

Upstate Workforce Investment Board
Meeting Minutes/Website Procedure
Meeting Minute Check List

Committee Name: Upstate WIB Board Meeting

Meeting date: September 15, 2014

- ☒ Minutes should contain the name of the committee; date, time, and location of the meeting; committee members, staff, and guests present (and distinguishable) and committee members absent.
- ☒ Meeting minutes are a true reflection of the business that has been conducted by the board/committee during the meeting. Information transcribed should be an exact account of what was said/conducted only during the meeting. Minutes should be written in past tense form.
- ☒ The time that the meeting was called to order and the individual responsible for calling the meeting to order are clearly identified at the beginning of the minutes.
- ☒ An accurate account of all motions made and the results of the voting on the motion. The minutes must indicate whether or not any member abstained from voting.
- ☒ The closing of the meeting, including future meeting date and time of adjournment.
- ☒ Any additional documents submitted to the committee/board prior to or during the meeting, should be included as attachments to the meeting minutes. Specifically, any document directly mentioned in the minutes must ALWAYS be provided.

Associate Director has reviewed minutes for grammatical accuracy. Free of grammatical and typographical errors.

MS
Reviewer's Initials

11/14/2014
Date

☒ Reviewed by Executive Director

Then,

☐ Committee Chairperson/designated representative(s)

Then,

☐ If the Committee Chairperson approved minutes, **email** a scanned copy to the Website Administrator for posting. Please place original documents in Website Administrator's box to be initialed and passed to Executive Assistant for filing.

Posted to Website: DAW 11/18/14 Filed: _____
Initials Date Initials Date

☐ If the Committee Chairperson made changes to the minutes, please submit to the Executive Director for Final Approval for posting.

Executive Director's Final Approval for posting: _____ (Executive Director should return to staff member).

☐ Staff member should **email** scanned documents to the Website Administrators for posting. Please place original documents in the Website Administrator's box to be initialed and passed to the Executive Assistant for filing.

Posted to Website: _____ Filed: _____
Initials Date Initials Date

THE UPSTATE WORKFORCE INVESTMENT BOARD

MEETING MINUTES

Date of Meeting: September 15, 2014
Time of Meeting: 8:30 a.m.
Place of Meeting: Mary Black Foundation

ATTENDANCE: 84%

Board Members Present:

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Ryan Childers
Mr. Jim Cook
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Betty Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Theresa Perry
Ms. Cherie Pressley
Lt. Mark Rockwell
Mr. Carter Smith
Ms. Jennie Thomas
Mr. David Wall
Ms. Martha Young

Board Members Absent:

Ms. Liberty Canzater
Ms. Johnnie-Lynn Crosby
Mr. Chuck Ewart
Ms. Kimberly Gist
Ms. Lisa Morris
Ms. Lou Stackhouse
Mr. Buddy Waters

Guests Present:

Ms. Kathy Bell
Ms. Rochelle Brown
Ms. Michelle Hawkins
Ms. Amanda Lucas
Ms. Helen Merriweather

WIB Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Jenni Gregory
Ms. Natalia Swanson
Ms. Shannon Wilkins
Ms. Dana Wood

Welcome and Opening Remarks:

Mr. David Wall, board chair, called the meeting to order at 8:30 a.m. and welcomed those in attendance. Mr. Robbie Faucett welcomed new board members, Mr. Ryan Childers and Lt. Mark Rockwell, and asked them to introduce themselves.

Nominating Committee Report

Mr. Robbie Faucett reported for the Nominating Committee.

- ***The Nominating Committee made a motion for Mr. David Wall to remain as chairman of the Upstate Workforce Investment Board (Upstate WIB) for Program Year 2014. Mr. Faucett asked if there were any nominations from the floor. There were no nominations from the floor. There were no abstentions, the motion carried.***

Strategic Plan

In the absence of Mr. Chuck Ewart, Ms. Ann Angermeier presented a draft of the Strategic Plan developed by Mr. Ewart after the board retreat in March. Ms. Angermeier stated that the plan is a fluid document spanning a three to five year period which may be amended at any time with full board consent. She explained that the plan would be reviewed annually. She further explained that changes may be necessary due to the new Workforce Innovation and Opportunity Act (WIOA) that will take effect July 1, 2015.

Minutes Approved:

The May 15, 2014, meeting minutes were reviewed. ***Mr. Jim Cook made a motion to approve the minutes as written. Mr. Wayne Gregory seconded the motion. The motion carried. There were no abstentions.***

Workforce Innovation and Opportunity Act (WIOA)

Ms. Angermeier spoke about the new WIOA law, which will take effect July 1, 2015. She explained that several programs would be consolidated and the number of WIB board members will decrease. South Carolina Department of Employment and Workforce (SCDEW) will be required to co-locate. Youth Alliance will no longer be required; a Youth Committee of six to eight members will be formed. Core and intensive services will no longer be separate, they will be career services. Performance measures will get tougher. When WIOA goes into effect, priority of service for low income and public assistance will be required. Adult Education and Vocational Rehabilitation will have larger roles. Soft skills are also a major component in WIOA.

