



Upstate Workforce Board Youth Committee Minutes

March 8, 2017

8:30 A.M.

SC Works

Members Present:

Mr. Curtis Anderson, Chair
Mr. Bill Brasington
Ms. Susan Rogers
Ms. Cherie Pressley

UWB Staff Present:

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

DEW Representative:

Ms. Amanda Lucas

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 and thanked all the ladies for being present for International Women's Day.

Financials

Mr. Brent Bishop reported that both YouthStop and the ACHIEVE programs are tracking very well. He reviewed the budgets from July 2016 through January 2017. There were no additional questions or concerns.

Work-based Learning Update

Mr. Brent Bishop reported that now 20% of the overall program funds must be spent on work based learning fees. Numbers are still a little low when it comes to Work based learning expenditures. State report is now tracking monthly spending. Overall through January 2017 we should be higher than half way but he stated that each month's activity is different. Mr. Bishop is confident that our numbers will be met before the year is out and will continue to track this closely.

Youth Program Reports/Dashboard

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the *Just in Time* reports for January and February 2017 and the *Dashboard* for January 2017 to February 2017, including enrollment (carryover and new), statistics and performance, work experiences/training,

leadership projects and several other program highlights. Ms. Merriweather confirmed that had enough worksites set up and has enrolled 80%. Ms. Merriweather highlighted one of her students, Ja'Leisha Fuller for receiving the Drum Major award as Volunteer of the year award for the Hope Center for Children. Ms. Merriweather also stated that they are also now partnering with Adult Education to do testing. Mr. Anderson asked about low numbers on Dashboard for Cherokee County and wanted to make sure Cherokee was receiving attention and Ms. Merriweather confirmed that participants numbers we increasing.

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* reports for January and February 2017 and the *Dashboard* for January 2017 to February 2017, including certificate attainment, successful placement, and skill gains attainment. Ms. Bell stated that her work experience students are now being paid \$7.25 and she would like to increase their participants pay to \$9.00 which is still very low. Ms. Angermeier stated that it was fine to increase the pay rate because the modification does not need a board vote and will also create a consistent pay grade across both programs.

Ms. Bell is also working on creating OJT contract for her participants. David Sinclair Automotive in Union was recently able to hire one their work experience participants as an employee. Ms. Bell has had 10 students complete their work readiness program and had 14 complete the financial literacy program. The new recovery program has 5 students enrolled and of that 5 all ex-offenders. Ms. Bell clarified that to qualify for the Recovery program you must actually drop out and then re-enrolled into a diploma program. Ms. Bell is hoping to open this program up to the entire county once they are comfortable with the model they are using.

SCDEW Monitoring Report

Ms. Ann Angermeier received the monitoring report and stated that there were not any disallowed costs. There was only one social security number that was not there. The main thing that was sited was that the observation for the youth was cited higher than normal. Ms. Angermeier stated that our response was that our programs do offer more than those that we are compared to others around the state. Ms. Angermeier said that there was a discussion about rent/occupancy cost for YouthStop. Ms. Amanda Lucas stated that she expressed on the state level that our programs are very strong based on performance measures.

Youth Employer Appreciation Luncheon

Ms. Simone Mack-Orr told the committee that she would be pulling together an Ad Hoc Committee to start planning for this event to take place in July. Ms. Cheri Pressley stated that she would be glad to help with this committee.

Other Business

Chairman Curtis Anderson told the committee that with regard to work-based learning, a lot of companies are returning to Training Within Industry (TWI) which started at the beginning of World War II. He believes this will help young people to become more focused because the whole point of education began as a way to improve the workforce. He encouraged members of the committee to look up TWI to learn more about it. Ms. Cheri Pressley asked about the barriers faced with this program and the main barriers that Ms. Bell says she is facing is funding due to lack of instructor to

student ratio. Ms. Michelle Hawkins said that each school uses a different recovery program, which makes it hard to meet the different requirements of each school. There was a lot of discussion on how the YouthStop could receive the funding that the schools receive for the recovery students that are actually enrolled in the YouthStop.

Adjournment

With no further business or discussion from the floor, the meeting adjourned at 9:47 a.m.

The next meeting will be held on May 10, 2017 at 8:30 a.m.

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

Meeting Date	March 8, 2017
Contact for Questions and Concerns	<p>Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com</p> <p>Ms. Simone Mack-Orr – 864.596.2028 Email: mack@upstateworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Monthly Financials • Work-based Learning Update • Youth Program Reports/Dashboards (ACHIEVE Program & The YouthStop) • SCDEW Monitoring Report • ACHIEVE Program Budget Modification • Employer Appreciation Luncheon
Action Taken	Discussion
Results and Outcomes	<p><u>Financials</u> Mr. Brent Bishop reported that both YouthStop and the ACHIEVE programs are tracking very well. He reviewed the budgets through January 2017. There were no additional questions or concerns.</p> <p><u>Work-based Learning Update</u> Mr. Brent Bishop reported that now 20% of the overall program funds must be spent on work based learning. Numbers are still a little low when it comes to Work based learning expenditures. State report is now tracking monthly spending. Overall through January 2017 we should be higher than half way, but he stated that each month's activity is different. Mr. Bishop stated he has been reassured by both programs that our numbers will be met before the year is out and will continue to track this closely.</p> <p><u>SCDEW Report Monitoring</u> Ms. Ann Angermeier reviewed the monitoring report and our local response with the committee. She highlighted there were no disallowed costs. There was one social security number found on an external document in a participant file. The main observation was related to the youth expenditures. Discussion on the topic ensued. Ms. Amanda Lucas stated that she expressed at the state level that our programs are very strong based on performance measures.</p> <p><u>ACHIEVE Budget Modification:</u> Mr. Brent Bishop reviewed the budget modification requested by the ACHIEVE Program. Highlights include reallocation to Professional Development to allow staff to attend the Spring SETA Conference. Staff are</p>

