



## **Upstate Workforce Board Youth Committee Minutes**

**July 27, 2017**

**9:30 A.M.**

**YouthStop**

### **Members Present:**

Mr. Curtis Anderson, Chair  
Mr. Doug Bryson  
Mr. Jay Coffey  
Ms. Susan Rogers

### **UWB Staff Present:**

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

### **Guests:**

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

### **Welcome**

Mr. Curtis Anderson, Chair, called the meeting to order at 9:32 a.m. and welcomed everyone in attendance.

### **Financials**

Mr. Brent Bishop thanked both youth programs for working hard to get their financial numbers in and on time. Mr. Bishop also reported that both ACHIEVE and YouthStop met their financial goals for the year. There was a 10%-line item variance allowed. That was exercised in the line of work-based learning. There were no additional questions or concerns.

### **Year-End Work-based Learning Update**

Mr. Brent Bishop reported that the law requires 20% of the overall funds be spent on work-based learning. The Upstate Workforce area met this requirement. This goal was met with a small overage, bringing the total to 22.5%. As the new program year approaches, the hope is that both Youth programs will start to offer work-based learning opportunities throughout the entire program year and not just at the close of the year.

### **Youth Program Reports/Dashboard**

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the Just in Time reports and the Dashboard for June 2017, including new enrollment, statistics and performance, work experience/training, leadership projects and several other program highlights. Ms.

Merriweather said that their partnership with Adult Education is strong and they are continuing to co-enroll. Ms. Merriweather mentioned that the Cherokee Adult Education students are referred to ACHIEVE after either being expelled or kicked out. ACHIEVE continues to have students participating in service work with Mobile Meals. They also have several program outings scheduled in the coming weeks.

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* and Dashboard reports for June 2017, including credentials earned, successful placement, and 49 diplomas attained. Ms. Bell mentioned that they will look to continue the recovery program with Dorman students, and also mentioned they didn't have much success with Broome High School students. Ms. Bell noted that they will continue with their CERT training, along with plant tours and college tours, over the summer. Ms. Angermeier suggested the committee consider College 103 for the program. She said she would look into it.

#### **PY17 Budget Approvals:**

Ms. Simone Mack-Orr presented the committee with the proposed 2017 budget. Mr. Anderson asked for a motion to approve the 2017 program year budget. Mr. Coffey made a motion to approve the 2017 budget and Mr. Doug Bryson seconded the motion. The motion carried with no abstentions.

#### **Employer Appreciation Luncheon**

Ms. Simone Mack-Orr announced that the date for the Employer Appreciation luncheon is September 26, 2017. The event will take place at RD Anderson Applied Technology Center in their multipurpose facility, and their culinary arts students will cater the event. Mr. Anderson asked that we offer some sort of certificate or plaque as a thank you to all the companies that have partnered with us to provide work experience opportunities for our students. Ms. Mack-Orr agreed to take the lead on this request.

#### **Other Business**

Ms. Ann Angermeier updated the committee on the summer STEM club program that was put on at Sims Middle School in Union. Ms. Angermeier hopes to be able to offer the program again next summer.

#### **Adjournment**

With no further business or discussion from the floor, the meeting adjourned at 10:42 a.m.