Youth services will be most affected by the new law. Currently the law requires that 30% of funds be dedicated to out-of-school youth. Under the new law 70% of the funds will be required for out-of-school youth. Ms. Angermeier, Ms. Kathy Bell, (from The YouthStop) and other staff are working on a plan to continue to serve in-school youth at a reduced level.

Ms. Angermeier stated that she was planning to send a short update to the board once a week comparing the Workforce Investment Act (WIA) to WIOA.

Mr. Curtis Anderson asked what is being included in soft skills. Ms. Angermeier explained that it included teamwork, listening, communication, attitude, appropriate attire, being on time, etc. Ms. Theresa Perry stated that soft skills are skills that transfer from one job to another. Ms. Martha Young stated that based on the discussion, a lot of youth parents do not have soft skills and possibly educating the parents should be included in the strategic plan as well.

IWT Ranking Approval

Ms. Natalia Swanson gave an update regarding the Incumbent Worker Training (IWT) Grant Process. She stated that SCWorks Upstate was currently accepting IWT applications. An ad hoc committee had been formed to review the application. The committee is comprised of two members from the Funding Oversight Committee and two members from the OneStop Oversight Committee, as well as members from each Economic Development group, including Greer. The ad hoc committee will review the applications and recommend final ranking at the end of October.

- ***The Upstate WIB requested that the Board grant the Executive Committee the authority to approve the IWT ad hoc committee's recommended IWT fund rankings from the ad hoc committee and approve the IWT Grants. Mr. Jim Cook made a motion to approve this request. Ms. Martha Young seconded the motion. There were no abstentions. The motion carried.***

OneStop Oversight Committee Report:

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The committee met on August 20, 2014. He stated that during this meeting the committee reviewed the Eligible Training List. The committee approved the list as written along with the following stipulations: 60% of the participants enter training in the advanced manufacturing, 25% in skilled trades and 15% in the remaining areas. On-the-job training and customized training will be offered on an as needed basis. The committee had the following request for approval from the Board:

- ***The OneStop Committee recommends that the Upstate WIB approve the revised Eligible Training List as written. There were no abstentions. The motion carried.***

Funding Oversight Committee Report:

Mr. Jim Cook, committee chair, reported for the Funding Oversight Committee. The committee met on September 2, 2014 and reviewed the end-of-the-year and the year-to-date budgets. The committee had the following request for approval from the Board:

- *The Funding Oversight committee recommends that the Upstate WIB approve ResCare's budget modification request (affecting the WIB office budget) with the following line item changes:*
 - a. *Arbor SC Works budget:*
 - 1: *Rent: Increase by \$124,650 to cover Spartanburg rent (\$117, 900) and Union rent (\$6,750).*
 - 2: *Indirect: Increase by \$13,063.32 due to the Rent line item increase.*
 - 3: *Profit: Increase by \$7,578.36 due to the Rent line item increase.*
 - b. *WIB office budget:*
 - 1: *Rent-Spartanburg (Evans Building): Decrease by \$117,900.*
 - 2: *Rent-Union (From Building): Decrease by \$6,750.*

There were no abstentions. The motion carried.

Youth Alliance Report:

Ms. Theresa Perry, committee chair, reported for the Upstate Youth Alliance (UYA). The UYA met on September 5, 2014 with Ms. Wendy Griffin from HelpUp Works as the guest speaker.

The committee had the following request for approval from the Board:

- *The Youth Alliance recommends approval of the USC Upstate ACHIEVE budget modification with the following line item changes:*
 - a. *Move \$2,378.06 from Fringe Benefits to Staff Salaries.*
 - b. *Move \$2,008.56 from Fringe Benefits to Instructional Training into the Other Training & Expenses line item.*
 - c. *Move \$212.86 from Indirect Cost to Instructional Training into the Other Training & Expenses line item.*
 - d. *Move \$652.21 from Janitorial to Premises Rent.*
 - e. *Move \$1,100 from Janitorial to Staff Travel and Professional Development.*
 - f. *Move \$49.79 from Janitorial to Advertising & Printing.*
 - g. *Move \$199.96 from Janitorial Supplies to Advertising & Printing.*

There were no abstentions. The motion carried.

Adjournment:

With no other business or discussion from the floor, the meeting was adjourned at 9:35 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for November 17, 2014 at 8:30 a.m. The venue is to be determined.