also interested in a training session with SC THRIVE as well as a few other workshops throughout the remainder of the program year. Ms. Susan Rogers made a motion to approve the grant modification as presented with a correction on page 2 under Reason for Modification. (This section stated an incorrect number in the narrative. \$290.00 should be \$350.00. This did not affect the bottom line, all budget numbers were correct). Mr. Bill Brasington seconded the motion. The motion carried with no abstentions.

Youth Program Reports/Dashboards

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the *Just in Time* report and the Dashboard for January, including enrollment (carryover and new), statistics and performance, work experiences/training, leadership projects and several other program highlights. Ms. Merriweather confirmed that they had enough worksites set up and has enrolled 80%. Ms. Merriweather highlighted one of her students, Ja"Leisha Fuller for receiving the Drum Major award as Volunteer of the year award for the Hope Center for Children. Ms. Merriweather also stated that they are also now partnering with Adult Education to do TABE testing. Mr. Anderson asked about low numbers on Dashboard for Cherokee County and wanted to make sure Cherokee was receiving attention and Ms. Merriweather confirmed that participants numbers we increasing.

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* reports and Dashboards for January, including highlights about certificate attainment, successful placement, and skill gains attainment. Ms. Bell stated that her work experience students were being paid \$7.25 and she would like to increase their participants pay to \$9.00 which is still very low. Ms. Angermeier stated that it was fine to increase the pay rate because the modification does not need a board vote and will also create a consistent pay grade across both youth programs.

Employer Appreciation Banquet

Ms. Simone Mack-Orr told the committee that she would be pulling together an Ad Hoc Committee to start planning for this event to take place in July. Ms. Cheri Pressley stated that she would be glad to help with this committee.

Other Business

The committee held further discussion on how to receive the funding that the schools currently receive for those students enrolled in the Recovery program.

Items Referred for Board Action

The Youth Committee recommends that the Upstate Workforce Board approve the ACHIEVE budget modification as presented.

Website Reference

www.upstateworkforceboard.org

AGENDA

YOUTH COMMITTEE MEETING

March 8, 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 | |
| ▪ SCDEW Monitoring: Youth Expenditures | Ms. Ann Angermeier |
| ▪ ACHIEVE Program Budget Modification | Mr. Brent Bishop |
| ▪ Employer Appreciation Luncheon | Ms. Simone Mack-Orr |
| ▪ Other Business & Adjourn | |

Next Meeting Date: May 10, 2017

Our Mission Statement:

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

3:51 PM
02/21/17
Accrual Basis

YouthStop
Profit & Loss Budget vs. Actual
July 2016 through January 2017

YouthStop					
58% of PY16		Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		453,958.73	453,958.73	0.00	100.0%
Total Income		453,958.73	453,958.73	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		5,192.06	38,270.50	-33,078.44	13.57%
Operating Expenses		42,219.63	76,307.23	-34,087.60	55.33%
Staff Salaries & Fringe Benf.		170,805.76	324,381.00	-153,575.24	52.66%
Work Based Learning		1,932.64	15,000.00	-13,067.36	12.88%
Total Expense		220,150.09	453,958.73	-233,808.64	48.5%
Net Income		233,808.64	0.00	233,808.64	100.0%

11:12 AM
02/16/17
Accrual Basis

ACHIEVE
Profit & Loss Budget vs. Actual
July 2016 through January 2017

ACHIEVE					
58% of PY16		Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		387,740.41	387,740.41	0.00	100.0%
Total Income		387,740.41	387,740.41	0.00	100.0%
Expense					
Indirect Costs		2,449.37	20,004.89	-17,555.52	12.24%
Instructional Trng. & Sup. Svs.		35,703.84	73,779.39	-38,075.55	48.39%
Operating Expenses		17,211.44	37,051.00	-19,839.56	46.45%
Staff Salaries & Fringe Benefit		131,792.19	234,595.13	-102,802.94	56.18%
Work Based Learning		3,811.78	22,310.00	-18,498.22	17.09%
Total Expense		190,968.62	387,740.41	-196,771.79	49.25%
Net Income		196,771.79	0.00	196,771.79	100.0%

