



Upstate Workforce Board

Meeting Minutes

September 18, 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. 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. Devis 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. Devis 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 26th.

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 19th 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 Meeting
September 18, 2017 at 8:30 a.m.
The Thomas E. Hannah Family YMCA**

8:30 AM

- Welcome
- *Approval of the May 22, 2017 Meeting Minutes

Mr. Curtis Anderson, Chair

8:40 AM

- Special Guest

Johnnie-Lynn Crosby, Regional Director of Business Solutions

8:50 AM

- One Stop Committee Report
 - *BST Lead
 - *IWT local funding request
 - *Regional Policy approvals

Mr. Craig Jacobs, Chair

9:00 AM

- Executive Committee Report
 - *Missed Events Policy Approval
 - *Freedom of Information Act Policy Approval
 - *Code of Ethics and Conflict of Interest Policy Approval

Mr. Curtis Anderson, Chair

9:10 AM

- One Stop Certification Standards
 - *Management Standards
 - *Job Seeker Standards
 - *Business Services Standards

Ms. Dana Wood, Associate Director
Mr. Craig Jacobs
Ms. Martha Young
Mr. Wade Ballard

9:20 AM

- Youth Committee Report

Mr. Curtis Anderson, Chair

9:25 AM

- Disabilities Committee Report

Ms. Jennie Thomas, Chair

9:35 AM

- Executive Director Update

Ms. Ann Angermeier, Executive Director

9:50 AM

- Other Business and Adjourn

**Action Required*

Next meeting: November 20, 2017 at 8:30 a.m.

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



Upstate Workforce Board

May 22, 2017

8:30 a.m.

Spartanburg Marriott Hotel

Meeting Minutes

Board Members Present

Mr. Curtis Anderson, Chair
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Jay Coffey
Ms. Tammy Cooley
Mr. Wayne Gregory
Ms. Elizabeth Guzzo
Mr. Carter Smith
Ms. Jennie Thomas
Ms. Marianne Van Fossen
Mr. David Wall
Ms. Martha Young

Board Members Absent

Mr. Ryan Childers
Mr. Jim Cook
Mr. Chuck Ewart
Mr. Robert Faucett
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Cherie Pressley

UWB Staff Present

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

Guests Present

Ms. Kathy Bell
Mr. Isaac Dickson
Mr. Bob Friedman
Ms. Michelle Hawkins
Ms. Helen Merriweather
Mr. Zach Nickerson
Mr. Roger Nutt
Ms. Heather Riggs
Mr. Warren Snead
Ms. Renee Standberry
Mr. Doug Stephenson
Mr. Evander Thomas

Welcome

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:35 a.m.

Approval of Meeting Minutes

The minutes of the March 20, 2017 meeting were reviewed. ***Mr. Wayne Gregory made a motion to accept the minutes as written. Mr. Bill Brasington seconded the motion. There were no abstentions and the motion carried.***

Special Guest Evander Thomas

Mr. Evander Thomas gave a speech about his journey from being a 9th grade student in the YouthStop program to graduating with a registered nursing degree from USC Upstate. He said that before he joined YouthStop, he was potentially headed down the wrong path. He said that he was grateful to Ms. Kathy Bell, Director of YouthStop, for helping him to get on the right path and always being there for him when he needed advice, help with a resume, or the opportunity to practice interview skills. He said that it had

been a long road to his success, but he was grateful to the Upstate Workforce Board for supporting the YouthStop program. He said he hopes to give back and help other young students one day.

One Stop Committee Report

Ms. Betty Guzzo, One Stop Committee member, reported on behalf of the One Stop Committee. The committee met on May 9, 2017. At this meeting, Mr. Doug Stephenson provided updates for the Dashboard and Just in Time Reports. He also gave reports on training and expenditures. Mr. Curtis Anderson commented that the training progress is impressive. Mr. Brent Bishop reported on the budget for SC Works. The figures ran through March, so there will be more adjustments in April, May and June. Ms. Ann Angermeier noted that there have not been many layoffs or closures so staff have transferred funds from Dislocated Worker to the Adult program. The Secret Shopper's report highlighted the need for adequate signage at SC Works in order for clients to find the locations in Cherokee and Spartanburg. The report also included experiences of receiving good service. The committee did have one item for board approval. ***The committee recommended that the Board approve awarding additional local IWT funding to Minghua in the amount of \$1,978.40. The Board voted unanimously to award additional funding to Minghua in the amount of \$1978.40 for local IWT. The motion was passed with no abstentions.***

Executive Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on May 15, 2017. The budget report by Mr. Brent Bishop showed that at the end of March, 61% of the budget had been spent. At the committee meeting, Mr. Brent Bishop presented a Budget Modification, proposing to move money from salaries to cover consulting fees, and transferring funds from vehicle fuel and postage line items to cover repairs for the office van. ***The committee recommended the approval of the Budget modification as written. The Board voted unanimously to approve the budget modification as written. The motion was passed with no abstentions.***

At the committee meeting, Ms. Ann Angermeier presented a marked-up copy of the Injury/Illness Investigation Report policy, showing minor proposed changes. ***The committee recommended the approval of the updated Injury/Illness Investigation Report policy. The Board voted unanimously to approve the updated Injury/Illness Investigation Report policy, with no abstentions.***

Mr. Anderson asked Ms. Ann Angermeier to give a report on the STEM Summer Club of 2017, a program under the Union County Education Task Force. She reported that 20 students from Sims Middle School will participate in the pilot program to build robots, work on math & science skills and go on field trips. Ms. Angermeier thanked local Department of Commerce staff member Ms. Cherie Pressley for the Department giving \$10,000 for the project.

Mr. Anderson reported that the 2006 Dodge Caravan is on its last legs and has been requiring extensive repairs. UWB staff did research and concluded it would be safer and more cost effective to lease a new Ford Explorer for 24 months, at \$615.98 per month with an allowance of 15,000 miles per year. ***The committee recommended the approval of moving forward with the lease agreement for the 2017***

Ford Explorer. The Board voted unanimously to approve moving forward with the lease agreement for the 2017 Ford Explorer. The motion was passed with no abstentions.

Youth Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on May 10, 2017 at the YouthStop. During the meeting, Ms. Kathy Bell reported on the Work Based Learning (WBL) program. This includes paid work experience and job shadowing. The main focus is to give students an opportunity to find out what careers they want to pursue.

Mr. Anderson then presented a Budget Modification request for YouthStop which included moving money from utilities to pay for additional mileage of staff travel to the tri-county area. ***The committee recommended approval of the Budget Modification Request as requested. The Board voted unanimously to approve the Budget Modification Request as presented with no abstentions.***

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on May 16, 2017. The committee held a very successful Disabilities Luncheon, *Breaking down the Barriers*, on May 19th at the SCC Middle Tyger campus. The purpose was to give employers an idea of how simple or complex the accommodations for employees with disabilities can be. The panel discussion featured CEOs from SEW Eurodrive, Green River Cabins, New Prospect Marketing and Kobelco. These companies have made a concerted effort to hire people with disabilities and found they are excellent, committed employees. The 65 attendees learned a lot and expressed surprise at all the resources available to businesses hiring people with disabilities. Ms. Jennie Thomas thanked Ms. Wood for her efforts in coordinating the event. Ms. Thomas yielded the floor to Ms. Wood for additional comments. Ms. Wood thanked the committee and the partners that helped make the event possible.

RFP Update

Ms. Dana Wood reported that the Board had previously voted to approve ResCare as the provider of Adult and Dislocated Worker services in partnership with Greenville County. There were no allocations at the time of this Board meeting. She stated that the board cannot finalize the contract with ResCare until we have a budget. ResCare is rehiring for most positions. Ms. Wood reported that ResCare will work under a Letter of Intent until allocations and a budget are approved. As of now, the board was notified that the Department of Labor has given its data to the SCDEW, so now the State must run the numbers. The Youth programs may also have to operate under a Letter of Intent until allocations and budgets are finalized.

Strategic Planning Meeting June 7th

Board Chairman Curtis Anderson stated that Ms. Angermeier is putting together a list of all UWB staff projects and that Board members will be asked to pick one of the projects and get involved. He said it is time for the Board to roll up their sleeves and get in the trenches. He also reminded members that Ms. MaryAnn Lawrence will be in town June 7th for board strategic planning. He encouraged all members to make plans to attend.

Executive Director Update

Ms. Ann Angermeier, Executive Director, reported that the Project Search graduation was going to be held that evening. She said that 7 out of 8 of the Project Search students got jobs. It has been a wonderful project for the last three years. She also reported that we received the Re-entry Grant awarded by the state. This grant will allow for 18 months of Operation Educate training.

Other Business

Mr. Carter Smith reported that it was time to nominate a new Board Chairman and Vice-Chairman. Mr. Carter Smith asked if there were any nominations. **Mr. Carter Smith made a motion to reappoint Mr. Curtis Anderson as Chairman and Mr. Robbie Faucett as Vice-Chairman. Mr. David Wall seconded the motion. Mr. Smith asked if there were any other nominations. There were none. The board voted to approve the recommendations. There was one abstention: Mr. Curtis Anderson.**

Mr. Anderson reported that Ms. Tammy Cooley is retiring from the Board. He thanked her for her years of service and Ms. Ann Angermeier presented Ms. Cooley with a gift on behalf of the Board.

State Workforce Board member Robert Friedman expressed his appreciation for being invited to attend the Upstate Workforce Board meetings and having the opportunity to learn what is going on in this area. He said that Ms. Ann Angermeier has done a great job of educating people at the state level and getting the Upstate and Greenville workforce boards working together.

Adjournment

With no other business or discussion, the meeting was adjourned at 9:40 a.m.

Next meeting date: September 18, 2017

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

Meeting Date	August 22, 2017 at 12 noon
Contact for Questions and Concerns	<p>Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com</p> <p>Ms. Dana Wood – 864.596.2028 Email : wood@upstateworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Dashboard/Just in Time Report • Financials • BST Lead • IWT • Re-Entry Grant • Transportation Demo Grant • Secret Shopping
Action Taken	Discussion/3 voting items
Results and Outcomes	<p><u>Dashboard/Just In Time Reports</u> Ms. Dana Wood provided an update to the Committee, referencing the June and July 2017 Dashboards as well as the Just in Time Report for July. The June Dashboard showed the entire program year. The July Dashboard shows the first month of the new program year. Ms. Dana Wood did inform the committee that ResCare exceed the enrollment goals for PY16. The committee agreed that nothing stood out as a concern.</p> <p><u>Financials</u> Mr. Brent Bishop reported that ResCare's end of year financials showed an 87% expenditure of funds. Ms. Dana Wood explained the carryover is acceptable and that all expenditure rates were met locally by the board. Ms. Wood also mentioned the federal budget is still unknown at this time. Ms. Wood explained that with this new program year, multiple partners will share in the infrastructure costs such as rent and utilities. In the past, SCDEW was the only partner who paid. Ms. Wood informed the committee that SCDEW still owes reimbursements from PY14 for resource sharing. She stated that she sends an email to SCDEW inquiring every 2 weeks on the past due money.</p> <p><u>SC Works Upstate General Updates</u></p> <ul style="list-style-type: none"> • <i>Business Service Lead</i> Annually, the Upstate Workforce Board must appoint a business services lead for the local workforce area. Ms. Johnnie Lynn Crosby has been the BST lead for years and has well established relationships. The OneStop Certification Standards suggest rotating leads, but the committee strongly feels this should be a local Board decision. The committee saw no value in rotating leads at this time. Ms. Kathy Jo Lancaster made a motion to retain Ms. Johnnie Lynn Crosby as the BST Lead. Mr. Shelley Blount seconded the motion. Motion passed unanimously. • <i>IWT</i> Ms. Dana Wood explained that federal regulations allow for up to 20% of local funding to be designated for Incumbent Worker Training. There has been great interest from local employers to continue this program locally. After discussion, Mr. Shelley Blount made a motion designate up to \$150,000.00 of local training funds for Local Incumbent Worker Training. Mr. Jeff Gossett seconded the motion. Motion passed unanimously.

- **Regional Policies**

Ms. Dana Wood shared five proposed Regional Instruction Letters:

- 17-01 – Allowable Training Activities/Cost Limits
- 17-02 – Supportive Service Policy
- 17-03 – Grant Modification Procedures
- 17-04 – Adult Priority of Service Policy
- 17-05 – Local Sanctions Policy

These Regional Instruction Letters were created with the Greenville Workforce Development Board to provide consistent guidance to ResCare. The Greenville Workforce Board has approved the proposed letters. Ms. Wood reviewed each policy with the committee. Ms. Wood did inform the committee that local economic developers had the opportunity for input on Instruction Letter 17-01 prior to the Greenville Workforce Boards approval. After a brief discussion on all letters, **Ms. Kathy Jo Lancaster made a motion to approve Instruction Letters 17-01, 17-02, 17-03, 17-04, 17-05. Motion was seconded by Mr. Shelley Blount. Motion passed unanimously.**

- **Secret Shopping**

Ms. Dana Wood stated that a second round of secret shopping was conducted at all three locations to evaluate deficiencies from the first round. Major improvements were observed/ experienced. A full report was provided to the committee. Ms. Wood stated there is money designated in the budget for Secret Shopping this program year.

- **Re-Entry Grant**

Ms. Dana Wood stated the UWB was granted one of two awards from SCDEW for Re-Entry activities. This grant is to serve incarcerated individuals at the Spartanburg County Detention Facility. The roughly \$170,000 is to be expended by October 2018. There have already been 11 individuals to graduate from the first round of training. Six individuals have been released and all are in communication with the Re-Entry Specialist. Multiple employers are on board with the program. The next class is scheduled to start in 2 weeks. The grant proposed to hold 4 classes total. Ms. Dana Wood stated there will possibly be a 5th class and it would be a class of women.

- **Transportation Demo Grant**

Ms. Dana Wood stated this grant enables the UWB to provide work-related transportation to county residents. Cherokee and Union county were disqualified for this grant due to lack of DOT designated transportation service providers. UWB will work with the Spartanburg County Transportation Bureau (Dial -a-Ride) to assist with 2 populations. First being, employee retention for 2nd shift, 3rd shift and weekend shift employees are at threat of losing their jobs because of transportation deficiencies. The second population is the unemployed population with transportation as barrier. The board will work with many partner and employers to provide transportation to new hires for the same shifts list above. Ms. Dana Wood stated this is an 18 month grant and is currently in the implementation phase.

Other Business & Adjourn

none

Items Referred for Board Action

The OneStop Committee recommends retaining Ms. Johnnie Lynn Crosby as the BST Lead.

The OneStop Committee recommends that the Board designate up to \$150,000.00 of local training funds for Local Incumbent Worker Training.

The OneStop Committee recommends that the Board approve Regional Instruction Letters 17-01, 17-02, 17-03, 17-04, 17-05.