**The next meeting will be held on October 18, 2017 at 8:30am**



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

<b>Meeting Date</b>	July 27, 2017
<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>• Year-end Work-based Learning Update</li> <li>• Youth Program Reports/Dashboards (ACHIEVE Program &amp; The YouthStop)</li> <li>• PY17 Budget Approvals</li> <li>• Youth Employer Appreciation</li> </ul>
<b>Action Taken</b>	Discussion
<b>Results and Outcomes</b>	<p><b><u>Financials</u></b> Mr. Brent Bishop reported that both YouthStop and the ACHIEVE programs met their goals for the program year.</p> <p><b><u>Year-End Work-based Learning Update</u></b> Mr. Brent Bishop reported that the law requires 20% of the overall funds be spent on work based learning. The Upstate Workforce area met this requirement. This goal was met with a small overage bringing the total to 22.5%. As of the new program year approaches, the hope is that both Youth program will start to offer work based learning opportunities throughout the entire program year and not just at the close of the year.</p> <p><b><u>PY17 Budget Approvals</u></b> The proposed PY17 budget for program year was presented for approval. Mr. Anderson asked for a motion to approve and Mr. Coffey made and motion. The motion was seconded by Mr. Bryson. Budget was approved.</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> report and the Dashboard for June, including new enrollments, statistics and performance, work experiences/training, leadership projects and several other program highlights.</p> <p>Ms. Kathy Bell, Director of The YouthStop, reviewed the <i>Just in Time</i> reports and Dashboards for June, including highlights about credentials earned, diplomas earned, successful placement, and skill gains attainment.</p>

	<p><b><u>Employer Appreciation Banquet</u></b></p> <p>Ms. Simone Mack-Orr announced that the date for the Youth Employer Appreciation luncheon is September 26, 2017. The event will take place at RD Anderson Applied Technology Center in their multipurpose facility and their culinary arts students will cater the event.</p> <p><b><u>Other Business</u></b></p> <p>The committee held further discussion how to possibly offer another STEM program next year.</p>
<p><b>Items Referred for Board Action</b></p>	<p><b>The Youth Committee recommends that the Upstate Workforce Board approve the 2017 Program year budgets as presented.</b></p>
<p><b>Website Reference</b></p>	<p><i><a href="http://www.upstaterworkforceboard.org">www.upstaterworkforceboard.org</a></i></p>



## **AGENDA**

### **YOUTH COMMITTEE MEETING**

**July 27, 2017**

**9:30 a.m.**

**YouthStop**

- |                                       |                     |
|---------------------------------------|---------------------|
| ▪ Welcome                             | Mr. Curtis Anderson |
| ▪ Financial Update                    | Mr. Brent Bishop    |
| ▪ Year End Work-based Learning Update | Mr. Brent Bishop    |
| ▪ Youth Program Reports/Dashboards    |                     |
| ○ USC Upstate ACHIEVE Program         |                     |
| ○ The YouthStop                       |                     |
| ▪ PY17 Budget Approvals               | Ms. Simone Mack-Orr |
| ▪ Youth Employer Appreciation         | Ms. Simone Mack-Orr |
| ▪ Other Business & Adjourn            |                     |

Next Meeting Date: October 18th, 2017

*Our Mission Statement:*

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

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

ACHIEVE					
	100% of PY16	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Grants Received		387,740.41	387,740.41	0.00	100.0%
Total Income		387,740.41	387,740.41	0.00	100.0%
<b>Expense</b>					
Indirect Costs		13,477.60	20,004.89	-6,527.29	67.37%
Instructional Trng. & Sup. Svs.		60,829.85	73,779.39	-12,949.54	82.45%
Operating Expenses		38,397.72	37,051.00	1,346.72	103.64%
Staff Salaries & Fringe Benefit		234,930.86	234,595.13	335.73	100.14%
Work Based Learning		22,186.78	22,310.00	-123.22	99.45%
Total Expense		369,822.81	387,740.41	-17,917.60	95.38%
Net Income		17,917.60	0.00	17,917.60	100.0%



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

YouthStop					
	100% of PY16	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Grants Received		453,958.73	453,958.73	0.00	100.0%
Total Income		453,958.73	453,958.73	0.00	100.0%
<b>Expense</b>					
Instructional Trng. & Sup. Svs.		13,072.24	36,270.50	-23,198.26	36.04%
Operating Expenses		73,156.35	76,307.23	-3,150.88	95.87%
Staff Salaries & Fringe Benf.		316,249.51	324,381.00	-8,131.49	97.49%
Work Based Learning		17,248.75	17,000.00	248.75	101.46%
Total Expense		419,726.85	453,958.73	-34,231.88	92.46%
Net Income		<b>34,231.88</b>	<b>0.00</b>	<b>34,231.88</b>	<b>100.0%</b>



A Program of the Upstate Workforce Development Board  
 Serving Cherokee, Spartanburg and Union  
[www.upstateworkforceboard.org](http://www.upstateworkforceboard.org)

June 1, 2017--June 30, 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.
- The counselors, Jayna Patel, Brad Peterson and Cheryln Owens, did 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 weekly psychoeducation group.
- On May 13, YouthBuild staff visited the ACHIEVE site along with a YouthBuild participant to give information to the ACHIEVE participants on how they can benefit from YouthBuild services.

