5,933.00	-5,913.00	0.34%
99308 · Computer and Software					
		25.31	2,249.00	-2,223.69	1.13%
99680 · Miscellaneous Equipment					
		0.00	120.00	-120.00	0.0%
Total Expense					
		89,368.72	580,739.00	-491,370.28	15.39%
Net Ordinary Income					
		491,370.28	0.00	491,370.28	100.0%
Net Income					
		491,370.28	0.00	491,370.28	100.0%

**UPSTATE WORKFORCE AREA  
GRANT BUDGET SUMMARY**

<b>Service Provider</b>	<u>Upstate Workforce Board</u>	<b>Contract #:</b>	<u>17M103Q1-UWB</u>
<b>Project/Activity</b>	<u>Workforce Board Office</u>	<b>Modification #:</b>	<u>ONE</u>
		<b>Funding Source:</b>	<u>WIOA</u>

	<u>TOTAL BUDGET</u>	<u>PROPOSED</u>
Staff Salaries & Fringe Cushion	\$272,222.00	\$272,222.00
FICA	\$20,443.00	\$20,443.00
Workers Compensation	\$576.00	\$576.00
Insurance	\$38,050.00	\$38,050.00
State Retirement	\$32,227.00	\$32,227.00
Indirect Cost	\$36,352.00	\$36,352.00
Dues-Professional	\$7,100.00	\$7,100.00
Mileage	\$4,628.00	\$4,628.00
Professional Development	\$18,111.00	\$18,111.00
Office Supplies & Expense	\$9,412.00	\$9,412.00
Copier Expense	\$4,366.00	\$6,366.00 *
Outreach	\$12,000.00	\$34,500.00 **
Printing	\$3,000.00	\$3,000.00
Postage	\$510.00	\$510.00
Rent - Spartanburg (WIB)	\$40,819.00	\$40,819.00
Consulting Services	\$50,711.00	\$70,211.00 ***
Vehicle Leases	\$8,100.00	\$8,100.00
Vehicle Manpower/Overhead	\$1,600.00	\$1,600.00
Vehicle Parts	\$1,546.00	\$1,546.00
Vehicle - Fuel, Oil, Lub	\$2,100.00	\$2,100.00
Telephone/Fax	\$6,163.00	\$6,163.00
Miscellaneous Expense	\$2,401.00	\$2,401.00
Special Projects	\$5,933.00	\$5,933.00
Computers/Software	\$2,249.00	\$2,249.00
Miscellaneous Equipment	\$120.00	\$120.00
<b>TOTAL GRANT COST</b>	<b>\$580,739.00</b>	<b>\$624,739.00</b>

\* Increasing by \$2,000 to cover a new copier lease through the remaining months of PY17

\*\* Increasing by \$22,500 to cover campaign with WSPA and Geo-fencing expenses through The Palladian Group

\*\*\* Increasing by \$19,500 to cover Office Assistant temp position and ADA facilities inspection (all locations)



## **UPSTATE WORKFORCE BOARD**

### **Buy American Notice Requirement Policy**

The following information is intended to serve as a guide to ensure that the Upstate Workforce Board and its funded programs are compliant with the Buy American Notice Requirement under the November 2016 grant Terms and Conditions issued by the South Carolina Department of Employment and Workforce. It states under Section 3.7.1:

As a condition to the award of financial assistance from the US Department of Labor under Title I of WIOA, the Grantee assures that it will comply fully with the following nondiscrimination provisions, equal opportunity provisions, Public Laws and Executive Orders, including but not limited to:

*Q. Buy American Notice Requirement*, which provides that in the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under WIOA, entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 U.S.C. §10a et seq.)

#### **According to WIOA – Under Title V – General Provisions, Subtitle A – Workforce Investment:**

#### **SEC. 502. BUY-AMERICAN REQUIREMENTS.**

(a) COMPLIANCE WITH BUY AMERICAN ACT. —None of the funds made available under Title I or II or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with sections 8301 through 8303 of Title 41, United States Code (commonly known as the “Buy American Act”).

(b) SENSE OF CONGRESS; REQUIREMENT REGARDING NOTICE. —

(1) PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS. —In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available under Title I or II or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), it is the sense of Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

(2) NOTICE TO RECIPIENTS OF ASSISTANCE. —In providing financial assistance using funds made available under Title I or II or under the Wagner-Peyser Act, the head of each Federal agency shall provide to each recipient of the assistance a notice describing the statement made in paragraph (1) by Congress.