Website Reference

www.upstaterworkforceboard.org

AGENDA

ONE STOP COMMITTEE MEETING

August 22, 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
- SC Works Upstate General Updates Ms. Dana Wood
 - BST Lead*
 - IWT*
 - Regional Policies*
 - Re-Entry Grant Update
 - Transportation Demo Grant Update
- Secret Shopper Reports Ms. Dana Wood
- Other Business & Adjourn

**denotes a voting item*

Next Meeting Date: October 10, 2017

Our Mission Statement:

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

SC Works Greater Upstate

Monthly Report Card PY17
(July 2017)

Bringing Employers
and
Job Seekers
Together



DASHBOARD 07/01/2017 through 07/31/2017

	1st Quarter	AUG	SEP	OCT	NOV	DEC	3rd Quarter	FEB	MAR	4th Quarter	MAY	JUN	TOTAL
Total Center Traffic	2871	0	0	0	0	0	0	0	0	0	0	0	2871
WIOA Traffic (Spartanburg 140, Gaffney 53, Union 24)	217												217
UI Traffic (Spartanburg 495, Gaffney 184, Union 154)	833												833
WP Traffic (Spartanburg 1036, Gaffney 259, Union 429)	1724												1724
Total Unduplicated Center Traffic	1573	0	0	0	0	0	0	0	0	0	0	0	1573
# Scheduled for Orientation	46	0	0	0	0	0	0	0	0	0	0	0	46
# Attended Orientation	28	0	0	0	0	0	0	0	0	0	0	0	28
# of Workshops Offered	4	0	0	0	0	0	0	0	0	0	0	0	4
# Scheduled for Workshops	23	0	0	0	0	0	0	0	0	0	0	0	23
# of Workshop Attendees	18	0	0	0	0	0	0	0	0	0	0	0	18
New ADULT Enrollments	30												30
New DW Enrollments	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Caseload	293	0	0	0	0	0	0	0	0	0	0	0	293
New ADULTS beginning training	18	0	0	0	0	0	0	0	0	0	0	0	18
New DWs beginning training	0	0	0	0	0	0	0	0	0	0	0	0	0
% New Clients vs Clients Entering Trng	58.1%												58.1%
# of New Job Orders Placed	328	0	0	0	0	0	0	0	0	0	0	0	328
# of New Jobs Available	591	0	0	0	0	0	0	0	0	0	0	0	591
# Entered Employment	43	0	0	0	0	0	0	0	0	0	0	0	43

TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Nancy Wilson - 83
Melika Jones - 87
Nikki Burgess - 48 (Union) 37 (Spart)
Rose Cortes - 38

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

CENTER TRAFFIC:

Location PY17 PY16 Change
*Cherokee 461 0 +461
*Spartanburg 1613 1284 +329
Union 597 561 +31

Spartanburg offices merged on 12/9/16
New Gaffney Office numbers starting 2/1/17

New Trainings by County

Cherokee = 0
Spartanburg = 4
Union = 6

TRAINING PROVIDERS AND PROGRAMS

Provider Training Program/Number of enrollees
SCC NCCER 5
Arclabs Welding 1
TDI CDL 1
PSI Project Management 1

OIT/WEP In Development 2
OIT/WEP Established 3

SC Works Upstate

Bringing Employers
and
Job Seekers
Together



Monthly Report Card PY16
(June 2017)

DASHBOARD 06/01/2017 through 06/30/2017

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Total Center Traffic	1845	1771	1601	1224	998	1539	2224	2329	2544	2083	2398	2777	23333
WIOA Traffic (Spartanburg 160, Gaffney 30, Union 22)	84	129	92	56	57	82	113	108	199	263	195	212	1590
UI Traffic (Spartanburg 534, Gaffney 203, Union 98)	140	121	85	102	80	453	598	566	537	539	564	835	4618
WP Traffic (Spartanburg 1131, Gaffney 332, Union 433)	1618	1519	1424	1068	861	1004	1588	1655	1812	1516	1711	1896	17650
Total Unduplicated Center Traffic	1037	1055	981	715	572	919	1432	1411	1506	1335	1523	1654	14140
# Scheduled for Orientation	57	62	41	41	32	23	69	89	52	60	50	59	635
# Attended Orientation	42	43	29	23	26	13	45	51	23	35	30	30	390
# of Workshops Offered	32	28	25	31	26	45	17	14	20	16	14	9	277
# Scheduled for Workshops	35	54	68	65	13	30	26	46	78	35	46	26	520
# of Workshop Attendees	21	23	54	56	6	25	21	31	65	22	31	23	378
New ADULT Enrollments	12	23	13	7	12	6	19	27	24	19	19	18	199
New DW Enrollments	3	4	5	1	3	2	7	5	5	5	2	2	44
Total Caseload	253	257	288	184	197	194	204	214	238	251	257	269	253
New ADULTS beginning training	7	15	9	7	8	2	10	19	14	8	14	7	120
New DWs beginning training	0	0	3	2	1	0	1	1	2	3	3	2	18
% New Clients vs Clients Entering Trng	46.7%	55.8%	66.7%	112.5%	60.0%	25.0%	42.3%	62.5%	55.2%	45.9%	81.0%	45.0%	58.2%
# of New Job Orders Placed	230	325	232	246	233	192	248	320	386	322	321	286	2734
# of New Jobs Available	787	1054	748	789	512	370	949	573	3051	767	574	2524	9600
# Entered Employment	85	57	91	77	20	63	13	9	22	59	79	40	496

TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Nancy Wilson - 98
Melika Jones - 87
Nikki Burgess - 41 (S) 41 (U)
Rose Cortes - 2

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

CENTER TRAFFIC:

Location PY16 PY15 Change
*Cherokee 535 0 +535
*Spartanburg 1766 1161 +605
Union 476 690 -214

Spartanburg offices merged on 12/9/16
New Gaffney Office numbers starting 2/1/17

New Trainings by County

Cherokee = 0
Spartanburg = 5
Union = 3

TRAINING PROVIDERS AND PROGRAMS

Provider Training Program/Number of enrollees
TDI CDL 2
SCC NCCER 1
Protrain Medical Coding 1
SCC Machine Tool 1

OIT/WEP In Development 1
OIT/WEP Established 3

Arbor with BST

100% of PY16

	Jul '16 - Jun '17	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	1,738,848.26	1,738,848.26	0.00	100.0%
Total Income	1,738,848.26	1,738,848.26	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	700.00	1,500.00	-800.00	46.67%
Fringes	99,054.96	127,463.94	-28,408.98	77.71%
Indirect Cost	94,689.07	100,348.05	-5,658.98	94.36%
Management Fee	95,636.65	97,056.84	-1,420.19	98.54%
Salaries	521,233.98	566,519.55	-45,285.57	92.01%
Total Administration	811,314.66	892,888.38	-81,573.72	90.86%
Operating Expenses				
Computers and Software	35,800.95	37,898.48	-2,097.53	94.47%
Contract/Consulting Services	28,477.62	30,200.00	-1,722.38	94.3%
Equipment Rental	3,725.25	4,500.00	-774.75	82.78%
Mileage	18,061.35	25,340.00	-7,278.65	71.28%
Misc. & Facilities Costs	12,352.28	14,706.00	-2,353.72	84.0%
Office Supplies	6,332.67	7,683.58	-1,350.91	82.42%
Outreach	5,027.96	7,000.00	-1,972.04	71.83%
Postage	735.40	1,500.00	-764.60	49.03%
Printing Supplies	1,543.61	2,250.00	-706.39	68.61%
Professional Development	10,553.59	12,427.71	-1,874.12	84.92%
Relocation	1,855.73	3,000.00	-1,144.27	61.86%
Rent	124,833.44	141,670.40	-16,836.96	88.12%
Telephone	13,895.00	19,708.71	-5,813.71	70.5%
Travel-Out of Town	4,762.27	6,500.00	-1,737.73	73.27%
Utilities	9,873.46	11,800.00	-1,926.54	83.67%
Total Operating Expenses	277,830.58	326,184.88	-48,354.30	85.18%
Supportive Services				
Child Care	1,000.00	1,000.00	0.00	100.0%
Transportation	11,350.00	15,595.07	-4,245.07	72.78%
Total Supportive Services	12,350.00	16,595.07	-4,245.07	74.42%
Training Expenses				
Instructional Training	254,816.04	351,304.93	-96,488.89	72.53%
OJT Training	44,711.07	45,000.00	-288.93	99.36%
Work Experience	8,475.51	9,400.00	-924.49	90.17%
Incumbent Worker Training	95,509.53	97,475.00	-1,965.47	97.98%
Total Training Expenses	403,512.15	503,179.93	-99,667.78	80.19%
Total Expense	1,505,007.39	1,738,848.26	-233,840.87	86.55%
Net Income	233,840.87	0.00	233,840.87	100.0%

PY16
Arbor Grants

Grant	TOTAL				Current %	100%
	thru June 30, 2017 Expenditures	Budget	Variance	% of Budget		
Rapid Response IWT #16RRIWT09 (6-30-17)	\$ 49,220.00	\$ 49,720.00	\$ 500.00	98.99%		
IWT 16M903IWT01-UWIB #16IWT03 (9-30-17)	\$ 27,816.00	\$ 80,113.00	\$ 52,297.00	34.72%		
IWT 16M903IWT02-UWIB #16IWT03-02 (4-1-18)	\$ 3,174.04	\$ 38,734.00	\$ 35,559.96	8.19%		
Re-Entry 16M903RET01-UWIB #16RET01 (11-1-18)	\$ -	\$ 159,170.00	\$ 159,170.00	0.00%		
Transportation 16TDG03 (12-31-18)	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%		
Totals	\$ 80,210.04	\$ 427,737.00	\$ 347,526.96	18.75%		

Upstate Workforce Board

Profit & Loss Budget vs. Actual

July 2017

Arbor					
8% of PY17		Jul 17	Budget	\$ Over Budget	% of Budget
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		325.00	1,500.00	-1,175.00	21.67%
Fringes		7,420.43	106,843.74	-99,423.31	6.95%
Indirect Cost		6,931.56	78,460.10	-71,528.54	8.84%
Management Fee		6,000.80	72,009.59	-66,008.79	8.33%
Salaries		35,110.35	430,107.50	-394,997.15	8.16%
Total Administration		55,788.14	688,920.93	-633,132.79	8.1%
Operating Expenses					
Computers and Software		475.31	17,085.00	-16,609.69	2.78%
Contract/Consulting Services		2,649.50	33,052.52	-30,403.02	8.02%
Equipment Rental		376.30	4,680.00	-4,303.70	8.04%
Mileage		886.94	11,000.00	-10,113.06	8.06%
Misc. & Facilities Costs		1,344.06	11,095.08	-9,751.02	12.11%
Office Supplies		152.32	6,471.98	-6,319.66	2.35%
Outreach		0.00	2,000.00	-2,000.00	0.0%
Postage		42.73	1,050.00	-1,007.27	4.07%
Printing Supplies		184.72	6,320.00	-6,135.28	2.92%
Professional Development		1,350.00	4,190.00	-2,840.00	32.22%
Rent		12,800.67	75,000.00	-62,199.33	17.07%
Telephone		1,181.93	13,654.80	-12,472.87	8.66%
Travel-Out of Town		0.00	4,425.00	-4,425.00	0.0%
Utilities		968.73	10,320.04	-9,351.31	9.39%
Total Operating Expenses		22,413.21	200,344.42	-177,931.21	11.19%
Supportive Services					
Other Emergency Support		160.80	1,000.00	-839.20	16.08%
Transportation		125.00	29,000.00	-28,875.00	0.43%
Total Supportive Services		285.80	30,000.00	-29,714.20	0.95%
Training Expenses					
Instructional Training		4,112.00	301,200.00	-297,088.00	1.37%
OJT Training		0.00	60,000.00	-60,000.00	0.0%
Work Experience		4,189.26	28,800.00	-24,610.74	14.55%
Total Training Expenses		8,301.26	390,000.00	-381,698.74	2.13%
Total Expense		86,788.41	1,309,265.35	-1,222,476.94	6.63%
Net Income		1,222,476.94	0.00	1,222,476.94	100.0%

PY17
Arbor Grants

	TOTAL	Current %	8%
	thru July 31, 2017 Expenditures	Budget	Variance
Grant			
IWT 16M903IWT01-UWIB #16IWT03 (9-30-17)	\$ 38,016.00	\$ 80,113.00	\$ 42,097.00
IWT 16M903IWT02-UWIB #16IWT03-02 (4-1-18)	\$ 38,573.04	\$ 38,734.00	\$ 160.96
Re-Entry 16M903RET01-UWB #16RET01 (11-1-18)	\$ 26,902.01	\$ 170,420.00	\$ 143,517.99
Transportation 16TDG03 (12-31-18)	\$ -	\$ 100,000.00	\$ 100,000.00
Totals	\$ 103,491.05	\$ 389,267.00	\$ 285,775.95
			\$ 26.59%

INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA 17-01

TO: SC Works Operator/Service Provider

SUBJECT: Allowable Training Activities and Cost Limits for WIOA Training

DATE
ISSUED: June 30, 2017

DATE
EFFECTIVE: July 1, 2017

DATE
EXPIRES: Indefinitely*

***This policy is required to be reviewed and amended by the Greenville County Workforce Development Board (GCWDB) and the Upstate Workforce Board (UWB) and/or a board designated committee not less than annually.**

BACKGROUND: WIOA Title I [Section 134]. The development boards are responsible for establishing local policies related to allowable training activities, length of training and cost limits for training. The boards must also determine in-demand occupations and industries within the local area for the purpose of wisely investing local WIOA training dollars.

POLICY: The GCWDB and the UWB have determined that the following activities, local requirements, time limits, and cost limits shall apply to all training activities. **The maximum, per participant, expenditure amount for any combination of training activities listed below is \$12,000.** This cap does not include supportive services. Any portion of the total training that is paid with resources other than WIOA funds (i.e., PELL, Lottery, TAA, etc.), will not count towards the training cap. Training-related costs such as books, fees, uniforms, etc., are considered supportive services. Refer to Supportive Services Policy for additional information. Requests for exceptions to these requirements or limits require a completed Waiver Request Form, to be signed and approved by the appropriate board's Executive Director or designee.

Occupations identified within this policy are not necessarily included in PATH (states system for ETPL). Should the need arise for a program to be added to PATH, a request must be submitted to the proper workforce board office for consideration. Only programs aligning with the current in-demand occupation list will be considered. When approving or denying request for PATH other consideration may include (but are not limited) the following: entry wages, type of credential issued, location of training provider, classroom training vs. online training, labor market information, etc.

Clearly documented commitments made prior to this instruction shall fall within any applicable previous policy guidelines.

ACTION: You are responsible for the immediate distribution and implementation of this instruction.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org .