Progress Report PY16

July 1, 2016--June 30, 2017

1/31/2017

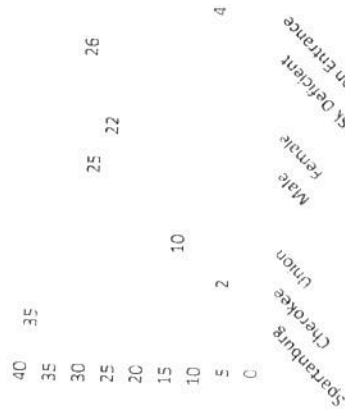


	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	12	19	10	7	5	12						73
Pending Applications	5	6	5	4	4	5	5						34
Eligible WIA Applicants	1	4	5	4	2	2	2						20
Referrals to other agencies	3	2	3	4	2	4	2						20
Carryover (Prev. Yr)	20	NA	NA	33	NA	NA	39						NA
New Enrollments	2	2	3	3	5	1	4						20
New Enrollments BSD--rdg and/or math	1	0	1	1	3	1	0						7
Total Active End of Quarter	NA	NA	31	NA	NA	31	NA						NA
Total Served (New, CO)	22	24	27	30	35	38	40						NA
Exiters entering Follow-Up-2nd/4th	0	0	18	0	0	14	0						32
Of those exiting the # Employed or in Advanced Training at Enrollment	0	0	0	0	0	2	0						2
Placed in Empl/College/Adv Trng	0	0	13	0	0	9	0						22
GEDs Earned	1	0	1	0	1	3	2						8
Occupational Credentials Earned	0	0	5	5	0	0	0						10
Entering as BSD in rdg and/or math	15	0	1	1	3	1	0						21
Attaining LN in at least 1 subj	13	1	0	0	1	0	2						17
WorkKeys Earned	1	1	4	3	5	2	2						18
Resumes	5	4	3	5	4	3	5						29
Work Experiences Completed	0	0	0	0	1	3	1						5
Driver's Ed	0	2	0	1	1	1	0						5

Demographics of Total Served--47
(Follow-up not included)

PY16

7/1/16--02/10/17



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

12/31/2016

PY16 2nd Qtr
(Oct 1, 2016-- Dec 31, 2016)

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 234,595.13	\$ 131,792.19	56.2%
Operating	\$ 37,051.00	\$ 17,211.44	46.45%
Instructional Trng/Sup Services	\$ 73,779.39	\$ 35,703.84	48.39%
Work-Based Learning	\$ 22,310.00	\$ 3,811.78	17.09%
Indirect	\$ 20,004.89	\$ 1,587.01	8%
Total	\$ 387,740.41	\$ 190,106.26	49.03%



January 1, 2017--January 31, 2017

Participant Leadership Development

- The participants have been busy developing résumés and practicing workplace skills, including WorkKeys. They are preparing for Work Experiences and learning soft skills.
- Participants and staff continued the on-going service learning project of delivering Mobile Meals (MM). During December, the staff and participants take service learning further. Participants made ornaments in November to deliver to each Mobile Meals' recipient. ACHIEVE also asked MM if there was a particular needy MM recipient on our route. We were able to take staff/participant donations to provide the MM recipient with extra food and other items.
- The counselors, Eric Fluckiger and Brad Peterson, did group workshops throughout the month.
- On January 17, Laura Ziegler with SC Thrive presented the services to the ACHIEVE students. She will return next month to do a mental health training with students/staff.
- On January 30, the staff and students took a field trip to the theater to view the historical film, *Hidden Figures*.

Staff Development

- On January 11, Helen Merriweather attended the UWB Youth Committee meeting to give updates and discuss the Employer Appreciation day to be held in July.
- On January 12, Susan Griffith and Rane Standberry attended the Workforce Board Grantee meeting to discuss policies and give updates.
- On January 19, Susan Griffith and Helen Merriweather participated in the Poverty Simulation workshop, held by *Eyes Wide Open*.
- On January 23, Rane Standberry and Helen Merriweather attended the Upstate Workforce Board meeting.
- On January 24, Helen Merriweather attended the SC Works Union partnership meeting.
- On January 25, ACHIEVE participated in the SC Works Re-entry Fair.
- On January 26, Janis Hendrickson attended the Spartanburg Transition Alliance meeting held at Vocational Rehabilitation.

e-enrollment testing every Thursday at 12:30pm at ACHIEVE location. Cherokee and Union County testing is by appointment. Call to schedule.

Located with SC Works Spartanburg at the SCC Downtown Campus
www.uscupstate.edu/academics/achieve---(864) 764-1977 (TTY-711)

ACHIEVE Student Receives Hope Center for Children Award

Ja'Leisha Fuller began her work experience at the Hope Center for Children in November and completed it in December. Little did she know that she would be asked to come back on Martin Luther King, Jr Day to receive the Hope Center Volunteer of the Year Award.

The award is a nationally recognized Drum Major award for outstanding service in the community. Congratulations, Ja'Leisha for your service (pictured below).



ACHIEVE and Adult Education Partnership

On January 31, 2017, the Adult Ed (ZL Madden Learning Center) and ACHIEVE formed a partnership to bring together resources to better serve the WIOA youth. ACHIEVE welcomes Ms. Nita Dale (pictured below) to serve as the Testing Lab Manager/GED Instructor at ACHIEVE. While Adult Ed and ACHIEVE both offer the GED exam preparation, each program offers other services that will each complement the other and provide better services to the client.