## Staff Development

- On June 5, staff met with YouthBuild to compare/contrast our programs and discuss ways to partner. YouthBuild participants toured ACHIEVE to learn how they may receive services.
- On May 6-8, staff participated in an event hosted by the Workforce Board with Mary Ann Lawrence discussing WIOA policies and program collaborations.
- On May 17, Susan Griffith attended the Cherokee SC Works partner meeting held at the Corner Café.
- On June 21, Helen Merriweather and Susan Griffith attended the SC Thrive Mental Health training.
- On June 22-23, Helen Merriweather attended the SC Works Spartanburg Customer Service workshop, led by Donny Kaufmann.
- On June 26, Helen Merriweather participated in the Mary Black Foundation CAB quarterly meeting where the second year completion was reviewed.

## Just In Time Report

Job Internships/Shadowings and  
 On-the-Job Trainings  
 for Program Year 16

During the past twelve months, ACHIEVE youth have performed job internships and OJTs with various business partners around the area. Our business partners give their time to mentor and supervise participants as they perform job internships of various lengths. In turn, participants learn soft skills and job skills while receiving a stipend from ACHIEVE. During the process, the time offered is equal to volunteer time for the business. It is a win-win situation. For the first time, an on-the-job training was arranged through the guidance of SC Works Business Services Team. Charles Henderson complete five months of an OJT with Davis Services, Inc. Below is a list of the most recent businesses that allowed participants to learn and practice soft and job skills.

- Angelo's Pizza—culinary
- Davis Services, Inc—heating/air conditioning (HVAC)
- Business Technology Center—maintenance
- Hope Center for Children—social work
- Mary's House—social work
- Palmetto Beauty School—cosmetology
- Pressley Machine—welding
- Ron's Auto Shop (Union)—automotive
- StayMobile—cell phone repair, electronics
- Wood 'N Things—wood finishing, furniture repair
- VMCA—sports

Currently, the Workforce Board and youth programs, ACHIEVE and The YouthStop, are planning the first employer luncheon to show appreciation to our business partners.

ACHIEVE looks forward to Program Year 17 in developing new business partners as well as maintaining our current. Our goal is to expand our Cherokee County internships and manufacturing opportunities.

Issue

J. I. T. PY 16 **12**

June 2017

## Outcomes for PY16

Credentials-----90%  
 Second/Fourth Qtr  
 Employment/College  
 Placement-----90%  
 Measurable Skills Gain----80%

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.

[www.uscupstate.edu/academics/achieve-](http://www.uscupstate.edu/academics/achieve-)

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





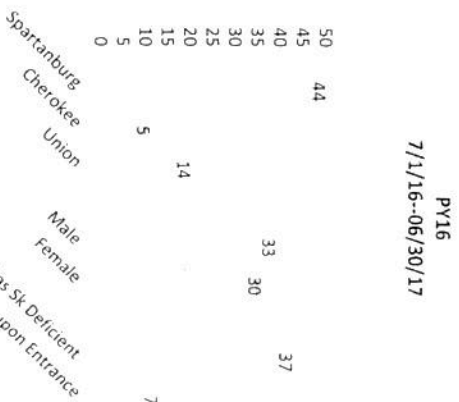
# Progress Report PY16 July 1, 2016--June 30, 2017