**Upstate Workforce Investment Board
One Stop
Committee Summary**

Meeting Date	August 20, 2014 12:00 p.m.
Contact for Questions and Concerns	Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com Ms. Brenda Connelly – 864.562.4444 Email : bconnelly@upstatewib.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>Tree Service Training Presentation</i> • <i>July 2014 Dashboard</i> • <i>Training Approval Revision (Participant 3517)</i> • <i>Eligible Training List Approval and Recommendation</i> • <i>PY13 RSA/MOU Proposal Approval and Recommendation</i> • <i>SC Works Upstate Update</i>
Action Taken	<ul style="list-style-type: none"> • Voted to approve, pending the submission of required state documentation, a trial tree service training program through Tree Wranglers and the Upstate Housing Partnership. • Voted to revise the previous approval that allowed WIA training funds to be expended on a participant who failed to register with the Selective Service. The committee approved any eligible training of the participant's choice. • Voted to approve, and recommend to the full board, a revised Eligible Training List, as presented, with the addition of the tree service training. • Voted to approve, and recommend to the full board, the latest PY13 RSA/MOU proposal from SCDEW.
Results and Outcomes	<ul style="list-style-type: none"> • Mr. John May and Mr. Jason Krook presented a tree service training program to the committee to request that the training be added to the Eligible Training Provider List (ETPL). The training is two weeks in length, the first of which is classroom instruction and the second is on-the-job training, and will cost \$800 per person. In order for Tree Wranglers to be approved as a training provider, they were instructed to complete the required forms for submission to the state. • Ms. Brenda Connelly, Upstate WIB OneStop Services Coordinator, shared the SC Works Upstate July 2014 Dashboard with the committee. Ms. Connelly asked Ms. Lynn Hall, interim SC Works Project Director and SC Works Spartanburg Center Manager, to explain the training enrollment information to the committee. The dashboard was reviewed and briefly discussed.

	<ul style="list-style-type: none"> At the last OneStop Committee meeting, the members voted to approve the use of training funds for welding training for a potential participant (Last 4 of Social: 3517) after it was discovered that the participant had failed to register with the Selective Service. The participant requested to change his training choice from welding to CDL. The committee voted to allow the participant to choose the eligible training of his choice. The OneStop Committee voted to revise their previous ruling to approve welding training for a participant (Last 4 of Social: 3517) (April 22, 2014) to allow the participant to choose the eligible training of his choice. Mr. Wade Ballard made a motion and Mr. Buddy Waters seconded the motion. The motion passed unanimously. There were no abstentions. Per local instruction, full board approval is not required. Ms. Connelly presented the revised ETPL to the committee for approval. She explained that the ETPL was to be reviewed annually. She explained the review and revision process. The revised ETPL was reviewed and discussed at length. The committee voted to approve, and recommend to the full board for approval, the revised ETPL, as presented, with the addition of the tree service training. Mr. Shelley Blount made a motion and Mr. Buddy Waters seconded the motion. The motion passed unanimously with no abstentions. Ms. Connelly explained that a PY13 RSA/MOU Ad Hoc committee had been formed to negotiate the PY13 RSA/MOU that had still not been agreed upon. After some discussion, the Upstate members of the Ad Hoc committee submitted a proposal to the SCDEW members, along with some requested documentation, for consideration. The SCDEW team made a counter-proposal requesting that the Upstate agree to share the supply and IT costs associated with the SC Works centers equally (50% each). The Upstate team, although not in agreement with the SCDEW methodology, decided to recommend that the state proposal be approved to finally put the document to bed and to focus on the PY14 agreement. Ms. Connelly explained that there was only a \$3,646.93 difference in expected payment from SCDEW. After much discussion, the committee voted to approve, and recommend to the full board for approval via poll vote, the most recent SCDEW PY13 RSA/MOU proposal. Mr. Shelley Blount made a motion and Mr. Buddy Waters seconded the motion. The motion carried unanimously with no abstentions. Ms. Lynn Hall, provided an SC Works Upstate update.
Items Referred for Board Action	<ul style="list-style-type: none"> The OneStop Committee recommends that the Upstate WIB approve the revised Eligible Training List as presented. The OneStop Committee recommends (through a poll vote) that the Upstate WIB approve the latest PY13 RSA/MOU proposal from DEW, as presented in the poll vote information.
Website Reference	www.upstatewib.org