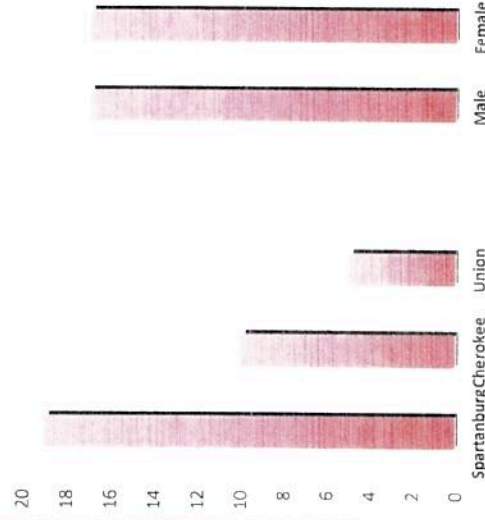
DASHBOARD

(Rolling Progress)



The YouthStop™ Demographics

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
# Of informational contacts	16	41	27	54	45	20	32						235
# Of applications received	0	11	4	2	3	13	4						37
# Of academically eligible	0	2	2	2	2	13	4						25
# Of eligible WIOA applicants	0	n/a	2	2	2	n/a	4						10
# Of referrals to other agencies	6	3	6	3	4	2	6						30
# Of carryovers (Prev. Yr or Mo)	26	27	27	30	32	33	33						33
# Of new enrollments	0	0	3	2	1	0	1						7
% Of Enrollment Benchmark	54%	54%	60%	64%	64%	64%	66%						66%
Total active end of month	26	27	30	32	33	33	34						34
# Of exiters entering follow-up	22	0	0	0	0	1	0						23
# Placed in emp/college/adv trng	n/a	12	9	12	5	23	0						38
# Of diploma's earned	20	3	0	0	0	0	0						23
# WorkKeys platinum earned	0	0	0	0	0	0	0						0
# WorkKeys gold earned	0	0	0	0	0	0	0						0
# WorkKeys silver earned	0	1	0	2	2	0	0						5
# WorkKeys bronze earned	0	0	0	0	0	0	1						1



Total Served YTD 33 Carry-overs plus New Enrollments

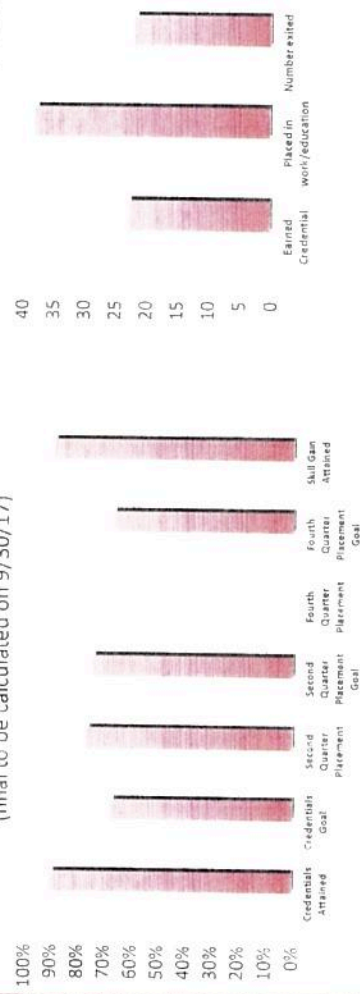
Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 232,215	\$ 119,926	58%	52%
Operating	\$ 76,307	\$ 42,220	58%	55%
Instructional Training	\$ 27,350	\$ 3,604	58%	13%
Work Based Learning	\$ 107,166	\$ 52,812	58%	49%
Supportive Service/Incentives	\$ 10,921	\$ 1,588	58%	14%
Total	\$ 453,959	\$ 220,150	58%	48%

Invoices through: 1/31/2017

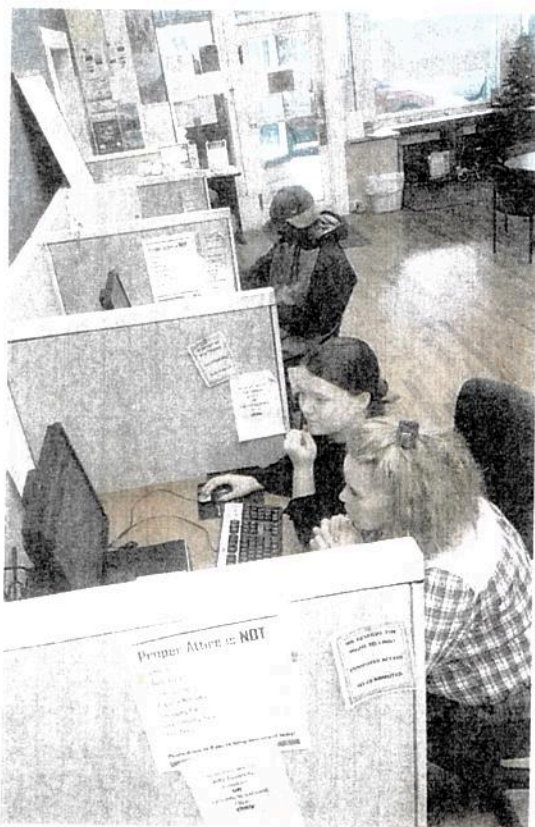
Please note: District No. 6 does not charge for indirect costs.