6/30/2017

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POCI)	8	12	19	10	7	5	12	7	9	9	6	5	109
Pending Applications	5	6	5	4	4	5	3	2	6	4	4	3	52
Eligible WIOA Applicants	1	4	5	4	2	2	2	2	3	4	3	3	34
Referrals to other agencies	3	2	3	4	2	4	2	4	7	3	2	2	38
Carover (Prev Yr)	20	NA	NA	33	NA	NA	39	NA	41	NA	NA	NA	NA
New Enrollments	2	2	3	3	5	1	4	7	2	0	9	2	40
New enrollments BSD--rdg and/or math	1	0	1	1	3	1	0	2	2	0	6	2	19
Total Active End of Quarter	NA	NA	31	NA	NA	NA	NA	NA	41	37	NA	NA	NA
Total Served (New CO)	22	24	27	30	35	36	40	47	49	49	58	60	NA
Exiters entering Follow-up 2nd/4th	0	0	18	0	0	14	0	0	16	0	0	17	65
Of those exiting, the number to be included in follow-up (not working at enrollment, etc.)	0	0	0	0	0	2	0	0	2	0	0	12	16
Placed in Emp/College/Adv Trng	0	0	13	0	0	9	0	0	12	0	0	10	44
GEDs Earned	5	0	1	0	1	3	2	2	0	0	4	1	19
Occupational Credentials Earned	10	0	5	5	0	0	0	0	6	0	11	0	37
Attaining LN in at least 1 subj	13	1	0	0	1	0	2	2	0	1	1	2	23
WorkKeys Earned	1	1	4	3	5	2	2	2	4	4	5	3	34
Resumes	5	4	3	5	4	3	5	3	5	4	2	3	46
Work Experiences Completed	0	0	0	0	1	3	1	0	1	3	2	4	15
Drivers Ed	0	2	0	1	1	1	0	0	2	0	0	0	7



Demographics of Total Served--63  
(Follow-up not included)



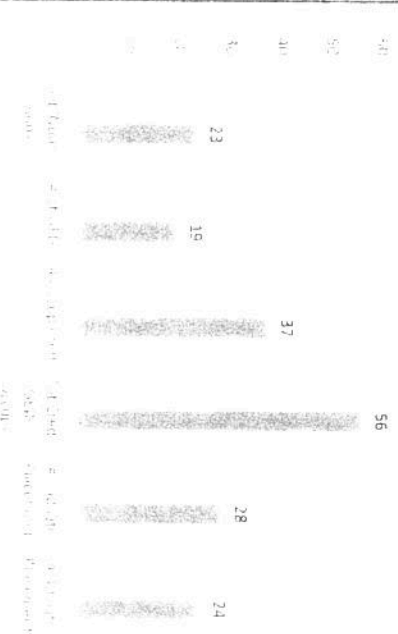
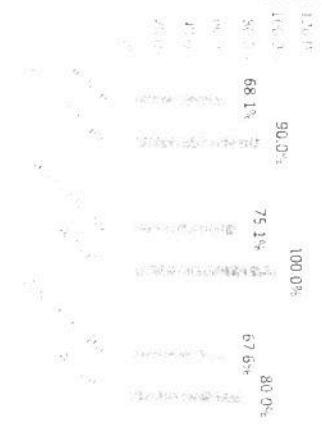
This chart includes students that cannot be counted in carryover but still being actively served--new, carryover and carryover not counted.

6/30/2017

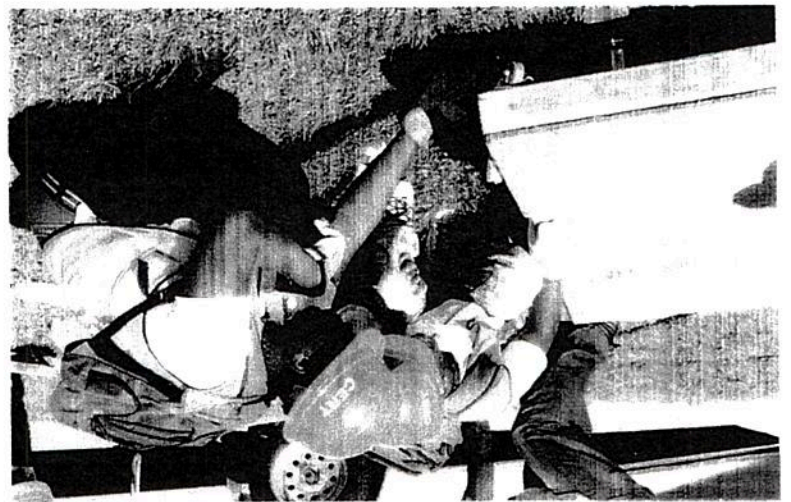
PY16  
(April 1, 2017--June 30, 2017)