Eligible Training List
Upstate Workforce Investment Area

Training	Requirement	Average Wage	Degree/Certification
Accounting Specialist		16.59	Associates
Assemblers and Fabricators		14.00	Certificate
CDL		15.00	Certificate
Certified Medical Assistant	Waiver Only	12.50	Associates
Chemical Operators		18.00	Certificate/Associates
Dental Assistant		15.00	3 Semester Diploma
Dental Hygienist	Waiver Only	20.00	Associates
Electrical and Electronic Equipment Assemblers		16.00	Certificate/Associates
Electricians		20.00	Certificate/Associates
Forklift Certification		11.00	Certificate
Heavy Equipment Mechanics/ Diesel Engine Performance Certificate in Applied Science		18.00	3 Semester Certificate
HVAC Mechanics and Installers		17.54	Diploma/Associates
Industrial Engineering Technicians/ Industrial Electronics Technology/ Industrial Electronics Technology Automated Manufacturing - Robotics		20.00	5 Semester Associates
Industrial Machinery Mechanics/Industrial Repair Technician		18.00	3 Semester Certificate
Industrial Machinery Mechanics/Industrial Repair Technician		21.75	Associates
IT Support Specialist/Network Administration		20.00	3 Semester Certificate - 6 Semester Associates
Licensed Practical Nurse (LPN)		18.00	Associates
Logistics Technician		11.00	78 Hour Course
Lumberjack		13.32	80 hour (OJT/Classroom)
Machine Setters, Operators, Tenders	Waiver Only	14.00	Certificate
Machine Tool Technology		20.00	3 Semester Certificate - 5 Semester Associates
Machinist		17.00	Associates
Massage Therapy	Waiver Only	20.00	5 Semester Associates
Mechatronics I or Technology		18.00	2 Semester Diploma - 5 Semester Associates
Medical Lab Technician		17.00	Associates
Occupational Therapist Asistants	Acceptance into Phase II of the Program Required	32.00	Associates

Operating Engineers & Other Construction Equipment Operators			17.00	Certificate/License
Packaging and Filling Machine Operators and Tenders			15.50	Certificate
Patient Care Technician (CCE)	Waiver Only		10.50	6 Month Certificate
Pharmacy Technician	Waiver Only		13.00	Certificate
Physical Therapist Assistants	Acceptance into Phase II of the Program Required		21.00	Associates
Pipe Fitters & Steamfitters			19.00	Certificate
Plumber			17.00	Certificate
Production Technician			12.00	12 Week Course
Project Management			20.00	Certificate
Quality Assurance			15.00	Certificate
Radiology Technician	Acceptance into the Program Required		18.00	5 Semester Associates
Registered Nurse (Associate)	Acceptance into the Program Required		26.00	6 Semester Associates
Respiratory Care	Acceptance into the Program Required		19.00	Associates
Robotics			18.00	5 Semester Associates
Welding			14.00	10 Week Certificate

Revised 08-20-2014

(1) Training enrollments must adhere to the following criteria:
60% of training enrollments must be in the manufacturing cluster
25% of training enrollments must be in the skilled trade cluster
15% of training enrollments must be in the remaining options

(2) Any training could be assigned as OJT or customized training, if available.

Upstate Workforce Investment Board
Funding Oversight
Committee Summary

Meeting Date	<i>September 2, 2014, 8:30 a.m.</i>
Contact for Questions and Concerns	<p>Mr. Jim Cook – (864)-206-2804 Email: CookJ@sccsc.edu</p> <p>Ms. Natalia Swanson – (864) 596-2028 Email : nswanson@upstatewib.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>The committee reviewed end-of-year (Program Year 2013) budget reports for Arbor (SC Works and Rapid Response Grants), Youth Programs (ACHIEVE and The YouthStop), and the WIB office.</i> • <i>The committee reviewed year-to-date budget reports for Arbor (SC Works and Rapid Response Grants) and the WIB office (first month expenditures of Program Year 2014).</i> • <i>The WIB staff presented a budget modification request for Arbor's SC Works grant (also affecting the WIB office budget).</i>
Action Taken	<ul style="list-style-type: none"> • The committee voted on the modification request for Arbor's budget.
Results and Outcomes	<ul style="list-style-type: none"> • The committee reviewed end-of-year budget reports for all programs without any concerns. • The committee reviewed year-to-date budget reports for Arbor (SC Works budget and Rapid Response Grants), as well as the WIB office report; there were no concerns. The Youth Program grants were still out for signatures; no expenditures had been reported by either of the Youth Programs. • The committee reviewed and approved the proposed budget modification to the Arbor SC Works grant. <ul style="list-style-type: none"> ○ Currently the WIB office budget includes the rent expenses for the SC Works Centers in both Cherokee and Spartanburg Counties. Adding the rent amount to the SC Works budget would more accurately portray the expenses as program expenses. ○ Line item changes to the Arbor SC Works budget: <ul style="list-style-type: none"> ▪ Rent: Increase by \$124,650 to cover Spartanburg rent (\$117,900) and Union rent (\$6,750). ▪ Indirect: Increase by \$13,063.32 due to the Rent line item increase. ▪ Profit: Increase by \$7,578.36 due to the Rent line item increase. ○ Line item changes to the WIB office budget: <ul style="list-style-type: none"> ▪ Rent-Spartanburg (Evans Building): Decrease by \$117,900. ▪ Rent-Union (From Building): Decrease by \$6,750. ○ The budget modification would apply to second through fourth quarter rent expenditures (October 2014 through June 2015) since the WIB office has already paid for the first three months of