(c) PROHIBITION OF CONTRACTS WITH PERSONS FALSELY LABELING PRODUCTS AS MADE IN AMERICA.—If it has been finally determined by a court or Federal agency that any person intentionally affixed a label bearing a “Made in America” inscription, or any inscription with the same meaning, to any product sold in or shipped to the United States that is not made in the United States, the person shall be ineligible to receive any contract or subcontract made with funds made available under Title I or II or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), pursuant to the debarment, suspension, and ineligibility procedures described in sections 9.400 through 9.409 of Title 48, Code of Federal Regulations, as such sections were in effect on August 7, 1998, or pursuant to any successor regulations.

**41 U.S.C states in:**

**§10a. American materials required for public use**

**(a) In general**

Notwithstanding any other provision of law, and unless the head of the department or independent establishment concerned shall determine it to be inconsistent with the public interest, or the cost to be unreasonable, only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States, shall be acquired for public use. This section shall not apply with respect to articles, materials, or supplies for use outside the United States, or if articles, materials, or supplies of the class or kind to be used or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality. This section shall not apply to manufactured articles, materials, or supplies procured under any contract the award value of which is less than or equal to the micro-purchase threshold under section 428 of this title.

Section 428 (a) 2.f defines the micro-purchase threshold as \$2,500.

Every effort will be made to purchase American-made products from qualified suppliers and the Upstate Workforce Board and its funded program providers will abide by the stated requirements of the Buy American Act.

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**UPSTATE WORKFORCE BOARD  
YOUTH COMMITTEE MEETING  
Committee Summary**

<b>Meeting Date</b>	<b>October 18, 2017</b>
<b>Contact for Questions and Concerns</b>	<p>Mr. Curtis Anderson - 864.205.9824 Email: <a href="mailto:cnanderson1984@gmail.com">cnanderson1984@gmail.com</a></p> <p>Ms. Simone Mack-Orr - 864.596.2028 Email: <a href="mailto:mack@upstateworkforceboard.org">mack@upstateworkforceboard.org</a></p>
<b>Significant Items and Issues Raised</b>	<ul style="list-style-type: none"> <li>• Monthly Financials</li> <li>• Work-based Learning Update</li> <li>• Youth Program Reports/Dashboards (ACHIEVE Program &amp; The YouthStop)</li> <li>• Youth Employer Appreciation Update</li> </ul>
<b>Action Taken</b>	Discussion
<b>Results and Outcomes</b>	<p><b><u>Financials</u></b> 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.</p> <p><b><u>Work-based Learning Update</u></b> 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.</p> <p><b><u>Youth Program Reports/Dashboards</u></b> Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the <i>Just in Time</i> reports and the <i>Dashboard</i> 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</p>

	<p>Spartanburg Community College as well as continuing their Service Learning Project with Mobile Meals in the coming weeks.</p> <p>Ms. Kathy Bell, Director of The YouthStop, reviewed the <i>Just in Time</i> and the <i>Dashboard</i> 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.</p> <p><b><u>Youth Employer Appreciation Luncheon</u></b></p> <p>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.</p> <p><b><u>Other Business</u></b></p> <p>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.</p>
<b>Items Referred for Board Action</b>	<b>None</b>
<b>Website Reference</b>	<a href="http://www.upstateworkforceboard.org">www.upstateworkforceboard.org</a>





## **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.*

**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	JUL	AUG	SEP	OCT	
# 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 carryovers (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 exits entering follow-up	0	0															0
# Placed in emp/college/training	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	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%
<b>Total</b>	<b>\$ 417,631</b>	<b>\$ 66,402</b>	<b>16%</b>	<b>16%</b>

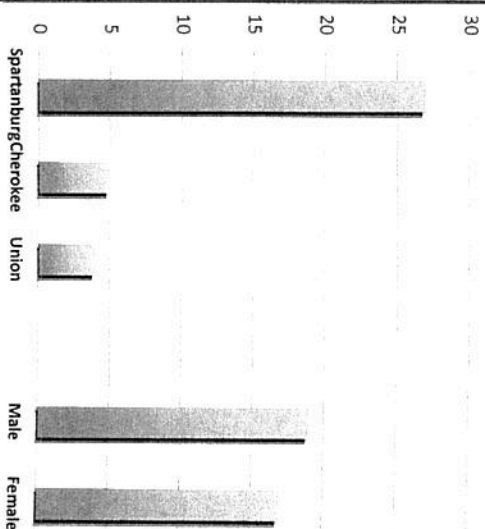
Invoices through: 8/31/2017

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

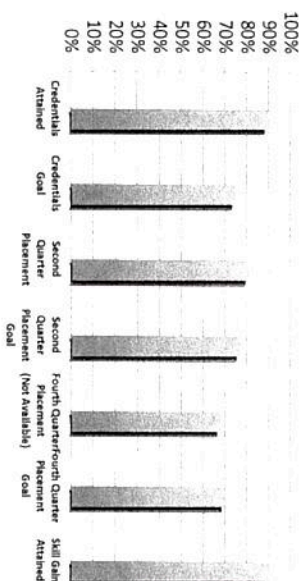
Funded by the Upstate Workforce Board--Administered by Spartanburg County School District No. 6