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 234,595.13		
Operating	\$ 37,051.00		
Instructional Trng/Sup Services	\$ 73,779.39		
Work-Based Learning	\$ 22,310.00		
Indirect	\$ 20,004.89		
<b>Total</b>	<b>\$ 387,740.41</b>	<b>\$ 360,624.32</b>	<b>93.01%</b>

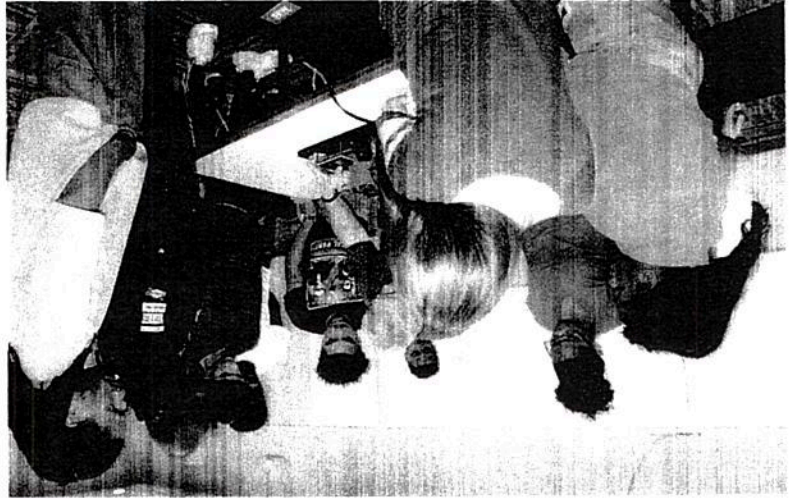
The final amounts will adjust in closeout







Two participants with an interest in emergency services completed CERT training in June and earned an advanced credential. CERT educates individuals about disaster preparedness for hazards that may impact the community and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. This is a nationally recognized credential in guidelines with WIOA requirements.



Participants enjoyed a series of tours in the Upstate during June. At SEW Eurodrive (pictured above), participants learned about manufacturing opportunities and the skill sets needed by employers. The group learned about careers in the medical field at a tour of North Grove Medical Centers. At both locations, an emphasis was placed on middle-income positions and career paths for advancement. The same group also toured Spartanburg Methodist College and Spartanburg Community College to learn about associate degree and advanced training programs.

## Staff Development

The entire staff of the The YouthStop™ attended WIOA training, on June 6, 2017. The session focused on client-centered services and WIOA readiness. James R. Cox, Michelle W. Hawkins and Shannon D. Wilkins attended a second session focused on storytelling on June 8, 2017. Mary Ann Lawrence, a nationally recognized WIOA trainer and consultant, conducted both sessions.

Kathy E. Bell attended a Workforce Board luncheon and strategic planning meeting on June 7, 2017, at the Spartanburg Marriott.

On June 30, 2017, Michelle W. Hawkins represented The YouthStop™ at a meeting for elected officials at the SCWorks Union office. The event, sponsored by the Workforce Board, showcased Workforce initiatives for Union county residents.

Sam Ethredge attended a three-day training entitled "Men at Work: Building Safe Communities" on June 28-30, 2017, in Atlanta, Ga.