	the program year.
Items Referred for Board Action	<ol style="list-style-type: none"> 1. The committee recommends the budget modification request for the Arbor SC Works budget (affecting the WIB office budget) with the following line item changes: <ol style="list-style-type: none"> a. Arbor SC Works budget: <ol style="list-style-type: none"> i. Rent: Increase by \$124,650 to cover Spartanburg rent (\$117,900) and Union rent (\$6,750). ii. Indirect: Increase by \$13,063.32 due to the Rent line item increase. iii. Profit: Increase by \$7,578.36 due to the Rent line item increase. b. WIB office budget: <ol style="list-style-type: none"> i. Rent-Spartanburg (Evans Building): Decrease by \$117,900. ii. Rent-Union (From Building): Decrease by \$6,750.
Website Reference	www.upstatewib.org

PY13
ResCare Workforce Services

		TOTAL		Current %	100%
Expense		thru June 30 Expenditures	Budget	Variance	% of Budget
Salaries	\$	595,101.72	\$ 643,910.35	\$ 48,808.63	92.42%
Fringes	\$	117,348.84	\$ 137,051.73	\$ 19,702.89	85.62%
Temp Help	\$	11,566.80	\$ 12,480.00	\$ 913.20	92.68%
Dues/Professional	\$	417.73	\$ 1,000.00	\$ 582.27	41.77%
Indirect Cost	\$	87,463.02	\$ 99,269.60	\$ 11,806.58	88.11%
Profit	\$	73,689.07	\$ 82,709.10	\$ 9,020.03	89.09%
Professional Development	\$	665.00	\$ 1,000.00	\$ 335.00	66.5%
Travel Out-of-Town	\$	2,794.00	\$ 2,794.00	\$ -	100.0%
Mileage	\$	10,836.54	\$ 14,014.97	\$ 3,178.43	77.32%
Office Supplies	\$	13,855.69	\$ 15,460.00	\$ 1,604.31	89.62%
Printing Supplies/Copier	\$	2,530.41	\$ 3,200.00	\$ 669.59	79.08%
Postage	\$	666.26	\$ 2,000.00	\$ 1,333.74	33.31%
Telephone	\$	19,788.80	\$ 26,162.52	\$ 6,373.72	75.64%
Rent	\$	22,386.57	\$ 40,590.61	\$ 18,204.04	55.15%
Misc. & Facilities Cost (Insurance & Janito	\$	13,768.05	\$ 14,900.00	\$ 1,131.95	92.4%
Utilities	\$	13,859.70	\$ 22,500.00	\$ 8,640.30	61.6%
Contract/Consulting Services	\$	2,651.13	\$ 5,570.00	\$ 2,918.87	47.6%
Advertising/Promotions	\$	26,543.11	\$ 27,650.95	\$ 1,107.84	95.99%
Computers & Software	\$	1,591.59	\$ 3,150.00	\$ 1,558.41	50.53%
Misc. Equipment/Relocation	\$	8,669.75	\$ 8,460.00	\$ (209.75)	102.48%
Instructional Training	\$	375,615.51	\$ 407,650.00	\$ 32,034.49	92.14%
Supportive Services	\$	14,479.47	\$ 21,000.00	\$ 6,520.53	68.95%
Total Expense	\$	1,416,288.76	\$ 1,592,523.83	\$ 176,235.07	88.93%
Non-WIA RSA Reimbursements			\$ (250,000.00)	\$ (250,000.00)	0.00%
Total WIA Expense		1,416,288.76	\$ 1,342,523.83	\$ (73,764.93)	105.49%

PY13
Arbor Grants

	thru June 2014 Expenditures	Budget	Variance	% of Budget
Arbor				
RAPID RESPONSE IWT #2 Santuc (7/31/2013) CLOSED	30,075.00	41,580.00	11,505.00	72.33%
RAPID RESPONSE IWT Tool Tech (6/30/2013) CLOSED	28,415.00	37,190.00	8,775.00	76.4%
RAPID RESPONSE IWT Green Rivers (6/30/2013) CLOSED	44,349.50	44,500.00	150.50	99.66%
RAPID RESPONSE IWT#12 Marchel (7/31/2013) CLOSED	26,250.00	28,900.00	2,650.00	90.83%
RAPID RESPONSE IWT#17 StarChem (11/30/2013) CLOSED	36,810.00	37,400.00	590.00	98.42%
RAPID RESPONSE CR Brands (12/31/2013) CLOSED	48,235.00	49,350.00	1,115.00	97.74%
RAPID RESPONSE IWT#26 IWG (6/30/2014) CLOSED	39,600.00	40,725.00	1,125.00	97.24%
RAPID RESPONSE IWT#23 Carolina Cotton (11/30/2013) CLOSED	52,514.00	52,650.00	136.00	99.74%
RRA03-02 (6/30/2014) CLOSED	46,303.77	55,816.00	9,512.23	82.96%
Total Arbor Special Grants	352,552.27	388,111.00	35,558.73	90.84%