PY16 4th Quarter

(final to be calculated on 9/30/17)



Work-Based Learning Activities in the Upstate.



As part of a current placement, Cassandra Sumner is assisting SC Works Union with administrative duties and customer service.

Four participants began work experiences recently. Three participants are working in Cherokee County and one participant is working in Union County. Employer host sites include 9 Rounds Health and Fitness, Dr. Henry Jolly Dentistry, Circle M Veterinary Clinic and SC Works Union.

In addition, eight participants have completed work readiness training. Areas of instruction include resume writing and design, successful interviewing techniques, oral and written communication, conflict resolution and appropriate dress. Programming was designed to incorporate technology, role-playing and peer feedback.

If you know of a business or non-profit willing to host a work experience, please contact Shannon D. Wilkins at 864-583-4433 for a consultation.

Staff Development

On January 11, Kathy E. Bell and Michelle W. Hawkins attended the WIOA Youth Committee Meeting at SC Works. Discussion included program updates and dashboards. Also, they attended a WIOA Grantee Meeting on January 12. Discussion included new instruction letters, training expenditures and work-based learning contracts.

Shannon D. Wilkins attended the SC Works Spartanburg Partner Meeting on January 20.

Kathy E. Bell and Michelle W. Hawkins attended the WIOA Grantee Meeting on January 23 at the YMCA.

James R. Cox, Michelle W. Hawkins and Shannon D. Wilkins attended training on at-risk youth and graduation requirements offered by the local school districts on January 24.

Odds 'n Ends

Several participant workshops have been held recently.

"Who Am I" was a workshop designed to help participants identify and understand basic personality and leadership traits. The Myers-Briggs personality test was administered. At follow-up sessions, participants were given results of the testing and discussed the strengths and challenges of each type.

"Anger Management" was the topic of two participant workshops. Single-gender sessions were offered.

In accordance with WIOA, The YouthStop™ has offered "Entrepreneurial Spirit." The workshop familiarized participants with various aspects of creating and operating a business.

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

"An equal opportunity
employer/program"

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

Financial Monitoring Review

WIOA Programs

Purpose & Scope

The purpose of Workforce Innovation and Opportunity Act (WIOA) financial monitoring is to determine if Spartanburg County is using WIOA funds in compliance with applicable laws and regulations, and to determine if Spartanburg County has a sound financial system in place to carry out the WIOA activities. The scope of the monitoring included reviewing and analyzing Spartanburg County's financial records for the period of November 1, 2015 through September 30, 2016.

Review Areas

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

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

Current Year Issue

None Noted.

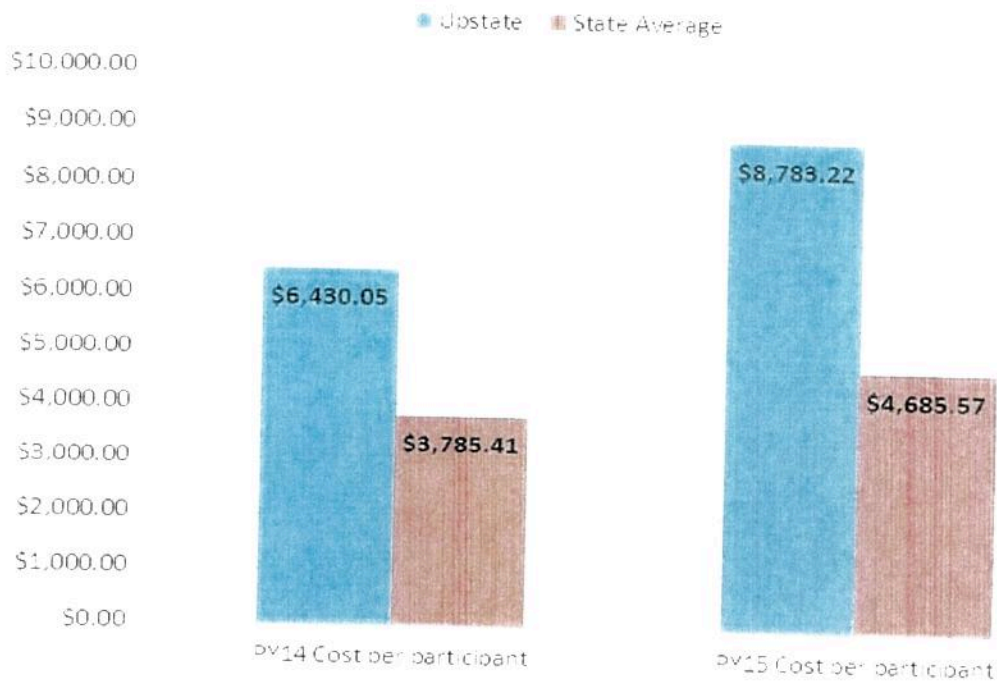
Opportunity for Improvement

During the monitoring process, an opportunity for strengthening operating efficiencies was identified. The following observation is not an issue, but rather an opportunity for improvement. Therefore, we recommend Spartanburg County review this comment for future enhancements.

