



UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING

April 10, 2018

Noon

SC Works Spartanburg

Present:

Ms. Ann Angermeier, UWB

Mr. Brent Bishop, UWB

Mr. Jeff Gossett, Committee Member

Ms. Betty Guzzo, Committee Member

Mr. Craig Jacobs, Chair

Ms. Alice Lang, UWB

Dr. Brian Nottingham, Guest

Mr. Doug Stephenson, Guest

Ms. Dana Wood, UWB

Welcome

The meeting was called to order at 12:06 p.m. by Mr. Craig Jacobs, Committee Chair.

Dashboard/Just In Time Reports

Ms. Dana Wood provided an update to the Committee, referencing the March 2018 Dashboard and Just In Time reports. SC Works had 193 enrollments this year, including Adult and Dislocated workers. For caseloads, Jocelyn has 97, Rose has 92, Meika in Gaffney has 45 and Nikki in Union has 73. There is a lot of training going on in Commercial Driving and Welding. They are also doing a lot of on-the-job training. Overall, the numbers look very good. 30 people have attended workshops. This does not include ones where Mr. Kenneth Taylor, Outreach Facilitator for SC Works, went out into the community to provide services. For example, Mr. Taylor provided 8 workshops in soft skills and had 400 participants at Union County Schools. SC Works is continuing to spend the money and sign up people for training. The obligations do not show up on the financial reports. Funds have been set aside for the Northside project. SC Works has been meeting their goals related to community engagement in each county and social media outreach. Mr. Jacobs noted that this is an improvement from last year and Ms. Angermeier commented that they are a lot more visible now. Ms. Wood reported that next month, SC Works, with the help of partner The Fatherhood Coalition, has plans to reach out to the faith-based community, as required by WIOA, and hopes to be meeting with around 30 ministers to share relevant information.

Financial Report (Ending February 2018)

Brent Bishop reported on the budget for SC Works. He said the report reflects February's numbers because the numbers for March came in today. We are now 2/3 of the way through the fiscal year.

Some of the percentages look off because this report does not take into consideration the large modification approved earlier and we are still owed money by several partners for infrastructure costs. When the modification is applied, the numbers will look better. Ms. Wood commented that it will not look completely right until the end of PY17 when all the reimbursement money has been collected. She said it has been challenging to bill multiple agencies which are our partners. Mr. Bishop reported that we have been given a new tool to track participant cost rate which replaces an older one that had an error in it. Using the new tool, we are tracking at 32 percent. This is a very good rate for this point in the program year. Ms. Wood reminded the committee that the 30% requirement will be in effect July 1, 2018. The staff are using PY17 as a practice year.

Lobby Re-Design

Ms. Dana Wood reported that there were three bidders for the lobby re-design proposal: 1) PMC at \$22,000; 2) Young Office at \$19,000; and 3) Alfred Williams at \$14,315. It was decided to go with the Alfred Williams' bid. Ms. Wood showed pictures of the proposal which included new seating, desks, filing cabinets, an iPad station, and approximately 40 new chairs, some of which are for the resource room. Mr. Stephenson pointed out that of the \$20,000-line item, there will be money left over to make further improvements in the lobby, such as new signage. Ms. Wood said they had talked to SCC about the half-moon shape in the floor lobby. Discussion was held regarding using some of the left-over money to install new flooring to create a more consistent look and remove the threshold that could be a potential trip hazard. Ms. Wood also pointed out that SCC is planning to give us approximately 40 computers which are only a couple of years old. Ms. Angermeier suggested that the ACHIEVE program might be able to use these as well. Ms. Betty Guzzo asked how long the furniture would last. Ms. Wood said this is the first time we have bought new furniture for SC Works in the 11 years she has worked here. Ms. Wood added that the material in the furniture should be long lasting. Chairman Jacobs asked where the money is coming from for the furniture. Ms. Wood replied that it is already in the budget and was allocated by the One Stop Committee for this use under a line item called Renovations. **Betty Guzzo made a motion to agree to spend \$14,315 for the lobby redesign furniture. Jeff Gossett seconded the motion. The motion was passed unanimously. There were no abstentions.**

General Topics of Discussion

- **MOU/IFA-Director of First Impression Update**

Ms. Dana Wood reported that all MOU agreements with partners are due on July 1, 2018. She said there has been a lot of discussion about who will greet customers during PY18. WIOA is very clear about the fact that this duty needs to be shared among the partners. The partners said they would provide rotating staff to help with the coverage of the front desk. They are now looking into having a computerized kiosk to help serve as a receptionist where customers could sign in and be referred to the right person to help them. This will provide consistency. Staff are still in the information-gathering stage for the right

technology. They are not looking at creating a full-time position because the State has indicated that they cannot roll out that program statewide due to financial constraints.