### 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%	69%										69%
Total active end of month	35	36	38										38
# Of exits entering follow-up	0	0	0										0
# Placed in empl/college/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	YTD
		Expense	Goal	Actual	
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%	
<b>Total</b>	<b>\$ 417,631</b>	<b>\$ 93,882</b>	<b>25%</b>	<b>22%</b>	

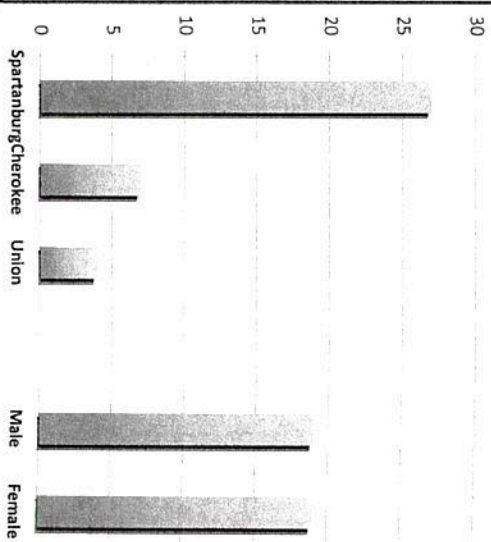
Invoices through: 9/30/2017

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

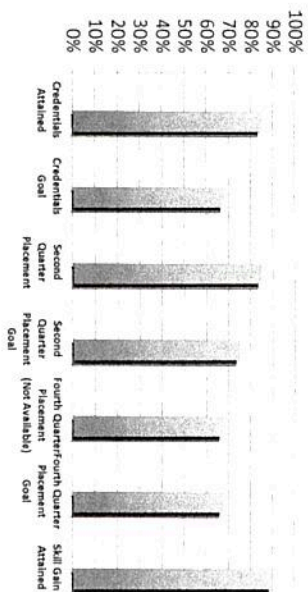
Funded by the Upstate Workforce Board--Administered by Spartanburg County School District No. 6



### 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.

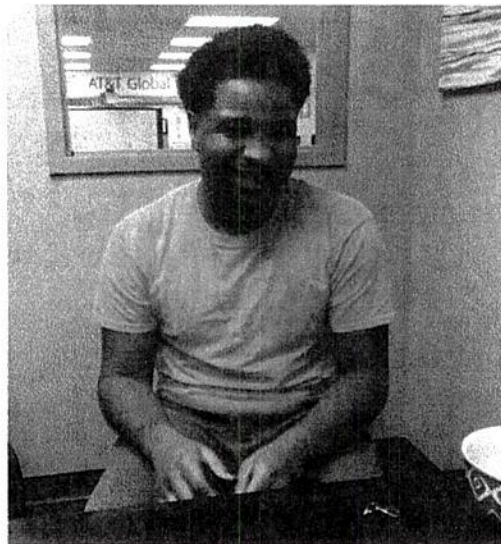
Training services continued through the summer for participants seeking a high school diploma through The YouthStop™ recovery program.

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 2<sup>nd</sup> Quarter After Exit

WIOA Goal = 75.1%

The YouthStop™ Average = 77%

### Youth Employment Rate 4<sup>th</sup> 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

864.585.4433 • 864.583.4050 (f) • TTY:711

## + 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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"An equal opportunity  
employer/program"

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



August 1, 2017---August 31, 2017

## Participant Leadership Development

- The participants have been busy developing résumés 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.uscupstate.edu/outreach/achieve>



September 1, 2017--September 30, 2017

## Participant Leadership Development

- The participants have been busy developing résumés 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 Raneae 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—Raneae 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.



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."