1. Youth expenditures per participant were high and Youth participation was low

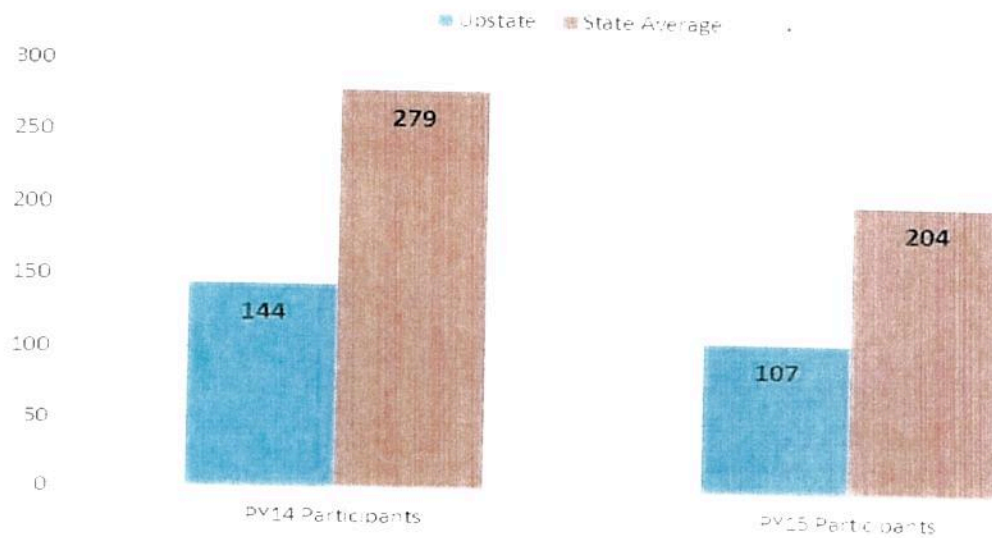
In PY14 and PY15, Spartanburg County spent \$6,430.05 and \$8,783.22 per Youth participant, respectively. These levels of expenditures exceed the State average by approximately \$2,500 in PY14 and \$4,000 in PY15 per participant. In addition to the high cost per participant, Upstate served far fewer Youth participants than State averages in PY14 and PY15.

Youth PY14 and PY15 Cost per Participant



In addition to the high per participant cost, Upstate served considerably fewer Youth participants than State averages in PY14 and PY15.

Youth PY14 and PY15 Participation



Per our review, the high levels of expenditures per participant and low number of Youth participants in PY14 and PY15 are attributable to Youth subrecipient contracts with high administrative costs accompanied by a relatively low number of participants the contracts are required to serve.

Recommendation: We recommend that Spartanburg County assess Youth expenditures, including Youth contracts, to ensure costs are reasonable and necessary. Additionally, Spartanburg County should submit an explanation to provide justification for high Youth costs per participant. We welcome any comments from Spartanburg County to provide further clarification surrounding the above noted recommendation.

Response: Concerns will be sent to the Youth Committee for further discussion. Due to the short time allowed for response, we were not able to pull the committee meeting together. We will continue to analyze and share data with the full board via the Youth Committee in preparation for PY17. There are a few items that we would like to share in response to SCDEW requesting that we justify our program cost and participants served.

In our initial review, we believe that the USC Upstate ACHIEVE Program costs and the number of participants served are reasonable. Detailed information supporting this statement is listed below.

We do realize that there is room for improvement with the District Six YouthStop Program.. It is important to understand a few contributing factors to costs and participation levels.

In PY15, The YouthStop™ participant numbers decreased by 20 in response to an approximate \$49,000 funding cut and the mandate to transition from an in-school to an out-of-school program.

Additionally, in PY16, YouthStop™ extended services to two additional counties and completed the transition to serving out-of-school youth exclusively. In order to manage this transition, they believed it was necessary to keep the number of participants at 50. Currently, they are overenrolled in Cherokee and Union counties. They are projecting ending the program year with 55 participants. In PY17, if the current level of funding is maintained, they plan to increase to 70 participants. By increasing the number of participants, the cost per participants is lowered.

While reviewing costs related to the current building location, we felt the following items were worthy of noting.

The YouthStop™ is open to participants throughout Cherokee, Spartanburg and Union counties. In order to ensure that all participants have access to our facility and staff, they prefer to be housed in a location that is centrally located. Their participants provide their own transportation (with only a small stipend to assist with costs). For this reason, they

chose a facility located in the center of Spartanburg County, near the downtown area and accessible to all three counties.

This underserved youth population consists of those individuals who have dropped out of high school, but can be recovered and can graduate before the age of 21. This population is eligible for certification as out-of-school youth under WIOA, but must be re-enrolled in a public high school to earn the Carnegie units necessary for graduation. These students will be served at The YouthStop™ location. Consequently, program staff must ensure that the building is up to code and meets requirements for student safety and access set by the Department of Education. For this reason, they chose a building that previously had been renovated by a local school district to meet all necessary requirements. The building was also prepared for necessary fire and security monitoring. This saved renovation costs and ensured code compliance. If they move into another commercial space, it is highly unlikely that it would meet requirements initially. The costs of up-fitting could be substantial.