- **ETPL Waiver**

Ms. Dana Wood reported that the State has finally recognized that some training providers are not willing to capture and submit all student data to the State, so they are going to the DOL for a waiver. If the waiver is denied, we could potentially lose our SCC partnership.

- **Geo Fencing Campaign**

Ms. Dana Wood reported that she continues to receive updates regularly from The Palladian Group. Also, they are producing new advertisements for the April 26th Job Fair and those ads are coming out this week.

- **Transportation Demo Grant Update**

Ms. Dana Wood reported we now have 11 people riding the bus to and from work during 2nd and 3rd shifts. Deivis has taken on the bulk of finding these participants. It has been challenging logistically to coordinate the rider schedules on one bus that makes a number of different trips. The cost is roughly \$35.00 per hour resulting in around \$70 per day. We have \$100,000 and will not be able to spend all of that before the grant period expires in December. We will have to return about \$80,000 to the State because we probably cannot spend more than \$20,000. We were hampered because we could not serve riders in Cherokee or Union counties because they do not have any DOT approved transportation. This was a Demo grant, so our inability to expend the funds will not hurt us for getting future grants, because we have documented our process and produced some success.

- **Re-Entry Grant Update**

Ms. Wood reported that we have had success with this grant. Training is at the Spartanburg County Detention Center. Our staff person, Valerie, has been connecting the clients with services at SC Works. We have been able to run 3 classes up to this point. We are looking for more grants to keep the project going. Of the clients served: 75% are employed; 80% scored silver or higher on WorkKeys; 93% completed their training; and 90% have received follow-up services upon release.

Other Business

Ms. Wood reported that we had a successful meeting with Limestone College about professional training feeding into manufacturing programs.

Adjournment

With no further business, the meeting was adjourned at 1:06 p.m.

The date for the next meeting is TBD.

AGENDA
ONE STOP COMMITTEE MEETING
April 10, 2018
12:00 noon
SC Works-Upstate

- | | |
|--|---------------------|
| • Welcome | Mr. Craig Jacobs |
| • SC Works Update | Ms. Dana Wood |
| ▪ Dashboard | |
| ▪ Just in Time Report | |
| • Financial Report | Mr. Brent Bishop |
| • Lobby Re-Design* | Mr. Doug Stephenson |
| • General Topics of Discussion | Ms. Dana Wood |
| ▪ MOU/IFA- Director of First Impression Update | |
| ▪ ETPL Waiver | |
| ▪ Geo Fencing Campaign | |
| ▪ Transportation Demo Grant Update* | |
| ▪ Re-Entry Grant Update | |
| • Other Business & Adjourn | |

**denotes a voting item*

Next Meeting Date: TBD

Our Mission Statement:

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

SC Works Greater Upstate

Monthly Report Card PY17

(March 2018)

(Cherokee, Spartanburg, and Union)

Bringing Employers
and
Job Seekers
Together



DASHBOARD 03/01/2018 through 03/31/2018

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	2671	3113	2707	2690	2105	2135	2621	2396	2413	0	0	0	22851
WIOA Traffic (Spartanburg 149, Gaffney 36, Union 46)	217	307	277	248	174	268	222	231	240				2184
UI Traffic (Spartanburg 383, Gaffney 130, Union 132)	833	846	855	803	762	735	820	645	670				6969
WP Traffic (Spartanburg 942, Gaffney 235, Union 351)	1724	2040	1752	1529	1206	1191	1638	1528	1518				14126
Total Unduplicated Center Traffic	1573	1805	1570	1408	1213	1244	1533	1306	1329	0	0	0	12981
# Scheduled for Orientation	46	69	43	44	23	39	52	39	40	0	0	0	395
# Attended Orientation	28	56	36	36	14	29	37	28	31	0	0	0	295
# of Workshops Offered	4	20	10	16	13	12	13	17	15	0	0	0	120
# Scheduled for Workshops	23	51	16	32	29	32	66	60	56	0	0	0	365
# of Workshop Attendees	18	44	11	16	16	25	51	46	30	0	0	0	257
New ADULT Enrollments	24	31	20	20	9	27	20	21	21				193
New DW Enrollments	0	4	2	2	2	3	3	8	1	0	0	0	25
Total Caseload	293	295	299	304	294	310	286	298	307	0	0	0	253
New ADULTS beginning training**	18	19	18	24	10	25	18	14	18	0	0	0	164
New DWs beginning training**	0	3	1	2	1	1	0	4	2	0	0	0	14
% New Clients vs Clients Entering Trng	75.0%	62.9%	86.4%	118.2%	100.0%	86.7%	78.3%	62.1%	90.9%				84.5%
# of New Job Orders Placed	326	351	320	342	263	217	295	363	358	0	0	0	2835
# of New Jobs Available	591	671	2488	915	1655	1822	832	539	600	0	0	0	10113
# Entered Employment	43	50	20	65	28	34	32	26	70	0	0	0	368

TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Jocelyn Bell - 97
Melika Jones - 45
Nikki Burgess - 73
Rose Cortes - 92

CENTER TRAFFIC:

Location PY17 PY16 Change
*Cherokee 412 430 -18
*Spartanburg 1536 1702 -166
Union 465 412 +53

TRAINING PROVIDERS AND PROGRAMS

Provider Training Program/Number of enrollees
Arc Labs Welding 1
TDI CDL 8
Car. Con CDL 1

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

New Trainings by County

Cherokee = 3
Spartanburg = 4
Union = 3

OUT/WEP Established

1

**Training figures include activities: 215, 217, 300, 301, 327, and 328.

Highlighted Events and Outreach

March 1st – March 31st

- Kenneth offered eight workshops in Union County on Soft Skills in the workplace. The attendees were students from the CATE Center, and there were over 400 Participants.
- Kenneth visited the Blacksburg Public Library to work in their Resource Room, and provide information about WIOA to clients.
- Devis attended the Spartanburg Housing Authority PCC meeting. Devis spoke about the services offered at SC Works.
- Tracy attended the Career Fair at High Point Academy, and talked to students about the do's and don'ts when completing job applications.
- Kenneth visited Goodwill Job Connection to speak to individuals about the training available through WIOA at SC Works Cherokee County.
- Devis attended the Virginia College Job Fair. Devis met with 9 students, and gave them advice on Resume Creation and Interview skills.
- SC Works team attended the Annual Awards Banquet in Gaffney. Featured key note speaker was Governor McMasters.
- Kenneth and Nikki attended the Union County High School Career Fair. They discussed the various services offered at SC Works and promoted the WIOA Program with over 80 students during the event.

Social Media Outreach:

Facebook: 33 Posts and 15 Likes / YTD 285 Posts
PY March Post Goal- 22 / PY 17 Goal- 250 Posts

Twitter: 29 Posts

Community Engagement:

Goal: Spartanburg-6, Cherokee-4, Union-4
Actual: Spartanburg- 12, Cherokee-7, Union-6

Business Services Focus

- March 2nd – RDBS met with Youth Build to discuss OJT Partnership opportunities. BS attended Greer Chamber First Day luncheon.
- March 6th -RDBS and WB ED met with economic development to discuss sector strategies.
- March 14th- BSC met with Siemens regarding potential OJT youth apprenticeships, and career pathways.
- March 22nd - BSC and RDBS met with FATZ regarding apprenticeship program and Hospitality Job Fair; on the same day BSC participated as speaker for PIQU event, and attended the SCC Visionaries event.
- March 26th - RDBS and BSC attended Magna Grand Opening. RDBS met with SCDOC regarding the BMW Project, and met with WDB and SCDOC regarding Showcase Planning.
- March 29th – RDBS participated on National OJT focus Group with ResCare.

Enrollment Data	PY 17	March
Union		
New Trainings	25	2
Enrollments AD	38	4
Enrollments DW	8	1
Cherokee		
New Trainings	16	4
Enrollments AD	37	4
Enrollments DW	3	0
Spartanburg		
New Trainings	73	5
Enrollments AD	117	13
Enrollments DW	14	0
OJT's	17	0

Talent Engagement News:

Center	Job Referrals
Cherokee	222
Spartanburg	1982
Union	171

SC Works WIOA Orientation, WorkKeys, and Workshop Data

WIOA Orientation Attendees:

(Group and One on One Sessions)

Cherokee – 4
Spartanburg – 22
Union – 5

WorkKeys Completed

Spartanburg - 31
Union - 7

Intensive Workshop Attendance:

30

Training /Support Services Funding PY 17

Fund Amount	Obligated	Remaining
AD- ITA	318,749	2,114
AD- OJT	122,545	27,454
AD-WEP	24,913	10,086
AD-SS	23,415	9944
DW ITA	50,867	17,769
DW SS	3,807	2,832
IWT-local	39,149	-0-