Youth Grant: Spartanburg School District 6

Expense	TOTAL		Current %		100%
	thru June 30, 2014 Expenditures	Budget	Variance	% of Budget	
Salaries & Fringe Benefits	\$ 300,589.46	\$ 300,589.46	\$ -	100.0%	
Operating Expenses	\$ 83,173.68	\$ 83,173.68	\$ -	100.0%	
Instructional Training	\$ 26,794.64	\$ 30,402.75	\$ 3,608.11	88.13%	
Work Readiness/Work Experience Stipends	\$ 10,810.44	\$ 20,000.00	\$ 9,189.56	54.05%	
Supportive Svcs: Transportation	\$ 1,464.94	\$ 5,500.00	\$ 4,035.06	26.64%	
Supportive Svcs: Other*	\$ 37,605.66	\$ 41,200.00	\$ 3,594.34	91.28%	
Total Expense	\$ 460,438.82	\$ 480,865.89	\$ 20,427.07	95.75%	

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch, uniforms, etc.); snacks

PY2013
Youth Grant: USC Upstate ACHIEVE

Expense	TOTAL				Current %	100%
	thru June 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 246,585.18	\$ 269,026.55	\$ 22,441.37	91.66%		
Indirect Cost	\$ 22,762.13	\$ 22,762.16	\$ 0.03	100.0%		
Operating Expenses	\$ 42,677.03	\$ 44,114.93	\$ 1,437.90	96.74%		
Instructional Training	\$ 18,721.33	\$ 19,814.75	\$ 1,093.42	94.48%		
Work Readiness/Work Experience	\$ 8,977.50	\$ 8,978.00	\$ 0.50	99.99%		
Supportive Services: Transportation	\$ 15,746.18	\$ 16,711.00	\$ 964.82	94.23%		
Supportive Services: Medical Assistance	\$ -	\$ 300.00	\$ 300.00	0.0%		
Supportive Services: Child Care	\$ 2,160.00	\$ 2,250.00	\$ 90.00	96.0%		
Supportive Services: Other*	\$ 7,473.65	\$ 8,720.00	\$ 1,246.35	85.71%		
Total Expense	\$ 365,103.00	\$ 392,677.39	\$ 27,574.39	92.98%		

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work Experience Attire/Laptops)

PY2013
WIB Office

	Current %				100%		
	thru June 30, 2014	Regular Formula Funds	Incentive Grant 12INC	Incentive Grant 13INC	Total Budget	Variance	% of Budget
Expense							
Salaries/Fringe/Indirect	\$ 358,978.25	\$ 452,526.00			\$ 452,526.00	\$ 93,547.75	79.33%
Temp Help	\$ 109,677.09	\$ 113,000.00			\$ 113,000.00	\$ 3,322.91	97.06%
Dues-Professional	\$ 4,668.65	\$ 3,600.00	\$ -	\$ 2,645.00	\$ 6,245.00	\$ 1,576.35	74.76%
Mileage	\$ 3,900.18	\$ 4,000.00	\$ -		\$ 4,000.00	\$ 99.82	97.50%
Professional Development	\$ 9,173.23	\$ 10,000.00	\$ -	\$ 2,645.00	\$ 12,645.00	\$ 3,471.77	72.54%
Office Supplies & Expense	\$ 8,754.60	\$ 9,000.00	\$ -		\$ 9,000.00	\$ 245.40	97.27%
Copier Expense	\$ 3,582.33	\$ 4,000.00	\$ -		\$ 4,000.00	\$ 417.67	89.56%
Advertising/Promotional/Outreach	\$ 14,826.01	\$ 8,000.00	\$ 7,800.00		\$ 15,800.00	\$ 973.99	93.84%
Printing	\$ 1,385.81	\$ 1,400.00			\$ 1,400.00	\$ 14.19	98.99%
Postage	\$ 203.81	\$ 560.00	\$ -		\$ 560.00	\$ 356.19	36.39%
Rent-Spartanburg	\$ 46,254.43	\$ 55,000.00	\$ -		\$ 55,000.00	\$ 8,745.57	84.10%
Rent-Spartanburg (Evans Building)	\$ 120,083.30	\$ 120,083.00			\$ 120,083.00	\$ (0.30)	100.00%
Rent-Union SC Works	\$ 18,000.00	\$ 18,000.00	\$ -		\$ 18,000.00	\$ -	100.00%
Consulting Services	\$ 855.00	\$ 2,000.00	\$ -		\$ 2,000.00	\$ 1,145.00	42.75%
Vehicle Manpower/Overhead	\$ 1,115.93	\$ 1,700.00	\$ -		\$ 1,700.00	\$ 584.07	65.64%
Vehicle Parts	\$ 961.18	\$ 1,500.00			\$ 1,500.00	\$ 538.82	64.08%
Vehicle - Fuel, Oil, Lub	\$ 2,128.03	\$ 3,500.00			\$ 3,500.00	\$ 1,371.97	60.80%
Telephone/Fax	\$ 8,873.46	\$ 13,000.00			\$ 13,000.00	\$ 4,126.54	68.26%
Miscellaneous Expense	\$ 2,851.87	\$ 4,400.00			\$ 4,400.00	\$ 1,548.13	64.82%
Special Projects	\$ 14,084.41	\$ 17,800.00	\$ 540.00	\$ 600.00	\$ 18,940.00	\$ 4,855.59	74.36%
Relocation Expenses (Evans Building)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Computers/Software	\$ 2,858.63	\$ 6,133.00			\$ 6,133.00	\$ 3,274.37	46.61%
Miscellaneous Equipment	\$ 1,394.99	\$ 2,800.00			\$ 2,800.00	\$ 1,405.01	49.82%
	<u>\$ 734,611.19</u>	<u>\$ 852,002.00</u>	<u>\$ 8,340.00</u>	<u>\$ 5,890.00</u>	<u>\$ 866,232.00</u>	<u>\$ 131,620.81</u>	<u>84.8%</u>