The YouthStop™ programming includes classroom instruction, computer lab instruction, small group meetings and individual participant activities. The program also requires staff to be onsite. For this reason, they chose a building that is wired for necessary equipment and provides office and meeting space. Although some services are offered at adult education offices, group trainings are offered primarily onsite at The YouthStop™. In addition, as mentioned above, recovery services are only available at The YouthStop™ facility as many students are not eligible to be on-site at their high school.

Since moving into the building in 2010, their rent was negotiated down from \$6,000 a month (\$10 per square foot) to \$3,900 a month (\$6.50 per square foot). This is a 35% decrease.

In an effort to show due diligence, they have investigated continuously the possibility of renting space from other sources (including space offered by ResCare, two buildings offered by Spencer Hines, space offered by Spartanburg Housing Authority and two local school districts). At present, no appropriate space is available at a lower cost, unless it is provided in-kind by a school district. However, this arrangement would limit services to only those participants who are enrolled in that particular school district and who are eligible to be on campus. We have 9 school districts in our 3 county area. This would significantly limit the program.

In reviewing data for PY16 (July 1- Dec 31) against actual expenditures, the following average per participant is reflected:

- USC Upstate ACHIEVE Program: \$4,097.20
- District Six YouthStop™ \$5,825.32
- Overall \$4,865.25

If both programs expend 90% of their budgets by June 30, 2017 and hit projected enrollment numbers, the following average per participant is reflected:

- USC Upstate ACHIEVE Program: \$6,344.84

- District Six YouthStop™ \$7,428.40
- Overall \$6,886.62

The numbers would be even lower if the ACHIEVE program did not have to replace a van this program year (see more below). While these numbers are higher than the state average, you are not necessarily comparing “apples to apples”. It is even difficult for us to do an “apples to apples” cost comparison of our local programs because they offer very different services. The cost associated with ACHIEVE’s transportation is an example of a service that we know is not being provided by other youth programs in the state. The commonality between our youth programs is that they both provide intensive services. The more comprehensive the services, the more cost incurred. Many of our youth have significant barriers to include documented disabilities. Many are referred from DJJ.

More information will be gathered and reviewed to see what cost saving measures can be implemented. The information gathered in this process will be shared with the board. They will be actively involved with any proposed changes.

More information on the USC Upstate ACHIEVE Program:

For 37 years, the ACHIEVE Program has provided transportation using vans managed by the State Fleet, picking up participants at their homes, bringing them to class and activities and then returning them to home. We have many rural areas in our three counties that would not be served without this program. ACHIEVE’s founders, USC Upstate officials and the superintendents of the seven Spartanburg school districts, must have realized that even in 1979, transportation for these hardest-to-serve would be an issue for attendance. What would schools be like if there were no buses? To equally compare youth programs, the transportation piece will need to be removed. For PY16-17, the transportation required more money, due to a new van that was purchased, adding \$22,500 to this year’s transportation amount. A typical year’s cost for transportation is approximately \$51,825. If this amount and the extra cost for the purchased van are removed from the overall budget, in order to equally compare, the overall budget amount is \$304,640 (average participant cost of \$5.077). The cost of transportation has proven to be well worth the dollars over the years. Most youth serving agencies refer their students to ACHIEVE because of the transportation it offers to youth. Just recently, the co-located Department of Social Services representative referred his client that has no transportation. One of the services that ACHIEVE will provide this young man is driver’s education to help him obtain his driver’s license. Once he completes the ACHIEVE Program, someone in his family plans to help him get a vehicle. Until then, ACHIEVE will provide him transportation for ACHIEVE services as well as possible co-enrollment with SC

Works for additional services.

ACHIEVE offsets the transportation cost through co-location with SC Works. ACHIEVE is able to share costs of rent, Internet, communication and custodial services. As mentioned, when SC Works and ACHIEVE co-enroll, ACHIEVE can provide transportation for SC Works clients. Another way that ACHIEVE works to offset costs is partnering with Adult Education. Adult Ed provides/pays for a part-time GED/Lab instructor for ACHIEVE, at the cost of \$19,200/year.

ACHIEVE provides the full extent of WIOA services, having two onsite GED instructors (one provided by Adult Ed as previously mentioned). While ACHIEVE overlaps the GED preparation with Adult Ed, a number of students who come to ACHIEVE have no other school alternative. When students are expelled, they cannot attend Adult Ed because it is part of the school system, nor can they attend any other district school for one year. Schools refer students to ACHIEVE. One school district social worker said of the program: "ACHIEVE is a dropout recovery program." Additionally, Adult Ed does not enroll 16 year olds, so the schools release those 16 year olds who cannot stay in school (for one reason or another). ACHIEVE follows the WIOA regulations when enrolling 16 year olds, but it is a needed service. Each of the ACHIEVE staff performs many duties to maximize youth services while minimizing costs.

ACHIEVE has been awarded additional grants to provide participants with other services, such as onsite mentoring, counseling/therapy and some incentive funds. ACHIEVE continually searches for additional funding to offset costs. The SC Works Project Director, who has worked with youth programs in the past, labels ACHIEVE's youth services as best practice among youth agencies.

