

**MEMORANDUM OF AGREEMENT
BETWEEN THE UPSTATE
WORKFORCE BOARD AND THE
GREENVILLE COUNTY
WORKFORCE DEVELOPMENT
BOARD**

SCWOS COORIDNATOR

Memorandum of Agreement

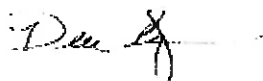
The Greenville County Workforce Development Board (GCWDB) and the Upstate Workforce Board (UWB) enter into this agreement on the 1ST day of July of 2020 to cost share a SCWOS Coordinator. Due to the push for regionalism, both areas felt that cost sharing this position would be beneficial.

SHARED SCWOS COORDINATOR RESPONSIBILITIES

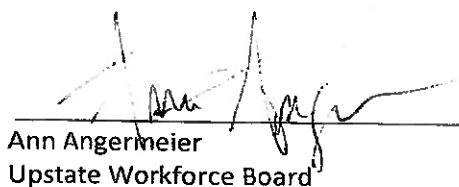
The following services that will be offered include, but are not limited to:

- Analyze reports from SCWOS.
- Analyze performance reports from SCDEW to ensure accuracy.
- Provide SCWOS Ad Hoc Reports to management upon request.
- Manage client transfers between local areas.
- Manage group assignments in SCWOS.
- Process various change requests consistent with SCWOS Instruction Policies.
- Conducts SCWOS edit check corrections per SC Department of Employment and Workforce (DEW) instructions.
- Compiles and prepares SCWOS and performance reports for the WIOA Administrators and Workforce Development Boards.
- Reviews SCWOS database tables to ensure accuracy; notifies the proper personnel at DEW and WIOA management as to SCWOS and WIOA performance related issues.
- Provides technical assistance training to staff and youth providers. May require scheduling of periodic training for problem situations.
- Ensures new staff accounts are created with appropriate access.
- Deactivate staff accounts promptly upon request.
- Distribute SCWOS related notifications/information from SCDEW to staff and youth providers.

The GCWDB is responsible for identifying a staff person to provide the above responsibilities. In turn, the GCWDB will bill the UWB monthly an agreed amount of 25% of the said staff person's salary. This one (1) year agreement will expire June 30, 2021.



Dean Jones
Greenville County Workforce Development Board



Ann Angermeier
Upstate Workforce Board

GREENVILLE COUNTY WORKFORCE DEVELOPMENT BOARD
SOUTH CAROLINA WORKFORCE ONLINE SYSTEM (SCWOS)
PY2020 MEMORANDUM OF AGREEMENT (MOA) WITH UPSTATE
WORKFORCE BOARD

SCWOS Contact: Shelia Harper
 Job Title: Program Coordinator (SCWOS/Performance/Compliance)
 Telephone Number: (864) 467-8147
 Email Address: Sharper@greenvillecounty.org

AMOUNT OF TIME PERFORMING DUTIES FOR UPSTATE WORKFORCE BOARD: 25%

Item	Amount
Salary	\$13,830
Indirect Cost (11.92%)	\$2,203
FICA	\$1,057
Workers Comp	\$50
Unemployment Insurance	\$5
Health Insurance	\$3,416
Dental Insurance	\$88
Life Insurance	\$22
Vision Insurance	\$18
Total (25%)	\$20,689