PY14
Arbor: SC Works Update

Expense	TOTAL				Current %	8%
	thru July 31, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries	\$ 39,331.60	\$ 535,800.19	\$ 496,468.59	7.34%		
Fringes	\$ 6,734.65	\$ 124,186.82	\$ 117,452.17	5.42%		
Temp Help	\$ -	\$ -	\$ -	#DIV/0!		
Dues/Professional	\$ 501.56	\$ 800.00	\$ 298.44	62.7%		
Mileage	\$ 1,274.39	\$ 14,004.48	\$ 12,730.09	9.1%		
Professional Development	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%		
Travel Out-of-Town	\$ -	\$ 2,700.00	\$ 2,700.00	0.0%		
Training	\$ 1,558.18	\$ 346,500.00	\$ 344,941.82	0.45%		
Office Supplies	\$ 1,772.86	\$ 12,000.00	\$ 10,227.14	14.77%		
Outreach	\$ -	\$ 20,000.00	\$ 20,000.00	0.0%		
Printing Supplies/Copier	\$ 125.67	\$ 2,500.00	\$ 2,374.33	5.03%		
Postage	\$ 60.58	\$ 1,000.00	\$ 939.42	6.06%		
Rent/Facilities Cost	\$ 430.36	\$ 17,000.00	\$ 16,569.64	2.53%		
Contracting/Consulting Svcs	\$ 98.33	\$ 10,148.99	\$ 10,050.66	0.97%		
Telephone & Data	\$ 650.53	\$ 23,000.00	\$ 22,349.47	2.83%		
Electric/Utilities	\$ 1,061.76	\$ 15,582.00	\$ 14,520.24	6.81%		
Bldg/Equipment M&R-Insurance-Janitorial	\$ 720.19	\$ 17,474.36	\$ 16,754.17	4.12%		
Supportive Services	\$ 620.00	\$ 24,000.00	\$ 23,380.00	2.58%		
Computers & Software	\$ -	\$ 4,600.00	\$ 4,600.00	0.0%		
Indirect	\$ 5,529.51	\$ 84,237.91	\$ 78,708.40	6.56%		
Management Fee (Profit)	\$ 6,107.55	\$ 73,290.25	\$ 67,182.70	8.33%		
Total Expense	\$ 66,577.72	\$ 1,331,825.00	\$ 1,265,247.28	5.0%		
Non-W/A RSA Reimbursements	\$ -	\$ -	\$ -	0.00%		
Total W/A Expense	\$ 66,577.72	\$ 1,331,825.00	\$ 1,265,247.28	5.00%		

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru July 31, 2014 Expenditures	Budget	Variance	% of Budget
Rapid Response Hi-Tech (9/30/2014)	\$ 47,700.00	\$ 63,390.00	\$ 15,690.00	75.25%
Rapid Response Carolina Cotton (9/1/2014)	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
			\$ -	#DIV/0!
			\$ -	#DIV/0!
			\$ -	#DIV/0!
Total Expense	\$ 59,325.00	\$ 79,390.00	\$ 20,065.00	74.73%