ACHIEVE provides transportation during a typical year at the cost of approximately \$51,000. ACHIEVE offsets costs through co-location with SC Works and other partner agencies, such as DSS and SCDEW. All of their services throughout the years, including the essential transportation, have added to the success of the hardest-to-serve youth of Spartanburg, Cherokee and Union Counties.

It would be easy to fund "superficial" youth programs that only offer one or two services to students, but in order to truly improve the lives on individuals with significant barriers, programs need to be comprehensive.

February 28, 2017

Upstate Workforce Board
PO Box 5666
Spartanburg, South Carolina 29304

Dear Ms. Angermeier, Youth Committee and Workforce Board Members:

ACHIEVE sincerely appreciates the funds for the 2016-2017 Program Year that you approved to allow the staff to serve out-of-school, at-risk youth in Cherokee, Spartanburg and Union Counties. We work to do our best to meet the needs of these youth to provide education and employability training as well as leadership and life skills.

Budget Modification #1 is for the purpose of reallocating two Operating Expense categories, with no increase in Operating Expenses, and reallocating Supportive Services categories, with no increase in Supportive Services.

ACHIEVE kindly requests an approval of this modification. The overall budget remains the same and each category has no increase, just reallocation within categories.

Please feel free to contact me with questions. Thank you again for your support.

Sincerely,

A handwritten signature in blue ink that reads "Helen Merriweather". The signature is written in a cursive style.

Helen Merriweather
ACHIEVE Program Director

Enclosed: Budget Modification Request Form
Modified Budget Page

SC WORKS UPSTATE GRANT MODIFICATION REQUEST FORM

ACHIEVE PROGRAM

Date: 2/28/2017

Grant number: 16Y603C4-UWIB Modification #1

Change(s) requested (note which section(s) of the original grant are to be changed, then state the new wording to reflect those changes):

OPERATING EXPENSES (PG 3)

CONSUMABLE SUPPLIES (OFFICE SUPPLIES)

DECREASE BY \$350 (FROM \$6,250.40 TO \$5,900.40) AND

MOVE TO

PROFESSIONAL DEVELOPMENT

INCREASE BY \$350 (FROM \$2,640 TO \$2,990)

Reason for modification:

The reallocation to Professional Development is to cover additional workshops for Staff Development. Funds were placed in PD to attend the Spring SETA Conference, but a SC Thrive and other workshops throughout the year leave a small to increase by \$350.

SUPPORTIVE SERVICES (PG 4)

B: CHILDCARE

DECREASE BY \$2,000 (FROM \$2,000 TO \$0) AND

MOVE TO

C2: GED FEES/ADULT ED FEES

INCREASE \$2,000 (FROM \$4,200 TO \$6,200)

AND

C5: INCENTIVES—GIFT CARDS, CLOTHING

DECREASE BY \$290 AND BY \$500 (FROM \$3,500 TO \$2,710)

MOVE TO

C4: GRADUATION

INCREASE BY \$290 (FROM \$1,250 TO \$1,540) AND

C1: FIELD TRIPS/L&L/WORKSHOPS/FOOD
INCREASE BY \$500 (FROM \$1,084.39 TO \$1,584.39).

Reason for modification:

Each year, ACHIEVE allocates funds for CHILDCARE (SUPPORTIVE SERVICES). During some years, there is a demand for CHILDCARE; sometimes there is no need. The funds can be used in GED Fees, which was underestimated. More participants are taking/passing the GED than in PY15. This is partly due to the adjustment to the new 2014 GED exam and since the GED Testing Service lowered the GED exam scores, now allowing more passage. The passage rate of first time takers is 89%, so funds are well spent. Guidelines are taken to ensure the participants are ready to take the GED exam as well as meeting certain goals in order to have the GED cost paid for the participant. Funds are used to buy vouchers, which are then used to buy GED exam slots.

GRADUATION COSTS exceed the original amount by about \$300. INCENTIVES funds can be reduced to reallocate funds to GRADUATION to cover the cost. Additionally, ACHIEVE FIELD TRIPS/L&L/WORKSHOPS/FOOD needs to be increased to cover upcoming Workshops/L&L and trainings where lunch will be provided, such as for CellBotics, CERT Graduation and other luncheon fees.

For questions regarding this modification request, please contact:

NAME: Helen Merriweather
TITLE: Director
EMAIL: hmerriweather@uscupstate.edu
PHONE: 864-764-1971

SUBMIT COMPLETED FORM TO:
UPSTATE WB ONESTOP SERVICES COORDINATOR

****DO NOT WRITE BELOW THIS SECTION****

WB Director: _____
Signature Date

- ☐ Approval to begin modification process
☐ Disapproved

Requires Approval/Disapproval by WB Board: (to be determined by Upstate WB Executive Director)

- ☐ YES
☐ NO

Youth Program and Planning Committee: _____
Meeting Date or Poll Date

- ☐ Approved
☐ Not Approved
☐ N/A

Upstate WB Board: _____
Board Meeting Date or Poll Date

- ☐ Approved
☐ Not Approved
☐ N/A

WB Director: _____
Signature Date

- ☐ Grant modification(s) may begin immediately
☐ Executed Modification needed to proceed with requested grant modification