Ann Angermeier
Executive Director
Upstate Workforce Board
Development Board

Dean E. Jones
Executive Director
Greenville County Workforce

Source: TEGL 19-16

REPLACES LOCAL UPSTATE INSTRUCTION LETTER 13-12 / REPLACES GCWDB INSTRUCTION LETTER 10-07

Training Activity	Local Requirements	Training Time Limit	Cost Limit (Lifetime)
Targeted In Demand Industries for Greenville County Workforce Development Board and the Upstate Workforce Board	<ul style="list-style-type: none"> Advanced Manufacturing Healthcare Logistics/ Distribution Information Technology Construction Trades 	WIOA encourages career pathways and stackable credentials. Time limits exceeding 2 years from enrollment, should be approved using a waiver to the appropriate workforce board.	\$12,000.00 lifetime limit
Training Percentage Requirements	<p>While training in all of the above named industries is allowed, the industries should be given priority based on the statements below.</p> <ul style="list-style-type: none"> A minimum 20% of training dollars must be available for Advanced Manufacturing training. A minimum 15% of training dollars must be available for Construction Trades training. A minimum of 15% of training dollars must be available for Logistics/Distribution. The remaining 50% of training dollars may be used for any of the targeted in-demand industries (Advanced Manufacturing, Healthcare, Logistics/Distribution, Information Technology, and Construction Trades). 	WIOA encourages career pathways and stackable credentials. Time limits exceeding 2 years from enrollment, should be approved using a waiver to the appropriate workforce board.	\$12,000.00 lifetime limit
Individual Training Accounts – ITA	Training should be for regularly in-demand occupations within the industries listed above. Training should not be approved for occupations that do not meet a minimum of \$12.00 per hour entry wage (based on local LMI).	WIOA encourages career pathways and stackable credentials. Time limits exceeding 2 years from enrollment, should be approved using a waiver to the appropriate workforce board.	\$6,000 per year
On The Job Training	<p>Standalone training in demand occupations; may be coupled with classroom training only if industry typically requires experience for entry level workers.</p> <p>On-the-Job Training (OJT) is a training option that provides Employers the opportunity to train new employees (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the Employer and the OJT Service Provider. The OJT Service Provider provides the Employer with a partial wage reimbursement.</p> <p>No more than 5 slots or 25% of an employer's workforce (whichever is less) per year per employer.</p>	6 months maximum (time period should be customized based on the specific skill gaps of the participant)	<p>\$6,000.00 per slot</p> <p>Employer Size Reimbursement Percentage is as follows:</p> <ul style="list-style-type: none"> - A maximum of 50 percent for large employers defined as having a 250 or more employees - A maximum of 65 percent for medium size employers defined as having 50-249 employees - A maximum of 75 percent for small employers with a workforce of 1-49 employees

Training Activity	Local Requirements	Training Time Limit	Cost Limit (Lifetime)
Work Experience	<p>Standalone training in demand occupations; may be coupled with classroom training and/or OJT.</p> <p>The primary purpose of the WIOA Work Experience program is to provide training in a work environment that will enable participants to enhance their employability skills and to increase their potential for obtaining unsubsidized employment. Work experience is designed for those individuals who have not worked for an extended period of time or those who are entering a new career. A temporary short-term work assignment is provided through the Work Experience program to develop good work habits and basic work skills.</p> <p>This Work Experience Training Worksite Agreement will outline the responsibilities of the work experience worksites for delivering hands-on training to eligible WIOA participants.</p>	Up to 12 weeks	Max of \$4,800.00 (\$10.00 per hour)
Pre-Vocational Training (Includes Skill Upgrades)	GED, ESOL, remedial training, WorkKeys preparation, basic computer skills, skill upgrades, skill gap training and other training that enhances employability in demand occupations.	<p>2 years for GED or ESOL (continuous engagement required, if available)</p> <p>6 weeks for 215's</p> <p>12 weeks for all others</p>	\$1,500 (combined, not per activity)
Training Related Costs (required by the school or employer)	Training related costs including books, tools, uniforms, testing for certification/licensure, etc., are considered supportive services. These items should not be included in ITA's. See Supportive Services Policy for details.	N/A	See Supportive Services Policy
Bachelor's Degree Programs	Should a Bachelor's Degree Program be requested by a participant, it must be approved by the appropriate workforce board's Executive Director.	Must be complete within 2 years	\$6,000 per year

All training scholarships (ITA's) must be approved by the SC Works Project Director or designee using the above guidelines. A waiver may be submitted to the appropriate workforce board office should a client be eligible and suitable for training outside the scope of the above boundaries. Labor Market Information is required with waiver requests.

INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA 17-02

TO: SC Works Operator/Service Provider

SUBJECT: WIOA Supportive Services Policy

DATE

ISSUED: June 30, 2017

DATE

EFFECTIVE: July 1, 2017

DATE

EXPIRES: Indefinitely

PURPOSE:

As of the effective date, this policy will apply to all new supportive service approvals. Current participants affected must be notified in writing. **This Instruction replaces Upstate Local Instruction Letter 13-04 Amendment 2 and Greenville County Local Instruction Notice 16-02 (for Adult/DW only).**

BACKGROUND:

Adult or Dislocated Worker (DW) WIOA Participants may be eligible for supportive services as established by the Upstate Workforce Board (Upstate WB) and the Greenville County Workforce Development Board (GCWDB) by authority of the Workforce Innovation and Opportunity Act (WIOA) of 2014. Supportive Services are defined as necessary services provided to eligible WIOA participants enrolled in intensive or training activities, who cannot afford to pay for these services and without them, would make it impossible for the participant to attend WIOA activities. Supportive services may include: transportation, child and/or dependent care, supplies required for training or employment, legal aid services, and emergency assistance. These services are only available to participants who are unable to obtain these services through other providers. Referrals to appropriate partners or agencies should be documented as proof that these services are not available elsewhere. Any requested supportive service not mentioned above must be approved, in writing, by the appropriate WDB Executive Director.

ACTION:

Each participant's supportive service needs will be documented during the objective assessment using the Individual Service Strategy (ISS) and the Request for Supportive Services Form. Any participant requesting supportive service payments must complete a Living Expenses Budget to demonstrate all income and expenses for the household. The One-Stop Operator must have a written procedure, which is consistently applied, identifying all allowable living expenses. The UWB and GCWDB require all funding sources to be leveraged, and that participants be referred to all related agencies for supportive service needs prior to utilizing WIOA funds.

The amount of supportive service funds must be based on the level of need determined during the assessment. If necessary, grievance procedures found in the Applicants Rights Handout must be followed.

The following are guidelines to be followed for each available supportive service:

Supportive Service Type I: Transportation for Classroom Training, Customized Training, Pre-Vocational Training, and Job Readiness Classroom Activities

Residents of Cherokee, Greenville, Spartanburg, or Union counties attending training or intensive classroom activities will be reimbursed at the rate of:

- \$5.00 per day provided the individual travels ten (10) to twenty-four (24) miles per day roundtrip.
- \$10.00 per day provided the individual travels twenty-five (25) or more miles per day roundtrip.

The total maximum reimbursement amount is \$2,000, from the date of transportation assistance eligibility notification or from the date of approval, if after January 1, 2016. The Talent Development Specialist must ensure that MapQuest verification be placed in the participant file that shows the distance from the participant's residence to the training facility. An alternate internet mapping source may be used, with the SC Works Upstate/Greenville Project Director or Designee approval, if the address is unknown to MapQuest.

The participant's resident address must be used as the starting point (unless the participant attests to a starting point that results in a shorter commuting distance). The participant must attest to driving to and from the training facility and to personally bearing the expense. The Participant must provide verification to the Talent Development Specialist within ten (10) days of any changes in the participant's resident address or training facility location. This written verification must be placed in the participant's hard file. Mileage will be adjusted accordingly, retroactive to the date of the verifiable move date, however, no more than ten (10) days of retroactive reimbursement will be paid under any circumstances. Failure to report any changes timely may result in the revocation of any future transportation assistance. Action may be taken to seek reimbursement of any overpayments resulting from the failure to report changes.

Transportation assistance will be provided for the least expensive travel option available (i.e. public transportation, carpooling, etc.). In an effort to encourage carpooling, reimbursement to the participant for carpool expenses may be provided at a rate of \$2.50 per day, provided the driver is not already receiving transportation assistance (WIOA or otherwise). A signed receipt from the driver verifying the participant's paid carpool expense must be provided and affixed to the transportation voucher.

Note: In some instances, innovative transportation methods must be used to get the participant to and from training, or an approved activity, when they do not have a vehicle or if carpooling or public transportation is not possible. An example would be utilizing a car service such as Uber. In these instances, the appropriate WDB Executive Director must approve these expenditures.

Supportive Service Type II: Emergency Assistance

The maximum lifetime allowable amount approved for Emergency Assistance is \$600 per qualifying participant. Assistance may be provided for emergencies such as: housing, utilities, eye care, auto repairs, child care center registration fees or other needs that will enable the participant to attend or remain in training, conduct job searches, or other allowable activities, as determined by the Talent

Development Specialist. The participant must present documentation such as a bill, invoice, or service statement indicating need to the Talent Development Specialist. The participant must also provide documentation stating that these services are not available through other agencies or sources. This requires a letter from the employer stating participant has been offered employment. As always, the services must not be available free of charge from another entity in the area in order for WIOA funds to be used. All expenses must be *approved in advance* by the Talent Development Specialist and the SC Works Upstate Project Director.

Note: The UWB and GCWDB do not allow payment for medical-related services or costs, except eye care.

Supportive Service Type III: Supportive Services for Training Related Needs

Items required for training may be provided by voucher in an amount not to exceed \$4000. These items include: books, fees, uniforms/scrubs, driver's license/identification card, fingerprinting/drug screens, immunizations, physicals, tools, graduation fees (audit fee, not cap and gown), licensure tests, and other required items. Additional supportive services for training, including temporary lodging for training, may be approved but will require prior approval from the appropriate WDB.

Supportive Service Type IV: Supportive Services for Work Related Needs

Uniforms and work tools required to begin initial employment may be provided by voucher in an amount not to exceed \$300. Only commonly required uniforms or work tools will be funded for specific occupations or as indicated in writing from the employer. The employer must indicate in a letter that upon purchase of required uniforms or tools that the participant will be hired.

Supportive Service Type V: Supportive Services for Legal Aid Services

WIOA classifies legal aid services as allowable supportive services for Title I participants. These services can uniquely address certain barriers to employment, including access to driver's licenses, expunging criminal records, and resolving issues with debt, credit, and housing. Legal aid services, specifically expungement services, should be coordinated with local solicitors' offices. Costs may not exceed \$400.

Supportive Service Type VI: Child/Dependent Care for Approved WIOA Activities

All participants must provide verification that they have applied for ABC Child Care assistance but have been deemed ineligible. Adult care may also qualify on a case-by-case basis due to disability or other circumstances and must be approved by the Project Director. The participant must be a full time student as defined by the institutions guidelines to be eligible for child/dependent care. The participant will be required to make payment arrangements to the service provider for any amount that exceeds the approved WIOA payment or for days that the child(ren)/dependent(s) is (are) in care that the parent is not participating in an approved verifiable WIOA activity. The care provider will be notified in advance that invoices must be submitted to SC Works Upstate or SC Works Greenville by the 5th of the month following the month of care and under no circumstances will payment be made if an invoice is submitted after the 15th of the month following the month of service. Payments will not be provided when the participant is not attending school or a verifiable WIOA activity (20 or more hours per week if non-classroom activity). To further clarify, should a school be closed for a reason such as winter or fall break, the participant must report to Talent Development Specialist and plan acceptable and verifiable activities, otherwise payments will cease.

The following reimbursement rates apply for children who are in the care of a Provider that is CERTIFIED (ABC) by the Department of Social Services and provide an invoice to the appropriate SC Works staff for these services. **The child/dependent care provider is the sole decision of the parent/guardian.**

- ***Child/Development Care for Classroom Training***

(For children age of 12 and under or children with special needs)

A maximum of **\$100 for one child** and **\$175 for two children (plus \$70 for each additional child)** per week can be paid to the child care provider. After-School care may be provided at a rate of \$30 per week for one child and \$50 per week for two children or more, provided the parent is in class or an approved training related activity.

- ***Child/Dependent Care for Intensive Service/Part-Time Training Participants***

(For children age of 12 and under or children with special needs)

A maximum of **\$20 per day** and **\$35 per day for two children (plus \$14 per day for each additional child)** can be paid to the care provider for Intensive Service Clients that have a job interview, who are looking for a job, attending company-sponsored training, and/or orientations prior to beginning a new job.

Non-DSS Certified Child Care Providers (Non-ABC approved) will be reimbursed at a lesser rate of \$7 per day for one child and \$10 per day for 2 or more children under the same conditions noted above. The Relative must not live in the same home as the child(ren).

The maximum lifetime amount of child care supportive services is \$4,000.

Guidelines for Payments

- The SC Works Upstate/Greenville Project Director or Designee may suspend one or more supportive service types if funds become limited. The appropriate WDB staff, appropriate WDB, and affected participants must receive thirty (30) days written notification prior to the suspension of supportive services due to limited funds.
- The amount of supportive service funding is to be determined by the participant's Talent Development Specialist. Support Services should be reviewed and/or revised any time there is a change in circumstances.
- Payments may not be made for time in which the participant did not attend training or a verifiable WIOA activity. Participants must complete attendance forms and return them to their SC Works Upstate or Greenville Center by the 5th day of the month following attendance. WIOA funds will not be approved for transportation assistance if attendance forms are received after the 15th of the month following service.
- No supportive service payments will be issued to WIOA eligible participants who are receiving Pell Grant funds to cover living expenses, if such funds are equal to or greater than the amount of supportive service payments eligible through WIOA.
- All supportive service costs must be approved by the Talent Development Specialist and the Program Supervisor or Project Director or Designee in advance.
- While receiving payments for Intensive Services, job searches must be conducted at companies that pay within an agreed amount or that has work available in the field that the participant shows interest.
- Any exceptions to this policy are strongly discouraged and require the written approval of the appropriate WDB Executive Director.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstaterworkforceboard.org .

Ann Angermeier
Executive Director
Upstate Workforce Board

Dean E. Jones
Executive Director
Greenville County Workforce Development Board

Sources: TEGL 19-16, State Instruction Notice 16-05

REPLACES UPSTATE LOCAL INSTRUCTION LETTER 13-04 Amendment 2

REPLACES GREENVILLE COUNTY LOCAL INSTRUCTION NOTICE 16-02 (FOR ADULT/DW ONLY)

INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA 17-03

TO: SC Works Operator/Service Provider

SUBJECT: Grant Modification Procedures

DATE
ISSUED: June 30, 2017

DATE
EFFECTIVE: July 1, 2017

DATE
EXPIRES: Indefinitely

PURPOSE:

The purpose of this instruction letter is to advise all necessary entities of the procedure to request a modification of grants. This letter replaces Upstate Local Instruction Letter 12-08 (for Adult/DW only).

BACKGROUND:

The Upstate Workforce Board (UWB) and Greenville County Workforce Development Board (GCWDB) approve and issue grants on a yearly basis. This regional instruction letter identifies the process for modifying a grant.

ACTION:

Please follow the Request and Modification Processes, as outlined below.

REQUEST PROCESS:

A modification may be initiated by either the contractor, here on out referred to as the recipient/subrecipient/subgrantee, or the appropriate workforce development board (due to identified errors or a desire to change the grant).

Recipient/Subrecipient/Subgrantee Initiated:

1. A letter must be forwarded to the Upstate Workforce Board and/or Greenville County Workforce Development Board. The letter should be signed by the Program Director and sent to the UWB and/or GCWDB Associate Director(s). WDB staff will then request approval from the Executive Director(s).
2. In addition to sending the cover letter, the attached "REQUEST FOR MODIFICATION" form must be submitted. Modifications to grants will not be made based on verbal communication.

Workforce Development Board (UWB/GCWDB) Initiated:

1. Should WDB staff recognize the need for a modification, the appropriate WDB staff will contact the recipient/subrecipient/subgrantee. The WDB staff will request that the recipient/subrecipient/subgrantee follow numbers one (1) and two (2) above to process the request.

MODIFICATION PROCESS:

1. Once the form has been received by the appropriate WDB staff, it will be presented to the both WDB Executive Directors. The Executive Directors will indicate approval or disapproval. They will indicate if the modification requires full board approval (see #2 below for details).
2. Once the Executive Directors have approved the request and indicated that full board approval is necessary, the modification should be presented to each board:
 - a. UWB: The modification will first go to the OneStop Committee for approval, and then to the Upstate WB.
 - b. GCWDB: The modification will go straight to the Greenville County WDB.
3. Once final approval or disapproval is noted at the bottom of the form, the Executive Directors will mark the section that reads "begin with changes immediately" or "do not begin with changes until a modified grant is received." It is imperative that contractors comply with this section. Contractors should attach an approved returned form to the existing grant until receipt of the modification.
4. Once the modification has been presented and approved, UWB/GCWDB Associate Directors and recipient/subrecipient/subgrantee staff will work together to complete all necessary modification documents. Once the documents are finalized, the Associate Directors will send the modification to signatory officials for approval.

GENERAL INFORMATION:

- A. All grant coversheets should include a signature line for each entity and the Executive Directors.
- B. There should be three (3) originals (each belonging to the grant signatory officials). Copies of executed grants should be maintained in the UWB and GCWDB offices.
- C. The recipient/subrecipient/subgrantee may transfer funds within cost categories, provided all the following are met:
 - a. The transfer will not increase the total monetary obligations of the awarding entity;
 - b. The transfer will not increase the total amount allocated to any single cost category in the budget (exception: Operating Funds may be placed into the Client Services cost category by the way of a modification and approval of the UWB/GCWDB prior to the end of the grant period);
 - c. The transfer will not decrease the cumulative number of (1) individuals to be served, (2) the planned enrollment levels in each program activity, or (3) the individuals to be served within significant client groups;
 - d. The transfer will not significantly change the nature or scope of the program funded (exception: any and all changes in personnel, fringe benefits and indirect cost must have prior approval of the UWB/GCWDB).