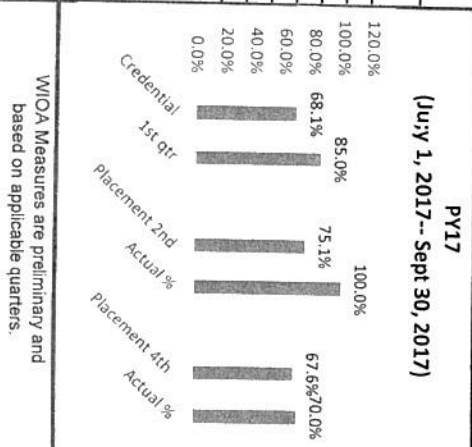
"parent and local educator"

	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter				TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	
Attended Orientation (POC)	5	8	8														19
Pending Applications	4	4	4														12
Eligible WIOA Applicants	2	3	3														8
Referrals to other agencies	8	7	6														21
Carover (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/College/Adv Trng	0	0	10														10
GEDs Earned	2	1	0														3
Occupational Credentials Earned	20	0	4														24
Attaining L/N in at least 1 subj	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

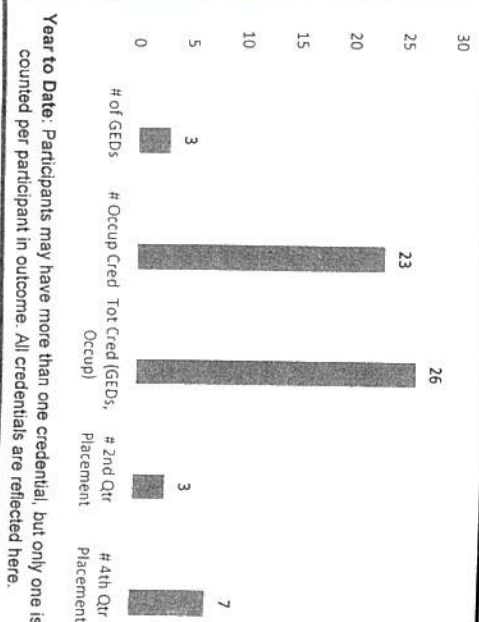
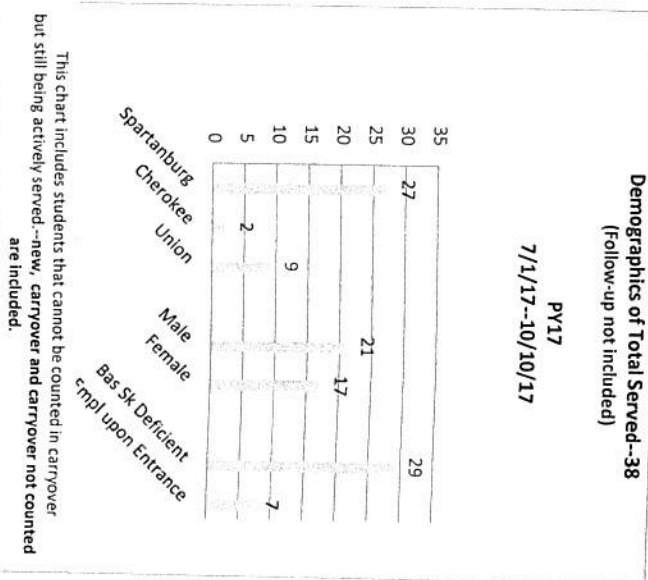
Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

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		
<b>Total</b>	<b>\$ 364,476.00</b>		

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

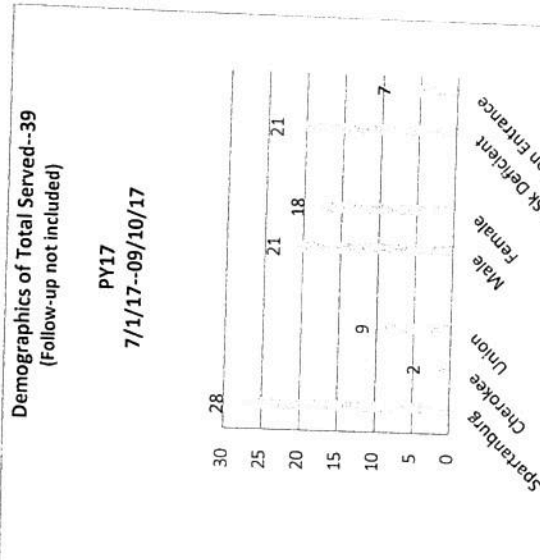
8/31//2017

"...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
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	5	8											13
Pending Applications	4	4											8
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 enrolls BSD--rds and/or math	1	1											2
Total Active End of Quarter	NA	NA											NA
Total Served (New, CO)	28	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 Emp/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.