## The YouthStop

Where Academic Preparation and Career Readiness Meet

360 East Main Street  
Spartanburg • South Carolina • 29304  
864.585.4433 • 864.583.4050 (T) • TTY: 711

"An equal opportunity employer/program"

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

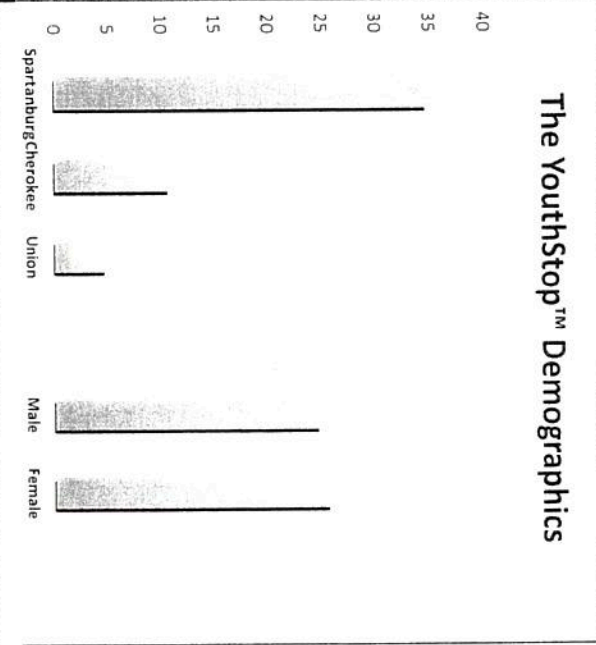




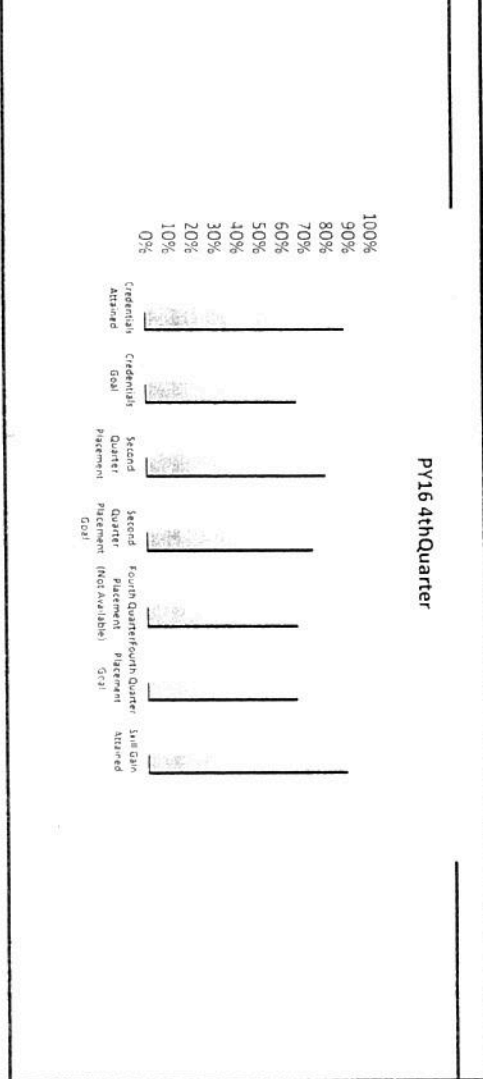
Progress Report PY16  
July 1, 2016 - June 30, 2017

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	16	41	27	54	45	20	32	15	53	41	56	27	427
# Of applications received	0	11	4	2	3	13	4	5	6	7	0	3	58
# Of academically eligible	0	2	2	2	2	13	4	5	5	7	0	3	45
# Of eligible WIOA applicants	0	n/a	2	2	2	n/a	4	3	3	5	0	n/a	21
# Of referrals to other agencies	6	3	6	3	4	2	6	12	6	4	5	8	65
# Of carryovers (Prev. Yr or Mo)	26	26	26	29	31	32	32	33	38	41	44	51	51
# Of new enrollments	0	0	3	2	1	0	1	5	3	3	7	0	25
% Of Enrollment Benchmark	54%	54%	60%	64%	64%	64%	66%	76%	82%	90%	102%	102%	102%
Total active end of month	26	26	29	31	32	32	33	38	41	44	51	51	51
# Of exlerts entering follow-up	22	0	0	0	0	1	0	0	0	2	15	15	55
# Placed in empicollegedat tng	n/a	12	9	12	5	23	0	0	0	2	12	12	87
# Of diplomas earned	20	3	0	0	0	0	0	0	0	2	12	12	49
# Workkeys platinum earned	0	0	0	0	0	0	0	0	0	0	0	0	0
# Workkeys gold earned	0	0	0	0	0	0	0	0	0	0	0	0	0
# Workkeys silver earned	0	1	0	2	2	0	0	3	0	4	3	5	20
# Workkeys bronze earned	0	0	0	0	0	0	1	0	0	1	0	3	5