- D. The recipient/subrecipient/subgrantee may increase the cumulative number of (1) individuals to be served, (2) the planned enrollment levels in each program activity, or (3) the individuals to be served with significant client groups as specified in the grant, provided that the level of funds does not exceed the cost categories of the grant (or latest modification).
- E. The UWB/GCWDB may at any time, by written order, make changes within the general scope of the grant. If any such changes cause an increase in the cost (or time required) of performance of any part of the program under the grant, an equitable adjustment shall be made in the grant amount, completion date or both, and the grant shall be modified in writing accordingly.
- F. The awarding entity will not guarantee a modification to provide additional funds to cover expenditures to the recipient/subrecipient/subgrantee during or after the period of the agreement.
- G. For any joint contracts with the UWB and the GCWDB, all modifications must be approved by both entities with accompanying documentation.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org.

Ann Angermeier
Executive Director
Upstate Workforce Board

Dean E. Jones
Executive Director
Greenville County Workforce Development Board

REPLACES UPSTATE LOCAL INSTRUCTION LETTER 12-08 (FOR ADULT/DW ONLY)

SC WORKS UPSTATE/GREENVILLE
GRANT MODIFICATION REQUEST FORM
(If necessary, use more than one form)

Date:

Grant number:

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

Reason for modification:

For questions regarding this modification request, please contact:

NAME:

TITLE:

EMAIL:

PHONE:

SUBMIT COMPLETED FORM TO:
UWB and GCWDB Associate Directors

****DO NOT WRITE BELOW THIS SECTION****
****BOTH BOARD APPROVAL PAGES REQUIRED****

Upstate Workforce Board Approval

Upstate WB Director: _____
Signature Date

- ☐ Approval to begin modification process
☐ Disapproved

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

- ☐ YES
☐ NO

Funding Oversight Committee: _____
Meeting Date or Poll Date

- ☐ Approved
☐ Not Approved
☐ N/A

Upstate WB: _____
Board Meeting Date or Poll Date

- ☐ Approved
☐ Not Approved
☐ N/A

Upstate WB Director: _____
Signature Date

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

Greenville County Workforce Board Approval

Greenville County WDB Director: _____

Signature

Date

- ☐ Approval to begin modification process
- ☐ Disapproved

Requires Approval/Disapproval by Greenville County WDB: (to be determined by GCWDB Executive Director)

- ☐ YES
- ☐ NO

Greenville County WDB: _____

Board Meeting Date or Poll Date

- ☐ Approved
- ☐ Not Approved
- ☐ N/A

Greenville County WDB Director: _____

Signature

Date

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

INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA 17-04

TO: SC Works Operator/Service Provider

SUBJECT: Adult Priority of Services

DATE
ISSUED: August 21, 2017

DATE
EFFECTIVE: July 1, 2017

DATE
EXPIRES: Indefinitely

PURPOSE: To outline key provisions and changes to priority of service in the Workforce Innovation and Opportunity Act (WIOA) adult program.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) Adult Program eligibility requirements remain mostly consistent with Workforce Investment Act (WIA), but include significant changes to the service priority provisions.

Consistent with WIA, priority for Adult Program services must be given to recipients of public assistance and other low-income individuals, with added priority for individuals who are basic skills deficient. Under WIA, this priority applies only when Adult Program funds are restricted. Under WIOA, however, priority access to services by members of this group (public assistance recipients, other low-income groups) applies automatically.

Per Training and Employment Guidance Letter (TEGL 3-15), Adult Program applicants must meet basic eligibility requirements and any other service priority criteria in effect for the local region.

POLICY:

WIOA Adult Eligibility

To be eligible to receive WIOA services as an adult in the Adult and Dislocated Worker programs, an individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the United States; and
- Meet Military Selective Service registration requirements (males only).

Adults who receive services from WIOA-funded staff beyond self-service and information must be determined eligible, enrolled and considered a participant for WIOA Title I services. Individualized career services and training services must be given on a priority basis, regardless of funding levels, to:

- First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient;
- Second Priority: Individuals who are low-income, to include recipients of public assistance, or basic skills deficient;

- Third Priority: Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient; and
- Last: Individuals outside of the groups given priority.

Eligible individuals who do not meet the above priorities may still be enrolled as participants in the WIOA adult program. However, effective July 1, 2016, seventy percent (70%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. Local Workforce Development Boards (LWDBs) are responsible for establishing local procedures to comply with this policy and for conducting outreach to these priority populations. This priority of service policy is not applicable to participants served as dislocated workers.

While seventy percent (70%) of participants must meet the above priorities, the other 30% may be individuals who are not in a priority group. In order to keep enrollment numbers up, the UWB and GCWDB expect non-priority individuals to be enrolled. The procedure should be as follows: after seven (7) to eight (8) individuals meeting the priority have been enrolled, another two (2) to three (3) non-priority individuals should be enrolled. This should continuously allow the percentage to remain above the state's minimum of 70%. Non-priority individuals who meet the self-sufficiency guidelines of 200 percent of the LLSIL should be enrolled first. All other non-priority individuals must still meet the minimum requirements to be served in the WIOA program listed on page 1.

Low-income Individual

An individual who meets any one of the following criteria satisfies the low-income requirement for WIOA adult services:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through SNAP, TANF, or Supplemental Security Income (SSI), or state or local income-based public assistance;
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the most recent Family Income Guidelines issued via State Instruction;
- Is a homeless individual as defined in the McKinney-Vento Homeless Assistance Act or the Violence Against Women Act of 1994; or
- Is an individual with a disability whose own income meets the income requirement above, but who is a member of a family whose income does not meet this requirement.

Basic Skills Deficient

WIOA defines basic skills deficient as an adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant's family, or in society. The local region defines basic skills deficient as an individual who meets any one of the following indicators:

- Lacks a high school diploma or equivalent; or
- Has the following English, reading, writing, or computing skills documented on a generally accepted standardized test within six (6) months of WIOA Application Date:
 - 8.9 or below on the Test for Adult Basic Education (TABE)
 - <4 on the Reading for Information, Applied Mathematics, or Locating Information WorkKeys® assessments; or
 - Compass:
 - Reading score at or below 81
 - Math score at or below 52 (algebra entrance is 53)
 - Accuplacer:
 - Reading or Elementary Algebra score at or below 79
 - ACT:
 - Reading or math raw scale at or below 18

- Is enrolled in Title II adult education; or
- Enrolled in English as a Second Language (ESL).
 - Has within previous six (6) months attended or is currently attending ESL classes, with supporting documentation; or
 - Has a recommendation from an ESL instructor, in writing; or
 - Scored as outlined in the “educational functioning level descriptors—English as a second language levels” as outlined in TEGl 17-05 Change 1 Attachment A.

It is expected that basic skills deficiency will be determined using an objective, valid, and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented case notes are acceptable. For example, the case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for ESL. However, an individual should not be determined as basic skills deficient merely because he/she lacks soft skills or the occupational skills needed for a particular job.

WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification.

Documentation Requirements

It is beneficial to capture all applicable priority of service categories to reflect efforts in serving those most in need. In addition, such characteristics will likely have a positive impact on future performance negotiations as the statistical adjustment model is implemented. Therefore, all applicable priority of service criteria should be recorded in SC Works Online Services (SCWOS) and the documentation required for each criteria recorded must be maintained in the participant's case file.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org or Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org.

Ann Angermeier
Executive Director
Upstate Workforce Board

Dean E. Jones
Executive Director
Greenville Workforce Development Board

Source: State Instruction letter 15-17.

REPLACES LOCAL UPSTATE INSTRUCTION LETTER 15-13 and 15-15
REPLACES GREENVILLE COUNTY WIOA ADULT PRIORITY OF SERVICES POLICY

INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA 17-05

TO: SC Works Operator/Service Provider

SUBJECT: Local Sanctions under WIOA

DATE
ISSUED: June 30, 2017

DATE
EFFECTIVE: July 1, 2017

DATE
EXPIRES: Indefinitely

PURPOSE:

This policy updates the Local Sanctions policy for 4 county workforce region (Cherokee, Greenville, Spartanburg, and Union). This policy provides sanction procedures which will be imposed when there is continued noncompliance with the terms of the Act, Regulations, grants, and local and state policies.

BACKGROUND:

Because the local workforce region is tasked with evaluating and monitoring SC Works operations, system performance, and subsequently recommending new policies and changes to existing policies for the operation of the SC Works Upstate System, there was a need to issue a sanctions policy, in addition to performance based sanctions, for instances where repeat issues and/or noncompliance occurs.

POLICY:

The ultimate goal of this sanctions policy is to improve services to customers, both businesses and job seekers, and to promote continuous improvement in the region.

The Local Sanctions Policy for contractors failing to meet negotiated levels of performance and administrative, fiscal, and programmatic requirements is as follows:

Prior to Imposing Sanctions:

The local boards will ensure that the following documented conditions have been met before sanctions are imposed:

1. A written and signed grant/contract agreement with clear goals and funding obligations in unambiguous language are in place.
2. Appropriate corrective action has been recommended.
3. Technical assistance has been offered to correct violations, inadequacies, or deficiencies.
4. Violation follow-up has established lack of satisfaction and a continuation of noncompliance.

When the conditions outlined above have been met, and the local boards, or the local board's designated committee, determines that the response and/or corrective actions are inadequate or if the violation continues, sanctions will be imposed. Willful noncompliance or any criminal violation of the WIOA or Regulations will invoke immediate sanctions.

Violations for which Sanctions will be imposed:

Administrative

1. Failure to comply with policies and procedures as stated in the WIOA and Regulations, state and local laws/ policies and procedures, to include: management of the information system for participant data, terms and conditions of all grants, and financial reporting requirements.
2. Failure to correct deficiencies cited in monitoring reviews/reports issued by the respective workforce board, the South Carolina Department of Employment and Workforce, the Department of Labor or any other relevant audit, or failure to respond to monitoring reports by the requested date.
3. Failure to adequately maintain supporting documentation for programmatic and/or financial activities.
4. Failure to submit required reports, forms, and documents as scheduled or within the time limits established.
5. Failure to inform the appropriate board staff of any issue that might compromise the integrity of the 4 county region.

Fiscal

1. Failure to operate within grant budget limitations. Noncompliance with the grant budget spending plan and/or failing to request a grant modification to correct the spending plan.
2. Unreasonable invoice delays or repeat invoice inaccuracies and/or failure to meet bonding, auditing, or closeout requirements.
3. Incurring costs outside the time period of any grant.
4. Charging costs to any grant which are prohibited by the Act and Regulations, or charging costs not included within the approved grant budget.
5. Charging the same costs to more than one grant.
6. Failure to obtain and document matching funds when matching funds are required by the terms of the grant agreement.
7. Failure to provide required documentation with an invoice.
8. Expenditure of WIOA funds for disallowed, non-WIOA activities, including but not limited to: political, sectarian, or union activities.
9. Spending less than the required amount of planned expenditures as outlined in the grant Statement of Work.

Programmatic

1. Failure to meet enrollment levels as outlined in the grant Statement of Work.
2. Failure to meet service levels, for each county, as outlined in the grant Statement of Work.
3. Failure to meet service levels to specified target groups as outlined in the grant Statement of

Work or other written guidance from the Upstate WB or Greenville County WDB.

4. Failure to meet OneStop Certification Standards.
5. Failure to meet any performance measure.
6. Failure to meet customer satisfaction levels as outlined in the Statement of Work.
7. Failure to maintain accurate records for WIOA participants/registrants.

Possible Sanctions Include, but are not Limited to the Following (specific sanctions, per infraction, are attached):

1. Official notice from the local board that sanctions will be imposed, to include: specific violation(s), Corrective Action Plan, and an offer for technical assistance.
2. Delay of payment(s) or reimbursement(s) until a violation is corrected and approved.
3. Non-payment/reimbursement for a disallowed activity.
4. Repayment of disallowed costs, if applicable.
5. Monetary fine.
6. Reduction of a grant budget.
7. Limit participant enrollment to specified target groups only, until the target group enrollment level has been reached, as outlined in the grant Statement of Work.
8. Grant cancellation.
9. Debarment of service provider/grantee from future grants for a minimum of two (2) years.

Local Appeal Procedure:

Sanctions imposed by the local boards, or the local board's designated committee, may be appealed only for sanctions which reduce grant funding or for grant cancellation. The appeal should be submitted in writing and addressed to the respective board, within ten (10) days of reduced grant funding or grant cancellation notification. The local board designated committee will schedule a hearing within thirty (30) days of appeal receipt, and render a decision within thirty (30) days after the hearing date. The decision of the local board's designated committee is considered final.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstaterworkforceboard.org .

Ann Angermeier
Executive Director
Upstate Workforce Board

Dean E. Jones
Executive Director
Greenville County Workforce Development Board

Sanctions for SC Works Operator/Service Provider Violations

Infraction	1 st Violation	2 nd Violation	3 rd Violation
Administrative Violation #1	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • Grant Cancellation and/or Debarment of service provider/grantee from future grants for a minimum of two (2) years.
Administrative Violation #2	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer • Non-payment/Reimbursement for a disallowed activity • Repayment of disallowed costs 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • Grant Cancellation and/or Debarment of service provider/grantee from future grants for a minimum of two (2) years.
Administrative Violation #3	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • Delay of payment(s) or reimbursement (s) until a violation is corrected and approved. 	<ul style="list-style-type: none"> • \$300 Fine
Administrative Violation #4	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine
Administrative Violation #5	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine

Fiscal Violation #1 and #2	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer • Delay of payment(s) or reimbursement (s) until a violation is corrected and approved 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • Reduction of grant budget
Fiscal Violation #3	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer • Non-payment/Reimbursement for a disallowed activity 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • Reduction of grant budget
Fiscal Violation #4 and #5	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer • Non-payment/Reimbursement for a disallowed activity 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • Grant Cancellation and/or Debarment of service provider/grantee from future grants for a minimum of two (2) years.
Fiscal Violation #6	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine
Fiscal Violation #7	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer • Delay of payment(s) or reimbursement (s) until a violation is corrected and approved 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine
Fiscal Violation #8	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer • Non-payment/Reimbursement for a disallowed activity • Repayment of disallowed costs 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • Grant Cancellation and/or Debarment of service provider/grantee from future grants for a minimum of two (2) years.
Fiscal Violation #9	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine • Reduction of grant budget for the following year, if awarded.

Programmatic Violation #1 and #2	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine
Programmatic Violation #3	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine • Limit participant enrollment to specified target groups only, until the target group enrollment level has been reached, as outlined in the Statement of Work. 	<ul style="list-style-type: none"> • \$300 Fine • Reduction of grant budget for the following year, if awarded.
Programmatic Violation #4	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine • Reduction of grant budget for the following year, if awarded. 	<ul style="list-style-type: none"> • Grant Cancellation and/or Debarment of service provider/grantee from future grants for a minimum of two (2) years.
Programmatic Violation #5	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine • Reduction of grant budget for the following year, if awarded. 	<ul style="list-style-type: none"> • \$300 Fine • Grant Cancellation and/or Debarment of service provider/grantee from future grants for a minimum of two (2) years
Programmatic Violation #6	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine
Programmatic Violation #7	<ul style="list-style-type: none"> • Written Notice • Corrective Action Plan • Technical Assistance Offer 	<ul style="list-style-type: none"> • \$100 Fine 	<ul style="list-style-type: none"> • \$300 Fine

Office Assistant

From: Dana Wood
Sent: Monday, August 21, 2017 10:58 AM
To: Office Assistant
Subject: FW: Upstate Visit

Please print 12 copies of this email.
Thank you!

From: Dana Wood
Sent: Monday, July 17, 2017 12:19 PM
To: Douglas Stephenson <dstephenson@scworksgreaterupstate.com>
Cc: 'Goldwire, Diana' <DGoldwire@dew.sc.gov>
Subject: Upstate Visit

Attached are the most recent secret shopper reports. We verbally discussed the reports and concerns. Below is a summary of our conversation and the items that Ann and I identified as areas for improvement.