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

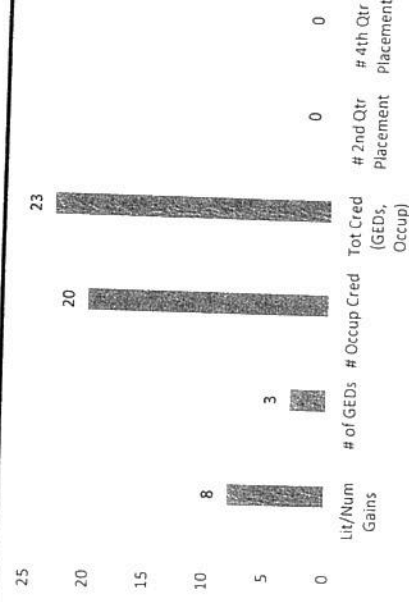
8/31/2017

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		
<b>Total</b>	<b>\$ 364,476.00</b>		

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

PY16

(April 1, 2017-- June 30, 2017)



WIOA Measures are preliminary and based on applicable quarters.

Year to Date: Participants may have more than one credential, but only one is counted per participant in outcome. All credentials are reflected here.



# UPSTATE WORKFORCE BOARD DISABILITIES COMMITTEE MEETING Committee Summary

Meeting Date	October 26, 2017 at 8:30 a.m.
Contact for Questions and Concerns	<p>Ms. Jennie Thomas, Committee Chair – 864.249.8030 Email: <a href="mailto:jthomas@scvrd.state.sc.us">jthomas@scvrd.state.sc.us</a></p> <p>Ms. Dana Wood – 864.596.2028 Email: <a href="mailto:wood@upstateworkforceboard.org">wood@upstateworkforceboard.org</a></p>
Action Taken	<i>Discussion and Planning</i>
Results and Outcomes	<p><b><u>Welcome and introductions of new members</u></b></p> <ul style="list-style-type: none"> <li>Ms. Jennie Thomas, Committee Chair, welcomed committee members.</li> </ul> <p><b><u>ADA Compliance Evaluation</u></b></p> <ul style="list-style-type: none"> <li>Ms. Dana Wood discussed the upcoming ADA compliance evaluation of all the Upstate facilities per SCDEW request (by instruction letter). Ms. Wood proposed to the Upstate Workforce Board's Executive Committee the possibility of hiring of an outside organization to perform the reviews. The reviews are due to SCDEW no later than March 31, 2018. Any findings will be shared with the committee and corrected by the UWB.</li> </ul> <p><b><u>Next Year's Event Discussion</u></b></p> <ul style="list-style-type: none"> <li>The committee discussed next year's event, with Invisible Disabilities being the targeted theme. Dates discussed were May 10, 11, 17, 18. It was agreed that Spartanburg Community College would be a perfect repeat venue, with lunch being delivered by 11:30am and the panels beginning promptly at 12:00pm. Ms. Dana Wood will request use of the facility and also inquire about securing Mr. Chuck Ewart as a facilitator again. Committee members agreed to host a panel of experts in the following focus area: PTSD (Veterans), Intellectual Disabilities, Asperger's/Autism and Depression/Anxiety. Panelists will be asked to speak on the topic for 15 minutes and maybe provide a case study of a successful employee. The Vocational Rehabilitations Occupational Therapist will have approximately 20 minutes to finish out the panel with information and questions. The committee agreed that it would be beneficial to have service providers present at booths prior to and following the luncheon/panel. Service Provider booths mentioned were: Vocational Rehab, ABLE, Charles Lea and Veteran Employment. Committee assignments are as follows: Ms. Jennie Thomas agreed to identify speakers for the following topics areas: PTSD and Depression/Anxiety. She also agreed to speak to the occupational therapy team about their involvement. Ms. Thomas also mentioned that Project Hope would be a great resource for the topic of Autism. She agreed to speak to Mr. David Turnipseed with Greenville VR about that program. Ms. Lisa Thomas also agreed to ask Dr. Joe Ryan with Clemson LIFE to participate and represent intellectual disabilities. All committee members are challenged to bring ideas for a name for the event to the next meeting.</li> </ul> <p><b><u>Adjournment</u></b></p> <ul style="list-style-type: none"> <li>With no further business, the meeting was adjourned at 9:40 a.m.</li> </ul>
Items Referred for Board Action	None
Website Reference	<a href="http://www.upstateworkforceboard.org">www.upstateworkforceboard.org</a>



# **Upstate**

## **WORKFORCE BOARD**

Advancing the Future of Business and Community

### **Upstate Workforce Board Disabilities Committee Meeting**

**October 26, 2017  
8:30 a.m.  
The Bryant Center**

**Facilitated by Ms. Jennie Thomas, Committee Chair**

**8:30 AM**

Welcome & Introductions

**8:40 AM**

Facility Reviews

**9:00 AM**

Event Brainstorming/Ad Hoc Committee Assignments

**9:25 AM**

Other Business and Adjourn

**Next Meeting Date:  
December 14, 2017**