Total Served YTD					51 Carry-overs plus New Enrollments				
Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual					
Staff	\$ 232,215	\$ 220,887	100%	95%					
Operating	\$ 76,307	\$ 73,156	100%	96%					
Instructional Training	\$ 27,350	\$ 8,637	100%	32%					
Work Based Learning	\$ 107,166	\$ 112,611	100%	105%					
Supportive Service/Incentives	\$ 10,921	\$ 4,436	100%	41%					
Total	\$ 453,959	\$ 419,727	100%	92%					



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

Invoices through: 6/30/2017



**UPSTATE WORKFORCE BOARD  
YOUTH BUDGET SUMMARY**

**Project Name** USC UPSTATE **ACHIEVE** PROGRAM

**Grant #:** 17Y603C4-UWB

**TOTAL BUDGET**

Staff Salaries & Fringe Benefits (including staff for WBL)	\$ 253,533.25
Indirect Costs	\$ 20,905.46
Operating Expenses	\$ 30,592.08
Instructional Training and Supportive Services	\$ 43,030.21
Work Based Learning (excluding staff cost)	\$ 16,415.00

**TOTAL GRANT COST**

<b>\$ 364,476.00</b>
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***All budgets are considered OUT OF SCHOOL unless otherwise indicidated.***

**UPSTATE WORKFORCE BOARD  
YOUTH BUDGET SUMMARY**

**Project Name** Spartanburg County School District Six - The YouthStop™  
**Grant #:** 17Y603SU1-UWIB

**TOTAL BUDGET**

Staff Salaries & Fringe Benefits (including staff for WBL)	\$ 307,310.44
Indirect Costs	\$ -
Operating Expenses	\$75,161.23
Instructional Training and Supportive Services	\$ 20,158.50
Work Based Learning (excluding staff cost)	\$ 15,000.00

**TOTAL GRANT COST**

<b>\$ 417,630.17</b>
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***All budgets are considered OUT OF SCHOOL unless otherwise indicidated.***

**UPSTATE WORKFORCE BOARD  
YOUTH BUDGET SUMMARY**

**Project Name** USC UPSTATE ACHIEVE PROGRAM  
**Grant #:** 17Y603C4-UWB

**TOTAL BUDGET**

Staff Salaries & Fringe Benefits (including staff for WBL)	\$ 253,533.25
Indirect Costs	\$ 20,905.46
Operating Expenses	\$ 30,592.08
Instructional Training and Supportive Services	\$ 43,030.21
Work Based Learning (excluding staff cost)	\$ 16,415.00

**TOTAL GRANT COST**

<b>\$ 364,476.00</b>
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*All budgets are considered OUT OF SCHOOL unless otherwise indicidated.*



**UPSTATE WORKFORCE BOARD  
YOUTH BUDGET SUMMARY**

**Project Name** Spartanburg County School District Six - The YouthStop™  
**Grant #:** 17Y603SU1-UWIB

**TOTAL BUDGET**

Staff Salaries & Fringe Benefits (including staff for WBL)	\$ 307,310.44
Indirect Costs	\$ -
Operating Expenses	\$75,161.23
Instructional Training and Supportive Services	\$ 20,158.50
Work Based Learning (excluding staff cost)	\$ 15,000.00

<b>TOTAL GRANT COST</b>	<b>\$ 417,630.17</b>
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