- Evaluate the need for first time visitors to see Katherine P.
- People don't all have to be low income. 30% need to be enrolled who are not low income and they can be qualified based on basic skills. This is one of Ann's biggest concerns. Frank Hart is concerned low training numbers.
- Apparently only Union is using assessment form. Why are all areas not using it for first time visitors. Do we need to do an instruction letter on this?
- Address the long wait in Cherokee for an orientation (video, by phone, one on one in person, etc.).

Overall, great job by the FULL team.

Thanks,
Dana Wood

Corrective Action Plan (CAP)
Secret Shopper- Upstate- June/July 2017

Finding	Discussion	Action Required/Taken	Due Date
1 Evaluate the need for first time visitors to see Katherine P.	This practice began when there were several reports of poor customer service in Union SC Works center. It was determined that when DEW staff were not present, customers needed to be assessed by someone soonest to provide optimal customer service. Union is a small office- with one DEW staff member there presently on Monday and Thursday, that leaves Tuesday and Wednesday as the two days that Katherine, as the only other 'Wagner Peyser' full time staff member available to meet with first time customers.	Katherine has been advised to see all first time customers only on Tuesday and Wednesday, and let the DEW staff member handle Monday and Thursday.	7/23/2017
2 People don't all have to be low income. 30% need to be enrolled who are not low income and they can be qualified based on basic skills. This is one of Ann's biggest concerns. Frank Hart is concerned low training numbers.	Training numbers have been discussed in separate correspondence. It is understood that the state requires minimum of 70% POS served. In PY16 we achieved a level of around 95% POS, mostly due to being so far under in previous years when it was not mandatory to hit POS.	Regarding POS, I have met with Nancy and she understands the goal of POS at approximately 75%, to ensure meeting state's requirement of 70% minimum POS. The TDS's team will strive for 2-3 non-POS for every 7-8 POS. This has been put in place already.	7/23/2017
3 Apparently only Union is using assessment form. Why are all areas not using it for first time visitors. Do we need to do an instruction letter on this?	Only Union partners agreed upon the assessment form and referral form they use; partners in Spartanburg and Cherokee approved referral form.	The referral form is a mandatory component of the MOU/IFA document, but the assessment is not. I think discussion should be had with partners about including as mandatory with referral form.	9/30/2017
4 Address the long wait in Cherokee for an orientation (video, by phone, one on one in person, etc.).	Queried staff on this and believe this was a communication issue.	Formal Orientations to WIOA will continue to be scheduled for 2-3 days per month by Facilitator/Outreach Coordinator in Cherokee. All TDS's are allowed and able to conduct Orientations in groups or one-on-one scenarios and will be reminded to exercise this option when needed. TDS Supervisor has already taken for action.	7/24/2017
5 Workshops do not appear to be encouraged by staff.	Mentioned in shopper remarks, it appears that there were opportunities for staff to recommend workshops and did not; as well, workshops were not available when needed.	Staff should determine appropriateness of workshops for customers and encourage use whenever possible. Facilitator/Outreach Coordinators will evaluate opportunities to allow Zoom access to Spartanburg workshops (or other locations) by remote sites. If needed, we will look at adding a Zoom account for this purpose.	9/30/2017
6 In Spartanburg, customer was not referred to WIOA training.	I wanted to look into this further and discuss issue with partners and staff. Not every customer needs to be referred to WIOA individual career or training, if basic career services are enough for customer to become sufficiently employed.	Comprehensive Center Managers will work with TDS Supervisor and partners to determine when this referral should be made. As a customer under WIOA can request training discussion at any time in process, all staff will be reminded. Partner staff including DEW staff, asked for and received a WIOA presentation by the TDS team within the past couple months.	8/30/2017
7 Website for SC Works Upstate not updated totally for Greater Upstate.	While issue of shopper not being able to access Job Fair Workshop not recreated, a review of the website indicates it still needs work on updating to include Greater Upstate in many locations, yet leave specific centers identified as appropriate for items such as workshop location and recruitment event locations.	Facilitator/Outreach Coordinator for Upstate, in addition to new Staff Coordinator from Greenville, will work together on updating the SC Works Greater Upstate website.	8/15/2017

Summary of Union Visit Bobby Shehan 220 S. Boyce St Union

I called the office before I went in and spoke with Mrs. Linda. I asked her the location of the building and she provided the address and a few local landmarks. She also briefly described some of the services offered. As I entered the building I was quickly greeted and asked to sign in by Linda. There are four people total in the resource room. After completing the initial quarter sheet, I was given a list of hot jobs (Attach A) and asked to sit and wait while she assisted another individual. During the wait, I was also asked to complete a full sheet providing background information. (Attach B) She said I needed to speak with Ms. Pendergrass but she wasn't in the office. Another employee whom I later learned was Nikki came through the resource room asking about individuals with forklift experience. She and the gentleman went to another room. She came back after a few minutes and asked if I needed help. My story was I moved to the area and I am looking for work. We discussed the type of work I was seeking and that I did not have a resume. She offered to help me create a resume. She did mention the regional job fair next week. We discussed my background and what I wanted to do. She gave me a resume that's attached. (Attach C) She also researched and discussed several training options. (Attach D) She said I was over income based on my stated salary but she may be able to help in the future. I left with a resume and the training material in a relatively short period of time. Ms. Pendergrass called me about 5:20pm. She apologized for missing me earlier and we covered the following topics:

- reviewed some of my background information - encouraged me to return to the Center when convenient - mentioned the job fair next week

- *Metric #1: RELIABILITY (how well the program and services meet the expectations of the customer from the customer's perspective)* Very high, meet all expectations.
- *Metric #2- RESPONSIVENESS (a speed dimension for delivering or receiving services based on the customer's perspective)* Very High, very quick service
- *Metric #3- ASSURANCES (knowledge and professionalism of the staff and partners from the customer's perspective)* Very Knowledgeable staff. Everyone was very professional.
- *Metric #4- EMPATHY (the amount of care and understanding for the customer's problem and situation exhibited by the staff, partners, and program design from the customer's perspective)* I thought they were very sincere in approach and very helpful. I didn't see a situation requiring a great deal of empathy.
- *Metric #5- TANGIBLES (the level of convenience and usefulness of the facilities and resources from the customer's perspective)* I did not tour the entire facility but what I saw they were nice, clean and easy to use. A very nice space overall.
- *Metric #6- PLANNING (the amount of input that the customer had in the development of an employment or service plan from the customer's perspective)* I had a good deal of input on my service plan. The background sheet was a good start. This was the only place I saw it used. I did not complete one in the other locations. But I did not use it during my time. I assume it provided information for Ms. Pendergrass when

she called me later.

- *Metric #7- CAREER EXPLORATION (the scope and extent of career exploration the customer enjoyed before being placed in training or sent out for job search activities from the customer's perspective)* Job search time was very quick. I did leave with possibilities and a job fair form but I did not actually apply to anything.
- *Metric #8- WORKSHOPS (the overall effectiveness and helpfulness of available workshops from the customer's perspective)* A list of workshops was on the board out front but we did not discuss workshops. Ms. Pendergrass mentioned resume workshop when we talked on the phone but no date was scheduled.
- *Metric #9- TRAINING OPTIONS (the variety and types of training programs available from the customer's perspective)* Very good here. When I talked with Nikki regarding training she was very helpful. She gave me several options (electrical industrial and residential) and she also called and gathered more information from the school as shown on the handwritten note.
- *Metric #10- TRAINING EFFECTIVENESS (the overall effectiveness of available training to prepare the customer for a good career from the customer's perspective)*
N/A
- *Metric #11- TELEPHONE ANSWERING (how the telephone was answered and its impact on the job seeker from the customer's perspective)* Courteous knowledgeable but conversation was brief.
- *Metric #12- TELEPHONE KNOWLEDGE (the scope and extent of knowledge and professionalism exhibited by staff and partners over the telephone from the customer's perspective)* Knowledgeable
- *Metric #13- TELEPHONE ETIQUETTE (the level of politeness, courteousness, and caring exhibited by staff and professionals on the telephone from the customer's perspective)* Pleasant voice, tone, good manners
- *Metric #14- SCWOS FOR JOB SEEKERS (the overall design and usefulness of SCWOS (www.scworks.org) for job seekers from the customer's perspective)*
I did not use SCWOS in this visit.
- *Metric #15- WEBSITE FOR LOCAL AREA (the overall design and usefulness of the local area's website- Do all links work? Info up to date? Useful information? Easy to navigate?- from the customer's perspective)* www.scworksupstate.com I found the website to be up to date and very useful. All of the links I tried worked. The site seemed user friendly and easy to navigate. My only comment was on the job fair section. The site main page said click to get priority pass. When clicked it took you to

a separate page with information about the job fair but to get the pass you had to attend a workshop. No one in any of the three Centers discussed a job fair workshop so there seems to be a disconnect.

Summary of Spartanburg Visit Will Shehan 436 Risen Star Dr Boiling Springs

When I entered the building I was greeted by Michelle Campbell. She asked that I complete the quarter sheet registration form and checked to see if I had an SCWOS account already set up. While in this process she asked the type of work I was seeking. When I told her construction she said she had several local employers who called in this morning with job opening. She then escorted me to the lab to start my registration. She introduced me to Kiana who was helping a gentleman seated across from me. She got me started on the computer and said she would return. After a few moments she did with a Hot Jobs (same as other sheet) list and a handwritten note with contact info for the companies she mentioned earlier. (Attach E) She suggested after registration I complete a resume and apply online for these positions. I completed the registration and did some job searches on my own. When I asked for assistance I met John who was sitting in the front corner of the resource room. He helped me work through the steps for completing a resume in the system. He said for me to work on the resume and he would check back in. After completing the steps I ended up with a resume. I intentionally just clicked boxes on in the template to see the finished product including misspelled words. (Attach F) I have included this resume. John reviewed and said it was too long with too much information. The resume needed to be detailed but succinct. He helped me modify the resume and it is included as well. (Attach G) While we were finishing up the resume I asked about training opportunities. He printed my resume and asked me to meet him at his desk. He looked up and confirmed the date for 6/26 at 9:00am He provided a pink sheet for me to complete and return and to return with copies of my resume. (Attach H) He promoted the job fair and gave a flyer. (Attach I and Attach J) He encouraged me to keep searching for work and come back the next week. The next day I received a call from Debbi Harris from Express Personnel Specialist in Spartanburg. I called her back later but no response. I am assuming it was in reference to my resume. (I am including some additional Attachments just for FYI. My papers got out of order so I am not positive if these were Spartanburg or Gaffney.) Attach K, L, M, and N

- *Metric #1: RELIABILITY (how well the program and services meet the expectations of the customer from the customer's perspective)* Very professional, very patient
- *Metric #2- RESPONSIVENESS (a speed dimension for delivering or receiving services based on the customer's perspective)* High marks, a good bit of information in a short period of time.
- *Metric #3- ASSURANCES (knowledge and professionalism of the staff and partners from the customer's perspective)* Very knowledgeable, professional, John very patient with other client I would have lost my patience.
- *Metric #4- EMPATHY (the amount of care and understanding for the customer's problem and situation exhibited by the staff, partners, and program design from the customer's perspective)* They understood situation but no real examples of empathy.

- *Metric #5- TANGIBLES (the level of convenience and usefulness of the facilities and resources from the customer's perspective)* Nice facility, lots of room.
- *Metric #6- PLANNING (the amount of input that the customer had in the development of an employment or service plan from the customer's perspective)* They trusted me for the direction. No plan other than my direction.
- *Metric #7- CAREER EXPLORATION (the scope and extent of career exploration the customer enjoyed before being placed in training or sent out for job search activities from the customer's perspective)* No real exploration at any center. I told them I wanted construction and then electrical.
- *Metric #8- WORKSHOPS (the overall effectiveness and helpfulness of available workshops from the customer's perspective)* Information was provided after I requested it. I do not remember seeing a schedule for workshops. Orientation information was provided.
- *Metric #9- TRAINING OPTIONS (the variety and types of training programs available from the customer's perspective)* I was provided information on the orientation and told they would discuss programs at the orientation. No training programs were discussed.
- *Metric #10- TRAINING EFFECTIVENESS (the overall effectiveness of available training to prepare the customer for a good career from the customer's perspective)* N/A
- *Metric #11- TELEPHONE ANSWERING (how the telephone was answered and its impact on the job seeker from the customer's perspective)*
- *Metric #12- TELEPHONE KNOWLEDGE (the scope and extent of knowledge and professionalism exhibited by staff and partners over the telephone from the customer's perspective)*
- *Metric #13- TELEPHONE ETIQUETTE (the level of politeness, courteousness, and caring exhibited by staff and professionals on the telephone from the customer's perspective)*
- *Metric #14- SCWOS FOR JOB SEEKERS (the overall design and usefulness of SCWOS (www.scworks.org) for job seekers from the customer's perspective)*
- *Metric #15- WEBSITE FOR LOCAL AREA* See Above

Summary of Gaffney Visit John Shehan 646 Buck Shoals Rd

As I walked into the building I was greeted by Susan Ross. She asked that I complete the quarter page and have a seat. She went back to assist I the resource room while I completed the form. After a few minutes she asked me to come back to her office. She wanted to check if I had a SCWOS account set up. After it was determined I did not have an account she asked about my work history. After a few minutes of discussion she suggested I register in SCWOS and do job search for open positions. She mentioned the WIOA program but said the next orientation would be in July. She walked me back to the resource room which was very crowded. There were 5 clients plus myself and three staff people in the small space. As I worked on the registration the room cleared out. I think several individuals were there for UI claims. A couple of us were conducting a job search. I was given a hot jobs list, and I applied to a couple of positions. I used the background wizard to apply but I didn't have a resume. Then I went into the resume section and started working on my resume. Jennifer and Susan worked in and out of the room with myself and other clients. Both were knowledgeable and very nice. One of the jobs I asked about was with a staffing firm and the had a hiring event last week. Susan answered my questions the best she could and provided some information. She called me after I left, to ensure I was successful in submitting applications and to provide a number for Trace, the staffing agency. Jennifer was very nice and very sympathetic to a lady completing her first UI claim. The lady had a difficult time and broke down crying a couple of times. Jennifer was compassionate and helped her where possible but still enabled her to complete the process. As I was leaving there was an issue with the submission of her claim and Susan and Jennifer were working to help her resolve the issue. On the way out Susan came outside and 1.)invited me to the job fair next week 2.) said she would call back with info on WIOA orientation 3.) encouraged me to participate in other workshops, check with Spartanburg because they offered more sessions. There was a gentleman working with them in the office but his name tag was turned around so I didn't get his name. He was very knowledgeable and helpful to the clients he interacted with during this visit.

- *Metric #1: RELIABILITY (how well the program and services meet the expectations of the customer from the customer's perspective)* Very good. They provided the resources I requested.
- *Metric #2- RESPONSIVENESS (a speed dimension for delivering or receiving services based on the customer's perspective)* Very quick and quality services.
- *Metric #3- ASSURANCES (knowledge and professionalism of the staff and partners from the customer's perspective)*very knowledgeable very professional staff.
- *Metric #4- EMPATHY (the amount of care and understanding for the customer's problem and situation exhibited by the staff, partners, and program design from the customer's perspective)* very empathetic some of the best customer service skills I have seen in a center.
- *Metric #5- TANGIBLES (the level of convenience and usefulness of the facilities and resources from the customer's perspective)* a nice space, tight quarters in the resource

room. I understand the ADA compliance part but it's an awkward entry to the building.