**Upstate Workforce Board
Profit & Loss Budget vs. Actual
July 2017 through February 2018**

Arbor					
	67% of PY17	<u>Jul '17 - Feb 18</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		<u>1,309,265.35</u>	<u>1,309,265.35</u>	<u>0.00</u>	<u>100.0%</u>
Expense					
Administration					
Dues, Prof fees, Subscriptions		1,100.00	1,500.00	-400.00	73.33%
Fringes		60,607.26	106,843.74	-46,236.48	56.73%
Indirect Cost		54,120.72	78,460.10	-24,339.38	68.98%
Management Fee		48,006.40	72,009.59	-24,003.19	66.67%
Salaries		291,336.84	430,107.50	-138,770.66	67.74%
Total Administration		<u>455,171.22</u>	<u>688,920.93</u>	<u>-233,749.71</u>	<u>66.07%</u>
Operating Expenses					
Computers and Software		2,566.25	17,085.00	-14,518.75	15.02%
Contract/Consulting Services		16,629.64	33,052.52	-16,422.88	50.31%
Equipment Rental		2,793.45	4,680.00	-1,886.55	59.69%
Mileage		6,578.34	11,000.00	-4,421.66	59.8%
Misc. & Facilities Costs		9,008.27	11,095.08	-2,086.81	81.19%
Office Supplies		3,909.71	6,471.98	-2,562.27	60.41%
Outreach		2,874.47	2,000.00	874.47	143.72%
Postage		407.18	1,050.00	-642.82	38.78%
Printing Supplies		1,286.23	6,320.00	-5,033.77	20.35%
Professional Development		4,514.38	4,190.00	324.38	107.74%
Rent		86,707.90	75,000.00	11,707.90	115.61%
Telephone		9,598.55	13,654.80	-4,056.25	70.29%
Travel-Out of Town		857.78	4,425.00	-3,567.22	19.39%
Utilities		8,835.23	10,320.04	-1,484.81	85.61%
Total Operating Expenses		<u>156,567.38</u>	<u>200,344.42</u>	<u>-43,777.04</u>	<u>78.15%</u>
Supportive Services					
Books, Tools, Uniforms, Fees		4,377.69	4,000.00	377.69	109.44%
Childcare		2,700.00	3,000.00	-300.00	90.0%
Other Emergency Support		964.80	1,000.00	-35.20	96.48%
Transportation		9,197.00	22,000.00	-12,803.00	41.81%
Total Supportive Services		<u>17,239.49</u>	<u>30,000.00</u>	<u>-12,760.51</u>	<u>57.47%</u>
Training Expenses					
Instructional Training		179,423.02	268,200.00	-88,776.98	66.9%
OJT Training		86,700.59	93,000.00	-6,299.41	93.23%
Work Experience		26,822.13	28,800.00	-1,977.87	93.13%
Total Training Expenses		<u>292,945.74</u>	<u>390,000.00</u>	<u>-97,054.26</u>	<u>75.11%</u>
Total Expense		<u>921,923.83</u>	<u>1,309,265.35</u>	<u>-387,341.52</u>	<u>70.42%</u>
Net Income		<u><u>387,341.52</u></u>	<u><u>0.00</u></u>	<u><u>387,341.52</u></u>	<u><u>100.0%</u></u>

PY17
Arbor Grants

	TOTAL				Current %	67%
	thru February 28, 2018 Expenditures	Budget	Variance	% of Budget		
Re-Entry 16M903RET01-UWB #16RET01 (11-1-18)	\$ 94,687.43	\$ 170,420.00	\$ 75,732.57	55.56%		
Transportation 16TDG03 (12-31-18)	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%		
RR 17M903RRRIWT01-UWB #17RRRIWT05 (7-31-18)	\$ -	\$ 49,980.00	\$ 49,980.00	0.00%		
RR 17M903RRRIWT03-UWB #17RRRIWT09 (8-30-18)	\$ -	\$ 37,725.00	\$ 37,725.00	0.00%		
IWT 17M903IWT03-UWB #17IWT03 (10-31-18)	\$ 2,409.55	\$ 165,000.00	\$ 162,590.45	1.46%		
Totals	\$ 97,096.98	\$ 523,125.00	\$ 426,028.02	18.56%		

Operation Educate Success Stories

- Two semester 3 participants are working for SLOAN, 2 released the last week of March have taken full time positions with Innovative Fibers. The remaining participants have been offered full time employment upon release. EVERYONE from semester 3 has a job offer!
- 1 participant has obtained his GED while incarcerated and desires to further his education once released.
- All semester 3 participants that have been released have initiated contact with Re-Entry Specialist an average of 4 times per week.
- Semester 3 graduate (*name redacted*) has maintained daily contact with his minor children and is working to secure a court mandated visitation /joint custody arrangement. He has also expressed his appreciation for being allowed to participate in Operation Educate on numerous occasions.
- All semester 3 graduates have been offered employment at pay rates of \$12 per hour or higher.
- All semester 3 participants that have been released and are working, have arranged wage garnishments to maintain child support payments.
- Three semester 3 participants have had their SC Drivers Licenses reinstated.