- *Metric #6- PLANNING (the amount of input that the customer had in the development of an employment or service plan from the customer's perspective)* I asked for assistance and the assistance was based from my discussion. There was not a lot of planning.
- *Metric #7- CAREER EXPLORATION (the scope and extent of career exploration the customer enjoyed before being placed in training or sent out for job search activities from the customer's perspective)* small amount of career exploration or discussion. I was asked what I wanted to do and we went in that direction. No assessments in any center.
- *Metric #8- WORKSHOPS (the overall effectiveness and helpfulness of available workshops from the customer's perspective)* Next workshop was scheduled for July 13th.
- *Metric #9- TRAINING OPTIONS (the variety and types of training programs available from the customer's perspective)* Training options would be discussed after the July 13 workshop if eligible.
- *Metric #10- TRAINING EFFECTIVENESS (the overall effectiveness of available training to prepare the customer for a good career from the customer's perspective)*
N/A
- *Metric #11- TELEPHONE ANSWERING (how the telephone was answered and its impact on the job seeker from the customer's perspective)*
- *Metric #12- TELEPHONE KNOWLEDGE (the scope and extent of knowledge and professionalism exhibited by staff and partners over the telephone from the customer's perspective)* Susan again was very knowledgeable and seemed sincere in helping me.
- *Metric #13- TELEPHONE ETIQUETTE (the level of politeness, courteousness, and caring exhibited by staff and professionals on the telephone from the customer's perspective)*
Susan called me to follow up and was very professional and used proper etiquette.
- *Metric #14- SCWOS FOR JOB SEEKERS (the overall design and usefulness of SCWOS (www.scworks.org) for job seekers from the customer's perspective)*
- *Metric #15- WEBSITE FOR LOCAL AREA (the overall design and usefulness of the local area's website- Do all links work? Info up to date? Useful information? Easy to navigate?- from the customer's perspective)* www.scworksupstate.com

General Comments/ Observations

- I completed a full page general background form in Union. I did not get the form to complete in any other location. I am not sure of it's purpose. I never saw the form again after I went back for assistance with my resume. Why the difference?
- The quarter page in Union asked me if this was my first visit to the Center. I do not remember that question being asked in the other locations.
- I am not sure of the process so I do not know when assessments are done. I did not complete any assessments. Once I told them I wanted a construction job and I wanted to learn more about electrical that's the path we followed.
- While in Gaffney I asked about orientation and she said the next WIOA orientation was July 13. Later in the conversation I asked about a resume writing workshop and she said she thought it would be the same time July 13th. She would double check the dates and call me back. She did call me later to confirm the dates. She said Spartanburg did offer more workshops.
- Nikki gave me information on training classes as I requested. She wasn't sure if I could get assistance or not through WIOA but she was optimistic of resources available from SCC to help.
- All three centers and in all aspects (face to face or by phone) very good customer service, very sincere, very positive atmosphere.

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

Meeting Date	July 28, 2017 at 8:30 a.m.
Contact for Questions and Concerns	Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com Ms. Ann Angermeier – 864.596.2028, ext. 104 Email : angermeier@upstaterworkforceboard.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • WB Office Budget (through June 2017) • One Stop Budget • Budget Modification (Transfers) • Policies Review <ul style="list-style-type: none"> ○ Freedom of Information Act
Action Taken	<p>Motion to approve the WB Office Budget for PY17 at \$580,739.00.</p> <p>Motion to approve the One Stop Budget for PY17 at \$1,309,265.35.</p> <p>Motion to allow Budget Modification transfers by staff between dislocated worker and adult funding streams as needed during PY17.</p> <p>Motion to approve Freedom of Information Policy pending Mr. Ballard's approval.</p>
Results and Outcomes	<p><u>WB Office Budget (through June 2017)</u></p> <p>Mr. Anderson asked Mr. Brent Bishop, CFO, to present the PY16 final numbers for the Workforce Board office expenditures. Ms. Angermeier stated that a close out has not been done yet. Mr. Bishop went through the final numbers pending closeout, but he stated there should not be any additional costs.</p> <p>Mr. Anderson asked Mr. Bishop to present the PY17 budget. Ms. Angermeier stated that we have never received our allocations so late in the year as this year. She apologized for the rush to meet, but did not want to wait for the scheduled committee meeting to obtain approval since we are in the first month of the new program year. She reminded the committee that the federal government is on a three-month continuing resolution. The budget could change before October 1, 2017. After discussion, Mr. Robbie Faucett made the motion to approve the budget for PY17 at \$580,739.00 and Mr. David Wall seconded the motion. The motion carried.</p> <p><u>One Stop Budget</u></p> <p>Ms. Dana Wood asked to present the One Stop budget to the Executive Committee since she could not get enough committee members to attend the One Stop Committee meeting this week. Questions were asked about the new budget and answered by Ms. Wood. Ms. Angermeier reminded the Executive Committee that the One Stop Committee will review the final PY16 numbers at their next meeting. Mr. Robbie Faucett made the motion to approve the budget for PY17 for SC Works/ResCare at \$1,309,265.35 and Mr. Craig Jacobs seconded the motion. The motion carried.</p> <p><u>Budget Modification (Transfers)</u></p> <p>Mr. Anderson asked staff to cover the next agenda item regarding transfers. Ms. Wood asked the Executive Committee to allow staff to make the decisions on transfers between dislocated worker and adult funding streams as needed during PY17. Mr. David Wall</p>

	<p>made the motion to allow the transfer by staff as needed and Mr. Craig Jacobs seconded the motion. The motion carried. Ms. Angermeier suggested that Ms. Wood transfer 70% from dislocated worker funds to adult funds as quickly as she can after the full board approves.</p> <p><u>Policies Review</u></p> <p>Mr. Anderson asked Ms. Angermeier to address the next agenda item on policy review. Ms. Angermeier stated that the Freedom of Information Act has changed and she wrote a policy this morning to cover the changes. Mr. Anderson asked if this was an updated policy. Ms. Angermeier stated that it is a new policy for the Upstate Workforce Board. Ms. Angermeier stated that she will send the policy to Mr. Wade Ballard for input since he is not at the meeting. She asked that the board approve the policy pending Mr. Ballard's review and if changes are made, she will circulate the changes via email so the committee can approve them electronically before presenting it to the full board. Mr. Robbie Faucett made a motion to approve the policy pending Mr. Ballard's approval and to submit it to the full board at the September meeting. Mr. David Wall seconded the motion. The motion carried.</p> <p><u>Other Business</u></p> <p>In other business, Ms. Angermeier stated that she has not received an answer from SC DEW on her request to spend funds to address mental health for customers. She once again discussed recent situations in the youth programs and thinks it is critical that we move swiftly in obtaining proper diagnosis for individuals needing help who are enrolled in WIOA. Timing is critical so customers can get the medication necessary for the diagnosis. She stated that she sent a follow up email yesterday.</p> <p>Mr. Anderson asked about Geo Fencing and if we were planning on a pilot using this employment recruiting method. Ms. Angermeier stated that she has also sent this request to SC DEW. She suggested we allow a little time for SC DEW to respond and wait until October 1 to move forward as we will know final budget numbers by then.</p> <p>Mr. Faucett discussed his displeasure with the fact that the board cannot give staff pay increases as they want, due to county rules. He suggested that some board members meet with the county leadership to discuss this. Ms. Angermeier stated that she would recommend that this also wait until October 1 so we have final budget numbers.</p>
<p>Items Referred for Board Action</p>	<p>The Committee recommends approval of the WB Office Budget for PY17 at \$580,739.00.</p> <p>The Committee recommends approval of the One Stop Budget for PY17 at \$1,309,265.35.</p> <p>The Committee recommends allowing WB staff to transfer funds from dislocated worker to adult funding streams in PY 17 as needed.</p> <p>The Committee recommends approval of the new Freedom of Information Act policy pending approval by Wade Ballard.</p>
<p>Website Reference</p>	<p>www.upstaterworkforceboard.org</p>

AGENDA
SPECIAL EXECUTIVE COMMITTEE MEETING
July 28, 2017
10:30 a.m.
YouthStop

- | | |
|--|---------------------|
| • Welcome | Mr. Curtis Anderson |
| • WB Office Budget (through June 2017) | Mr. Brent Bishop |
| • Budget Modification (Transfers) | Mr. Brent Bishop |
| • Policies Review | Ms. Ann Angermeier |
| • Other Business & Adjourn | Ms. Ann Angermeier |

Next Meeting Date: October 23, 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 2016 through June 2017

Upstate WB				
100% of PY16		Jul '16 - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
Grants Received		618,700.00	618,700.00	0.00
1 - Program Income		12,000.00	12,000.00	0.00
Total Income		630,700.00	630,700.00	0.00
Gross Profit		630,700.00	630,700.00	0.00
Expense				
91010 - Salaries		364,473.65	389,090.41	-24,616.76
92004 - Dues and Publications		5,978.39	6,600.00	-621.61
92500 - Mileage		7,122.97	8,400.00	-1,277.03
92510 - Professional Development		13,979.52	16,000.00	-2,020.48
92700 - Office Supplies		11,661.03	12,000.00	-338.97
92704 - Copier		4,351.52	5,000.00	-648.48
92705 - Outreach		28,804.09	30,000.00	-1,195.91
93121 - Printing		1,200.00	1,200.00	0.00
93145 - Postage and Delivery		54.39	700.00	-645.61
93300 - Rent Expense		40,233.76	40,455.00	-221.24
93452 - Consulting/Contracts		54,521.07	76,009.59	-21,488.52
93500 - Vehicle Manpower/Overhead		1,550.33	2,800.00	-1,249.67
93501 - Vehicle Parts		1,543.32	1,300.00	243.32
93502 - Vehicle - Fuel, Oil, Lub		450.52	1,700.00	-1,249.48
93600 - Telephone Expense		6,386.33	9,000.00	-2,613.67
95000 - Miscellaneous Expense		3,112.49	4,000.00	-887.51
97000 - Special Projects		6,757.13	8,179.00	-1,421.87
99308 - Computer and Software		12,606.81	17,266.00	-4,659.19
99680 - Miscellaneous Equipment		0.00	1,000.00	-1,000.00
Total Expense		564,787.32	630,700.00	-65,912.68
Net Ordinary Income		65,912.68	0.00	65,912.68
Net Income		65,912.68	0.00	65,912.68

Upstate Workforce Board

Profit & Loss Budget vs. Actual

July 2016 through June 2017

Upstate WB	
100% of PY16	% of Budget
Ordinary Income/Expense	
Income	
Grants Received	100.0%
1 · Program Income	100.0%
Total Income	100.0%
Gross Profit	100.0%
Expense	
91010 · Salaries	93.67%
92004 · Dues and Publications	90.58%
92500 · Mileage	84.8%
92510 · Professional Development	87.37%
92700 · Office Supplies	97.18%
92704 · Copier	87.03%
92705 · Outreach	96.01%
93121 · Printing	100.0%
93145 · Postage and Delivery	7.77%
93300 · Rent Expense	99.45%
93452 · Consulting/Contracts	71.73%
93500 · Vehicle Manpower/Overhead	55.37%
93501 · Vehicle Parts	118.72%
93502 · Vehicle - Fuel, Oil, Lub	26.5%
93600 · Telephone Expense	70.96%
95000 · Miscellaneous Expense	77.81%
97000 · Special Projects	82.62%
99308 · Computer and Software	73.02%
99680 · Miscellaneous Equipment	0.0%
Total Expense	89.55%
Net Ordinary Income	100.0%
Net Income	100.0%

UPSTATE WORKFORCE BOARD
Freedom of Information Act (FOIA)

DEFINITION:

Board staff should follow the following policy if a FOIA request is received per the recently revised Freedom of Information Act.

POLICY:

All FOIA requests must be in written form and may be sent via paper or electronically. Staff are to date stamp the receipt date on the document and immediately advise the Executive Director of the request. If the request appears to be one that might be of controversial nature, the Executive Director will immediately inform the Upstate Workforce Board Chairman.

FOIA requires that a response to a written FOIA request be rendered in 10 business days if documents are two years old or less. The law allows 30 calendar days to produce documents in response to the request.

If documents are older than two years, the law requires a response to the written request within 20 business days. The law allows 35 calendar days from the written response date to produce the documents. If documents have been destroyed per the timeline in the Workforce Innovation and Opportunity Act, the written response should include a citation referring to that portion of the law.

Fees:

All fees associated with copying the request may not exceed the actual cost incurred by the Upstate Workforce Board.

There should be no copying charge for documents sent electronically.

Hourly charges for search, retrieval and redaction cannot exceed the prorated hourly rate of the lowest paid employee who has the necessary skills and training to perform the request.

A deposit of 25% can be required before making copies. Production time (30 or 35 days) begins to run from the date the deposit is received.

Records can be withheld until the full cost is received.

It is the policy of the Upstate Workforce Board not to charge for the FOIA request unless it exceeds twenty-five (25) copied pages or two (2) hours of staff time.

Should the documents be on the Upstate Workforce Board website, this will comply to a FOIA request.

Exemptions for access are: Income tax returns of individuals, medical records and social security numbers. Information that is identifiable personal information of individuals receiving services in the WIOA program are also exempt.

Remedies for FOIA Violations:

A citizen of the State may bring an action to circuit court for a declaratory judgement, injunctive relief or both. A public body may bring an action in circuit court to seek relief from unduly burdensome, overly broad, vague and otherwise improper requests.

A third party who has an interest in records that meet certain exemptions that may be released in a court action may ask the court to intervene in the proceedings.

A court may award reasonable attorney's fees, actual or compensatory damages, or equitable relief to the prevailing party.

If a court determines records are not disclosable, this constitutes a good faith finding on behalf of the public body and serves as a complete bar against the award of attorney's fees should the court's determination be reversed on appeal.

Replaces criminal penalties with a civil fine of \$500 if the court finds a public body has arbitrarily and capriciously violated the provisions of FOIA by refusal or delay in providing copies of a public record (this is in addition to the award of actual or compensatory damages or equitable relief).

Personal Info for Commercial Solicitation:

FOIA prohibits a person or private entity from knowingly obtaining personal information from a local government or other political subdivision for commercial purposes. Must provide prohibition notice to all requestors of records. Violators are guilty of a misdemeanor and upon conviction are subject to a \$500 fine and/or jail time up to one year.

All questions related to this policy should be directed to the Upstate Workforce Board Executive Director. This policy should be implemented immediately

THIS POLICY IS NOT A CONTRACT, EXPRESSED OR IMPLIED, EMPLOYMENT IS AT-WILL.

REFERENCE: THE FREEDOM OF INFORMATION ACT

Policy P-11 Missed Events

Date Issued: Upon Board Approval

UPSTATE WORKFORCE BOARD

Missed Events Policy

Throughout the year, the Upstate Workforce Board sponsors annual meetings and events (ex. Several Chamber of Commerce Annual Meetings, Economic Visionaries for SCC, etc.) as part of our ongoing outreach and recruitment efforts in the community and with businesses. Unfortunately, there has been a high rate of individuals who commit to attend, but cancel at the last minute or do not show up at all. The cost of a seat at the event can range from \$25 to \$150. We feel it is important for Workforce Board Members and Board staff, Grantee employees and Partners to have this opportunity to network and spend time together as a team so we want to continue these activities. This policy is needed because when we are monitored, the Upstate Workforce Board is placed in jeopardy of having disallowed costs for not filling a seat and must secure non-federal funds to cover these costs. The Upstate Workforce Board's Executive Committee met to discuss policies and decided to issue this policy pertaining to events. The policy is as follows:

Individuals that have indicated their desire or commitment to attend annual meetings or events, and fail to do so, without proper notification (at least three business days prior to an event date) to the Executive Assistant of the Upstate Workforce Board will be subject to the following.

1st Offense: Will not be invited to attend annual meetings and events for 12 months (unless they volunteer to pay the cost of missing the event)

2nd Offense: Will be required to reimburse the Upstate Workforce Board for costs incurred for tickets, meals or other expenses for events or meetings. In this case, we take the cost of the sponsorship and divide it by the number of seats at the table.

Note: The Executive Director may make exceptions to this policy when extenuating circumstances apply. For example, if the Executive Assistant can fill the seat prior to the event with individuals working in our field of work as listed in paragraph one, the above will not apply.

We hope you will continue to participate in community meetings and events as this is where we gather information about community programs and gaps in services in a community. We also network with businesses who use or may use our business services.



Code of Ethics

- A. Each member of the Upstate Workforce Board (Upstate WB) shall avoid acting as spokesperson for the entire Board unless specifically ordered to do so. Each member may uphold personal convictions in which controversial issues can be presented fairly while the dignity of each individual is maintained. Each member will support the majority decision of the Upstate WB by working with members, officers, and staff in a spirit of teamwork and cooperation.
- B. Each member agrees to abide by and follow the rules, procedures, or guidelines as adopted by the Upstate WB or set out as in its bylaws.
- C. Each member recognizes the Upstate WB's delegation of authority to the Executive Director, and therefore, works toward confining Upstate WB actions to policy determination, planning, fiscal planning, and oversight.
- D. Upstate WB shall respect the professional and personal dignity of the staff and shall not engage in inappropriate behavior (bias based on race, religion, sex, age, national origin, or disability) with the staff.
- E. Each member is responsible for disclosing any actual or apparent conflict of interest relating to a specific policy or action that is being discussed. The Upstate WB minutes will record this disclosure. The member will thereafter not participate in further discussion of the topic, unless specifically asked by the chair of the meeting, and the member will not vote on the matter under consideration.
- F. The interests of all people served by the Upstate are to be served by members and staff, not favoring personal or special interests inside or outside the organization. Members and staff cannot benefit directly or indirectly from any contracts or services provided to the Board, unless the potential benefit is fully disclosed and the member abstains from voting. Failure to do so may result in termination from the Upstate WB.
- G. To accomplish the goals and objectives of the Upstate WB, each member will attend meetings regularly, keep informed of workforce development and related issues, and be responsive to meeting new challenges in a changing environment. The need for a strong, active board requires that a member who is unable to fulfill his/her responsibility resigns from the Upstate WB.

Upstate WB Board Member or WIB Staff Signature: _____ Date: _____



Conflict of Interest Policy Statement – Upstate Workforce Board

- A. According to the Workforce Innovation and Opportunity Act;
A member of a local board may not -
1. vote on a matter under consideration by the local board –
 - a) regarding the provision of services by such member (or by an entity that such member represents); or
 - b) that would provide direct financial benefit to such member or the immediate family of such member.
- B. For your information and guidance, reference is also made to SC Code of Laws, 1976, as amended Section 8-13-100 (26), which defines a public member, and to sections 8-13-700, et. seq., and the opinions and case law and notes attached thereto, which state and illustrate the rules of conduct (copies of which are being provided).
- C. The Upstate Workforce Board requires its Board Members, Directors, Committee Members, Staff Members, and certain Consultants to sign, complete, and update a Conflict of Interest Form annually and/or as otherwise required and approved by the Upstate Workforce Board.

No member of the Upstate Workforce Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the work of the Upstate Workforce Board. Each individual shall disclose any personal interest which he or she may have in any matter pending and shall refrain from participation in any decision related to or on such matter.

Any member of the Board, any Committee or Staff who is an officer, board member, a committee member or staff member of the Upstate Workforce Board shall identify his or her affiliation with such agency or agencies; further, in connection with any organization, business or institution, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board. This form should be signed upon entry on the board, staff hiring and prior to spending WIOA funds with certain consultants. This should be reviewed with all committee members prior to application review process for program procurement to ensure that the disclosure is updated.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

_____	_____
_____	_____
_____	_____
_____	_____

D. I further state that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Upstate Workforce Board which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Upstate Workforce Board.

EXCEPTIONS ARE:

I certify to the best of my knowledge that the herein statements are true and accurate as of the date of my signing and agree to update or amend this statement as necessary or appropriate.

Signed: _____

Printed Name: _____

Date: _____

Title 8 - Public Officers and Employees

CHAPTER 13

Ethics, Government Accountability, and Campaign Reform

ARTICLE 1

General Provisions

SECTION 8-13-10. Repealed by 1991 Act No. 248, Section 3, eff January 1, 1992.

Editor's Note

Former Section 8-13-10 was entitled "Findings and declaration of purpose" and was derived from 1975 (59) 217].

SECTION 8-13-20. Repealed by 1991 Act No. 248, Section 3, eff January 1, 1992.

Editor's Note

Former Section 8-13-20 was entitled "Definitions" and was derived from 1975 (59) 217; 1977 Act No. 150 Sections 1, 2; Am 1988 Act No. 606, Section 1.

SECTION 8-13-100. Definitions.

As used in Articles 1 through 11:

(1)(a) "Anything of value" or "thing of value" means:

- (i) a pecuniary item, including money, a bank bill, or a bank note;
- (ii) a promissory note, bill of exchange, an order, a draft, warrant, check, or bond given for the payment of money;
- (iii) a contract, agreement, promise, or other obligation for an advance, a conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, or transfer of money;
- (iv) a stock, bond, note, or other investment interest in an entity;
- (v) a receipt given for the payment of money or other property;
- (vi) a chose-in-action;
- (vii) a gift, tangible good, chattel, or an interest in a gift, tangible good, or chattel;
- (viii) a loan or forgiveness of indebtedness;
- (ix) a work of art, an antique, or a collectible;
- (x) an automobile or other means of personal transportation;
- (xi) real property or an interest in real property, including title to realty, a fee simple or partial interest in realty including present, future, contingent, or vested interests in realty, a leasehold interest, or other beneficial interest in realty;
- (xii) an honorarium or compensation for services;
- (xiii) a promise or offer of employment;
- (xiv) any other item that is of pecuniary or compensatory worth to a person.

(b) "Anything of value" or "thing of value" does not mean:

(i) printed informational or promotional material, not to exceed ten dollars in monetary value;

(ii) items of nominal value, not to exceed ten dollars, containing or displaying promotional material;

(iii) a personalized plaque or trophy with a value that does not exceed one hundred fifty dollars;

(iv) educational material of a nominal value directly related to the public official's, public member's, or public employee's official responsibilities;

(v) an honorary degree bestowed upon a public official, public member, or public employee by a public or private university or college;

(vi) promotional or marketing items offered to the general public on the same terms and conditions without regard to status as a public official or public employee; or

(vii) a campaign contribution properly received and reported under the provisions of this chapter.

(2) "Appropriate supervisory office" means:

(a) the State Ethics Commission for all persons required to file reports under this chapter except for those members of or candidates for the office of State Senator or State Representative;

(b) the Senate Ethics Committee for members or staff, including staff elected to serve as officers of or candidates for the office of State Senator; and

(c) the House of Representatives Ethics Committee for members or staff, including staff elected to serve as officers of or candidates for the office of State Representative.

(3) "Business" means a corporation, partnership, proprietorship, firm, an enterprise, a franchise, an association, organization, or a self-employed individual.

(4) "Business with which he is associated" means a business of which the person or a member of his immediate family is a director, an officer, owner, employee, a compensated agent, or holder of stock worth one hundred thousand dollars or more at fair market value and which constitutes five percent or more of the total outstanding stock of any class.

(5) "Candidate" means a person who seeks appointment, nomination for election, or election to a state or local office, or authorizes or knowingly permits the collection or disbursement of money for the promotion of his candidacy or election. It also means a person on whose behalf write-in votes are solicited if the person has knowledge of such solicitation. "Candidate" does not include a person within the meaning of Section 431(b) of the Federal Election Campaign Act of 1976.

(6) "Compensation" means money, anything of value, an in-kind contribution or expenditure, or economic benefit conferred on or received by a person.

(7) "Confidential information" means information, whether transmitted orally or in writing, which is obtained by reason of the public position or office held and is of such nature that it is not, at the time of transmission, a matter of public record or public knowledge.

(8) "Consultant" means a person, other than a public official, public member, or public employee who contracts with the State, county, municipality, or a political subdivision thereof to:

(a) evaluate bids for public contracts, or

(b) award public contracts.

(9) "Contribution" means a gift, subscription, loan, guarantee upon which collection is made, forgiveness of a loan, an advance,

in-kind contribution or expenditure, a deposit of money or anything of value made to a candidate or committee, as defined in Section 8-13-1300(6), for the purpose of influencing an election; or payment or compensation for the personal service of another person which is rendered for any purpose to a candidate or committee without charge. "Contribution" does not include volunteer personal services on behalf of a candidate or committee for which the volunteer receives no compensation from any source.

(10) "Corporation" means an entity organized in the corporate form under federal law or the laws of any state.

(11)(a) "Economic interest" means an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more.

(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.

(12) "Election" means:

(a) a general, special, primary, or runoff election;

(b) a convention or caucus of a political party held to nominate a candidate; or

(c) the election of delegates to a constitutional convention for proposing amendments to the Constitution of the United States or the Constitution of this State.

(13) "Elective office" means an office at the state, county, municipal, or political subdivision level. For the purposes of Articles 1 through 11, the term "elective office" does not include an office under the unified judicial system except that for purposes of campaign practices, campaign disclosure, and disclosure of economic interests, "elective office" includes the office of probate judge.

(14) "Expenditure" means a purchase, payment, loan, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit, transfer of funds, a gift of money, or anything of value for any purpose.

(15) "Family member" means an individual who is:

(a) the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild;

(b) a member of the individual's immediate family.

(16) "Gift" means anything of value, including entertainment, food, beverage, travel, and lodging given or paid to a public official, public member, or public employee to the extent that consideration of equal or greater value is not received. A gift includes a rebate or discount on the price of anything of value unless it is made in the ordinary course of business without regard to that person's status. A gift does not include campaign contributions accepted pursuant to this chapter.

(17) "Governmental entity" means the State, a county, municipality, or political subdivision thereof with which a public official, public member, or public employee is associated or employed. "Governmental entity" also means any charitable organization or foundation, but not an athletic organization or athletic foundation which is associated with a state educational institution and which is organized to raise funds for the academic, educational, research, or building programs of a college or university.

(18) "Immediate family" means:

(a) a child residing in a candidate's, public official's, public member's, or public employee's household;

(b) a spouse of a candidate, public official, public member, or public employee; or

(c) an individual claimed by the candidate, public official, public member, or public employee or the candidate's, public official's, public member's, or public employee's spouse as a dependent for income tax purposes.

(19) "Income" means the receipt or promise of any consideration, whether or not legally enforceable.

(20) "Individual" means one human being.

(21) "Individual with whom he is associated" means an individual with whom the person or a member of his immediate family mutually has an interest in any business of which the person or a member of his immediate family is a director, officer, owner, employee, compensated agent, or holder of stock worth one hundred thousand dollars or more at fair market value and which constitutes five percent or more of the total outstanding stock of any class.

(22) "Loan" means a transfer of money, property, guarantee, or anything of value in exchange for an obligation, conditional or not, to repay in whole or in part.

(23) "Official responsibility" means the direct administrative or operating authority, whether intermediate or final and whether exercisable personally or through subordinates, to approve, disapprove, or otherwise direct government action.

(24) "Person" means an individual, a proprietorship, firm, partnership, joint venture, joint stock company, syndicate, business trust, an estate, a company, committee, an association, a corporation, club, labor organization, or any other organization or group of persons acting in concert.

(25) "Public employee" means a person employed by the State, a county, a municipality, or a political subdivision thereof.

(26) "Public member" means an individual appointed to a noncompensated part-time position on a board, commission, or council. A public member does not lose this status by receiving reimbursement of expenses or a per diem payment for services.

ARTICLE 7

Rules of Conduct

Editor's Note

Former Article 7, which consisted of Sections 8-13-410 through 8-13-500 was repealed by 1991 Act No. 248, Section 3, effective January 1, 1992.

SECTION 8-13-700. Use of official position or office for financial gain; disclosure of potential conflict of interest.

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated shall:

(1) prepare a written statement describing the matter requiring action or decisions and the nature of his potential conflict of interest with respect to the action or decision;

(2) if the public official is a member of the General Assembly, he shall deliver a copy of the statement to the presiding officer of the appropriate house. The presiding officer shall have the statement printed in the appropriate journal and require that the member of the General Assembly be excused from votes, deliberations, and other action on the matter on which a potential

conflict exists;

(3) if he is a public employee, he shall furnish a copy of the statement to his superior, if any, who shall assign the matter to another employee who does not have a potential conflict of interest. If he has no immediate superior, he shall take the action prescribed by the State Ethics Commission;

(4) if he is a public official, other than a member of the General Assembly, he shall furnish a copy of the statement to the presiding officer of the governing body of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause the disqualification and the reasons for it to be noted in the minutes;

(5) if he is a public member, he shall furnish a copy to the presiding officer of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and shall require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause such disqualification and the reasons for it to be noted in the minutes.

(C) Where a public official, public member, or public employee or a member of his immediate family holds an economic interest in a blind trust, he is not considered to have a conflict of interest with regard to matters pertaining to that economic interest, if the existence of the blind trust has been disclosed to the appropriate supervisory office.

(D) The provisions of this section do not apply to any court in the unified judicial system.

(E) When a member of the General Assembly is required by law to appear because of his business interest as an owner or officer of the business or in his official capacity as a member of the General Assembly, this section does not apply.

HISTORY: 1991 Act No. 248, Section 3, eff January 1, 1992 and governs only transactions which take place after December 31, 1991; 2011 Act No. 40, Section 5, eff June 7, 2011.

Effect of Amendment

The 2011 amendment, in subsection (A), and in the introductory paragraph of subsection (B), substituted "family member" for "member of his immediate family"; and made other nonsubstantive changes.

SECTION 8-13-705. Offering, giving, soliciting, or receiving anything of value to influence action of public employee, member or official, or to influence testimony of witness; exceptions; penalty for violation.

(A) A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with the intent to:

(1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;

(2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or

(3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

(B) A public official, public member, or public employee may not, directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for himself or for another person in return for being:

(1) influenced in the discharge of his official responsibilities;

(2) influenced to commit, aid in committing, collude in, allow fraud, or make an opportunity for the commission of fraud on a governmental entity; or

(3) induced to perform or fail to perform an act in violation of his official responsibilities.

(C) A person may not, directly or indirectly, give, offer, or promise to give anything of value to another person with intent to influence testimony under oath or affirmation in a trial or other proceeding before:

(1) a court;

(2) a committee of either house or both houses of the General Assembly; or

(3) an agency, commission, or officer authorized to hear evidence or take testimony or with intent to influence a witness to fail to appear.

(D) A person may not, directly or indirectly, ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value in return for influencing testimony under oath or affirmation in a trial or other proceeding before:

(1) a court;

(2) a committee of either house or both houses of the General Assembly; or

(3) an agency, commission, or officer authorized to hear evidence or take testimony, or with intent to influence a witness to fail to appear.

(E) Subsections (C) and (D) of this section do not prohibit the payment or receipt of witness fees provided by law or the payment by the party on whose behalf a witness is called and receipt by a witness of the reasonable costs of travel and subsistence at trial, hearing, or proceeding, or, in the case of an expert witness, of the reasonable fee for time spent in the preparation of the opinion and in appearing or testifying.

(F) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be punished by imprisonment for not more than ten years and a fine of not more than ten thousand dollars and is permanently disqualified from being a public official or a public member. A public official, public member, or public employee who violates the provisions of this section forfeits his public office, membership, or employment.

(G) This section does not apply to political contributions unless the contributions are conditioned upon the performance of specific actions of the person accepting the contributions nor does it prohibit a parent, grandparent, or other close relative from making a gift to a child, grandchild, or other close relative for love and affection except as otherwise provided.

HISTORY: 1991 Act No. 248, Section 3, eff January 1, 1992 and governs only transactions which take place after December 31, 1991.

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

Meeting Date	July 27, 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 • Year-end Work-based Learning Update • Youth Program Reports/Dashboards (ACHIEVE Program & The YouthStop) • PY17 Budget Approvals • Youth Employer Appreciation
Action Taken	Discussion
Results and Outcomes	<p><u>Financials</u> Mr. Brent Bishop reported that both YouthStop and the ACHIEVE programs met their goals for the program year.</p> <p><u>Year-End Work-based Learning Update</u> 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><u>PY17 Budget Approvals</u> The proposed PY17 budget for program year was presented for approval. Mr. Anderson asked for a motion to approve and Mr. Coffey made a motion. The motion was seconded by Mr. Bryson. Budget was approved.</p> <p><u>Youth Program Reports/Dashboards</u> 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><u>Employer Appreciation Banquet</u></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><u>Other Business</u></p> <p>The committee held further discussion how to possibly offer another STEM program next year.</p>
Items Referred for Board Action	The Youth Committee recommends that the Upstate Workforce Board approve the 2017 Program year budgets as presented.
Website Reference	www.upstateworkforceboard.org

Upstate

WORKFORCE BOARD

WORKING AND LEARNING TOGETHER
FOR A BETTER FUTURE

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
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		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
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.		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		34,231.88	0.00	34,231.88	100.0%



A Program of the Upstate Workforce Development Board
Serving Cherokee, Spartanburg and Union
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
YMCA—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-

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

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

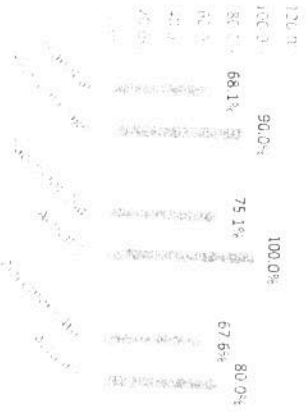
6/30/2017

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	12	19	10	7	5	12	7	9	9	6	5	109
Pending Applications	5	6	5	4	4	5	5	3	2	6	4	3	52
Eligible WIOA Applicants	1	4	5	4	2	2	2	2	2	3	4	3	34
Referrals to other agencies	3	2	3	4	2	4	2	4	7	3	2	2	38
Carryover (Prev. Yr)	20	NA	NA	33	NA	NA	39	NA	NA	41	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	31	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	2	0	0	0	12	16
Placed in Empl/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	6	0	0	11	0	37
Attaining LIN 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
Driver's Ed	0	2	0	1	1	1	0	0	2	0	0	0	7

Exiters entering follow-up are the total for 2nd and 4th quarters. Excludes those who are not working at enrollment, etc.

6/30/2017			
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		
Total	\$ 387,740.41	\$ 360,624.32	93.01%

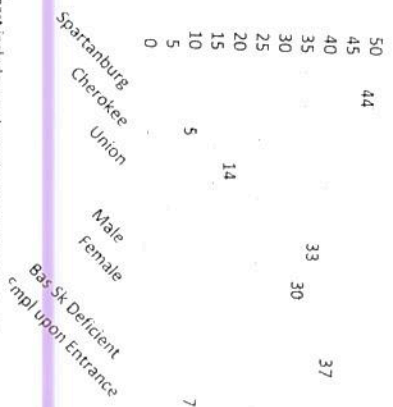
PY16
(April 1, 2017-- June 30, 2017)



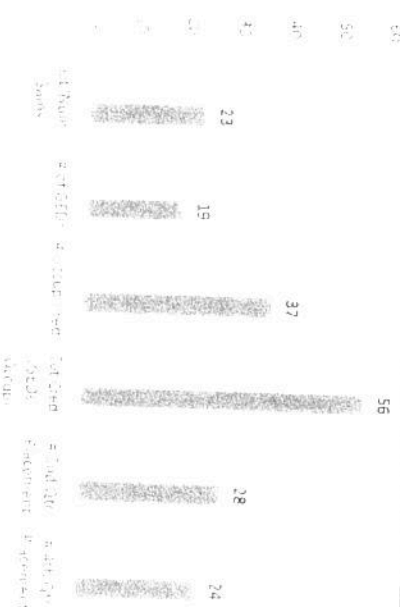
The final amounts will adjust in closeout

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

PY16
7/1/16--06/30/17



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

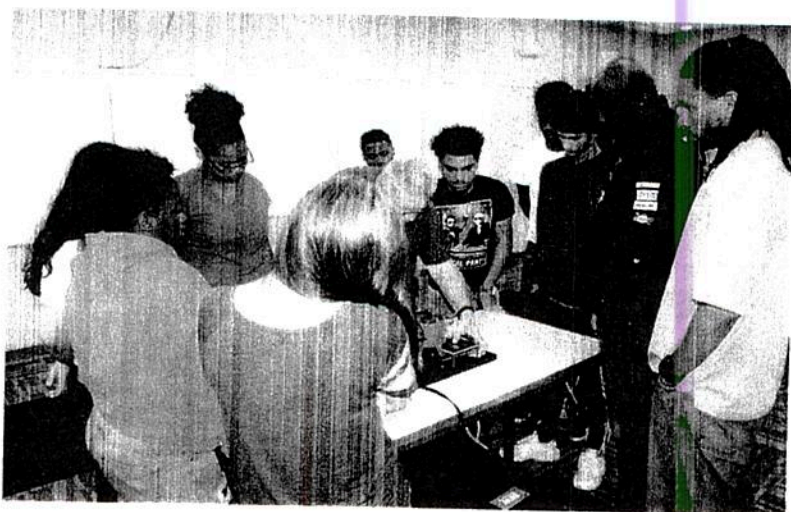


The YouthStop™

Odd 'n Ends



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 Etheredge 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

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"An equal opportunity
employer/program"

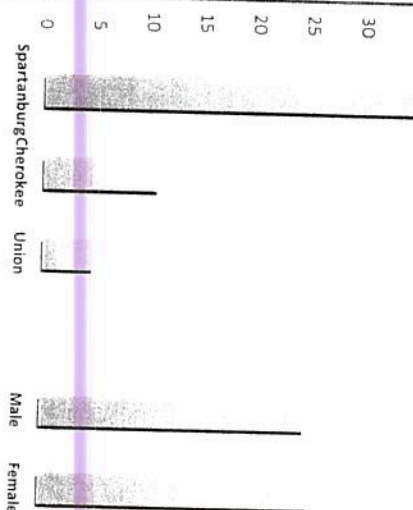
"Auxiliary aids and services available
upon request to individuals with
disabilities"

DASHBOARD

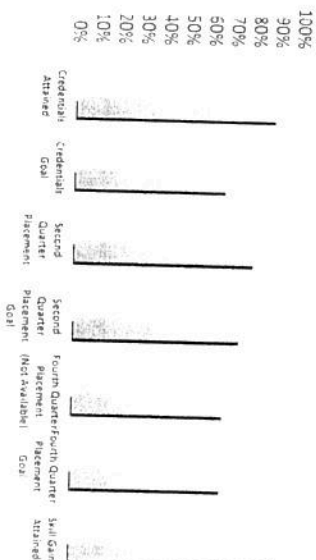
(Rolling Progress)

	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 exiters entering follow-up	22	0	0	0	0	1	0	0	0	2	15	15	55
# Placed in employment/adv trng	n/a	12	9	12	5	23	0	0	0	2	12	12	87
# Of diploma's 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	0	0	0	0	0	0
# 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												

The YouthStop™ Demographics



PY16 4thQuarter



Invoices through 6/30/2017

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

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%

**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

\$ 364,476.00

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

\$ 417,630.17

All budgets are considered OUT OF SCHOOL unless otherwise indicidated.

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

Meeting Date	August 31, 2017 at 8:30 a.m.
Contact for Questions and Concerns	<p>Ms. Jennie Thomas, Committee Chair – 864.249.8030 Email: jthomas@scvrd.state.sc.us</p> <p>Ms. Dana Wood – 864.596.2028 Email : wood@upstaterworkforceboard.org</p>
Action Taken	<i>Discussion and Planning</i>
Results and Outcomes	<p><u>Welcome and introductions of new members</u></p> <ul style="list-style-type: none"> Ms. Jennie Thomas, Committee Chair, welcomed committee members. <p><u>Recap of Employer Event/Review of Survey Results</u></p> <ul style="list-style-type: none"> Ms. Dana Wood shared a copy of the Survey results from the Employer event. Feedback was overwhelmingly positive. Ms. Thomas and Ms. Wood thanked the committee for their assistance with planning and the execution of the event. <p><u>PY17 Goals Discussion</u></p> <ul style="list-style-type: none"> The committee discussed ideas for next year's event with Invisible Disabilities being the targeted theme. It was agreed to target the month of May 2018. Ms. Jennie Thomas asked members to share ideas for this year's event. Ms. Lisa Thomas mentioned employer fear of intellectual disabilities, benefits to employers for hiring people with disabilities, and clarifying mental illness versus intellectual disability. Mr. Antonio Johnson mentioned educating employers on how to work with individuals with mental disabilities especially veterans suffering from PTSD. Ms. Sandy Jordan asked who the target audience was for the first year's event. Ms. Dana Wood explained the staff and partners were the main focus. There was a panel of individuals with disabilities who answered uncomfortable questions that would not normally be asked as well as etiquette. The second year was targeted to educating employers. Ms. Wood mentioned that this coming year possibly doing a half day event split to targeting different audiences and possibly offering breakout sessions. It was decided to continue the discussion at the next meeting with hopes of narrowing the focus and creating planning teams. <p><u>Other Business</u></p> <ul style="list-style-type: none"> Ms. Sandy Jordan shared an upcoming Employer Summit October 10 in Columbia. Mr. Antonio Johnson mentioned the Veterans Stand Down coming up October 13. <p><u>Adjournment</u></p> <ul style="list-style-type: none"> With no further business, the meeting was adjourned at 9:40 a.m.
Items Referred for Board Action	None
Website Reference	www.upstaterworkforceboard.org



**Upstate Workforce Board
Disabilities Committee Meeting**

**August 31, 2017
8:30 a.m.
The Bryant Center**

Facilitated by Ms. Jennie Thomas, Committee Chair

8:30 AM

Welcome & Introductions

8:40 AM

Review of Employer Event

- Survey Results

9:00 AM

Goals for PY17

9:25 AM

Other Business and Adjourn

**Next Meeting Date:
October 26, 2017**

Constant Contact Survey Results

Survey Name: Disabilities Luncheon Survey
Response Status: Partial & Completed
Filter: None
May 25, 2017 1:24:40 PM

1. Was the Breaking Down Barriers: Disability Employment Luncheon helpful?

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Very Helpful	Somewhat Helpful	Not Helpful
	19 83%	3 13%	1 4%

7 Comment(s)

2. Did hearing the Accommodations Presentation give you new insight for future hires?

	Number of Response(s)	Response Ratio
Yes	22	95.6%
No	1	4.3%
No Responses	0	0.0%
Total	23	100%

3. Did hearing from the panelist give you new insight in for future hires?

	Number of Response(s)	Response Ratio
Yes	21	91.3%
No	2	8.6%
No Responses	0	0.0%
Total	23	100%

4. Was the length of the event:

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Too Long	Just Right	Too Short
	1 4%	19 83%	3 13%
3 Comment(s)			

5. Were you able to take away some best practices?

	Number of Response(s)	Response Ratio
Yes	21	91.3%
No	2	8.6%
No Responses	0	0.0%
Total	23	100%

6. What are some other topics related to disability employment that you would like to see discussed in this format?

23 Response(s)

7. Please use this space to add any additional feedback on the event.

12 Response(s)

Constant Contact Survey Results

Survey Name: Disabilities Luncheon Survey

Response Status: Partial & Completed

Filter: None

May 25, 2017 1:24:40 PM

1. Was the Breaking Down Barriers: Disability Employment Luncheon helpful? - Comments

Answer	Respondent
I especially liked the technology demonstration.	wgraham@worklinkweb.com
I thought the panel was great!! I would love to hear from more employers who have hired individuals with an intellectual disability.	aalexander@goodwillsc.org
No matter what you think you know, these events will present new information to help you address this and similar issues	douglas.stephenson@rescare.com
The information was definitely interesting. However, many of us there were concerned about autism or intellectual disabilities, and this was not addressed at all.	allisonpetralia@projecthopesc.org
I thought that the employers on the panel did a great job advocating.	hannah_carter@bshsi.org
I really enjoyed it. Thank you.	landerson@familyconnectionsc.org
Since manufacturing is big in SC, it was great to see there are companies willing to provide opportunities for individuals with disabilities	gggraves@srhs.com

4. Was the length of the event: - Comments

Answer	Respondent
I don't know that the length was too short but I would have liked to hear more from the panel	aalexander@goodwillsc.org
Easily 1/2 day	eric.holland@kobelco.com
Moderator did a good job of staying on task/time and communicating awareness of that to the group	rskinner1@scvrd.net

6. What are some other topics related to disability employment that you would like to see discussed in this format? - Responses

Answer	Respondent
etiquette	wgraham@worklinkweb.com
Hiring individuals with intellectual disability.	aalexander@goodwillsc.org
N/A	nhurd@shasc.org
More practical examples of reasonable accommodations in the workplace from employers.	jacksoni@sccsc.edu
HR Law regarding disability hires.	douglas.stephenson@rescare.com
More awareness to local facilities that assist with employing disabled persons.	ddavis@seweurodrive.com

"Marketing" our populations with potential hiring companies - how to approach this, how to sell it. Also, autism and intellectual disabilities, and potentially talking with companies about the potential to hire a person who needs a job coach.	allisonpetralia@projecthopes c.org
Allow the workers to share their experiences	whitenerm@sccsc.edu
more hiring techniques and more employees	Anonymous
I would like to add to the existing panel an organization who has 1) employed mentally disabled individuals with their organization and 2)a specific resource (SC works, etc.) that helps disabled individuals find jobs.	emmas@infodepot.org
Hear more from employees as to their challenges in the workplace.	cewart@bellsouth.net
Resources, SCVR, Bryant Center	eric.holland@kobelco.com
N/A	mdaniels@sccsdb.org
Interviewing and Hiring do's and don't's	nikeshiajackson.gilliam@con verse.edu
None	hannah_carter@bshsi.org
Who hires individuals with disabilities in the area?	tgeter@sccvr.state.sc.us
None that I can think of at this time. Thanks	christopher@sjwd.com
I'm not sure at this time	landerson@familyconnection sc.org
Modifications	ggraves@srhs.com
Breaking Down Stereotypes	

Educating employers on Mental Health disabilities. There is a stigma that those who have mental health issues are a danger in the workplace and can explode at any minute	leggleton@scvrd.net
Mental Health and Ex-offender hiring practices.	pwentz@scvrd.state.sc.us
Registered apprenticeship and more detail for the employer regarding WOTC	rskinner1@scvrd.net
preparing the current workforce and the new hire with a disability to work together	kelly.shumaker@brose.com

7. Please use this space to add any additional feedback on the event. - Responses

Answer

Respondent

I'm not an employer so answered No on questions 2 and 3.	wgraham@worklinkweb.com
I really enjoyed this and hope you all do it again!	aalexander@goodwillsc.org
It was awesome, well put together, and the only bad thing would be that some people couldn't/didn't attend and really missed an informative and eye-opening event!	douglas.stephenson@rescare.com
Nice presentation. Thank you for the invite.	ddavis@seweurodrive.com
Excellent events, great services to employers and citizens.	whitenerm@scsc.edu
Outstanding event that opened my eyes as to the value / benefits of hiring the disabled.	cewart@bellsouth.net
More time to network Resource listing	eric.holland@kobelco.com

The only criticism I would have is that I think unless the attendees are reminded on the front end (and sometimes even then it still happens), you see audience members start sharing instead of asking the panelists questions when they are called on. There were a couple of times where a question was never even asked- just information shared.	hannah_carter@bshsi.org
I really enjoyed it. I hope in the future more business's will be able to attend and I really liked having the guys on the panel and what it meant to them to have a job. Thank you.	landerson@familyconnection sc.org
Great Event!	ggraves@srhs.com
Great Event!	pwentz@scvrd.state.sc.us
Dana is awesome and did a great job of getting everything together along with support from others	rskinner1@scvrd.net