PY14
WIB Office

	Current %		8%			
	thru July 31, 2014	Regular Formula Funds	Incentive Grant 13INC	Total Budget	Variance	% of Budget
Expense						
Salaries/Fringe/Indirect	\$ 26,624.65	\$ 498,325.00		\$ 498,325.00	\$ 471,700.35	5.34%
Temp Help	\$ 6,060.37	\$ 87,699.00		\$ 87,699.00	\$ 81,638.63	6.91%
Dues-Professional	\$ 3,622.15	\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 2,622.85	58.00%
Mileage	\$ -	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00	0.00%
Professional Development	\$ 3,089.72	\$ 10,000.00	\$ 2,645.00	\$ 12,645.00	\$ 9,555.28	24.43%
Office Supplies & Expense	\$ 165.77	\$ 9,000.00		\$ 9,000.00	\$ 8,834.23	1.84%
Copier Expense	\$ -	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00	0.00%
Advertising/Promotional/Outreach	\$ -	\$ 10,500.00		\$ 10,500.00	\$ 10,500.00	0.00%
Printing	\$ -	\$ 900.00		\$ 900.00	\$ 900.00	0.00%
Postage	\$ 8.00	\$ 800.00		\$ 800.00	\$ 792.00	1.00%
Rent-Spartanburg	\$ 7,753.86	\$ 50,035.00		\$ 50,035.00	\$ 42,281.14	15.50%
Consulting Services	\$ 712.50	\$ 3,650.00		\$ 3,650.00	\$ 2,937.50	19.52%
Vehicle Manpower/Overhead	\$ 275.00	\$ 1,200.00		\$ 1,200.00	\$ 925.00	22.92%
Vehicle Parts	\$ 189.03	\$ 1,000.00		\$ 1,000.00	\$ 810.97	18.90%
Vehicle - Fuel, Oil, Lub	\$ 133.25	\$ 3,500.00		\$ 3,500.00	\$ 3,366.75	3.81%
Telephone/Fax	\$ 102.95	\$ 4,400.00		\$ 4,400.00	\$ 14,297.05	0.71%
Miscellaneous Expense	\$ -	\$ 4,400.00		\$ 4,400.00	\$ 4,400.00	0.00%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 600.00	\$ 6,000.00	\$ 5,400.00	10.00%
Computers/Software	\$ -	\$ 3,500.00		\$ 3,500.00	\$ 3,500.00	0.00%
Miscellaneous Equipment	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	0.00%
TOTAL UWIB OFFICE	\$ 49,337.25	\$ 716,909.00	\$ 5,890.00	\$ 722,799.00	\$ 673,461.75	6.83%
Rent-Spartanburg (Evans Building)	\$ 26,200.00	\$ 157,200.00		\$ 157,200.00	\$ 131,000.00	16.67%
Rent-Union SC Works	\$ -	\$ 9,000.00		\$ 9,000.00	\$ 9,000.00	0.00%
TOTAL RENT FOR SC WORKS	\$ 26,200.00	\$ 166,200.00		\$ 166,200.00	\$ 140,000.00	15.76%
	\$ 75,537.25	\$ 883,109.00	\$ 5,890.00	\$ 888,999.00	\$ 813,461.75	8.5%

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

Date: 9/2/2014

Grant number: 14M903Q1-UWIB

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

Changes Requested:

Rent (+\$124,650): Reflects a line item increase to include funds to cover Spartanburg rent (\$117,900) and Union rent (\$6750) for the period October 2014 to June 2015.

Indirect (+13,063.32): Reflects a line item impact due to Rent line item increase.

Profit (+\$7,578.36): Reflects a line item impact due to Rent line item increase.

Reason for modification:

This budget modification is requested due to UWIB transfer of funds to SC Works Upstate budget to cover rent expenses for Spartanburg and Union offices for the period October 2014 to June 2015.

For questions regarding this modification request, please contact:

NAME: Rochelle N. Brown
TITLE: Regional Project Director
EMAIL: rbrown@rescare.com
PHONE: 864-381-3831

SUBMIT COMPLETED FORM TO:
UPSTATE WIB ONESTOP SERVICES COORDINATOR

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

WIB Director:


Signature

9-2-14
Date

Upstate Workforce Investment Board
Strategic Plan - Areas of Focus with Goal Statements

Board Governance and Development

We take seriously the confidence and trust that Cherokee, Spartanburg, and Union Counties place in the board and staff of the Upstate Workforce Investment Board. We will provide professional and efficient administration of our assets and resources, while improving, promoting and implementing sound business practices. We will work to develop programs and services that meet the needs of our constituents. We will seek qualified, dedicated people to serve on the board & staff and provide them with the tools, information, and training needed to be most effective.

Objective 1: Encourage rotation to different committees.

Action Steps:

- Board Chair to email board members asking that they consider rotation.
- Issue all committee charters to all members of the WIB.

Objective 2: Board member education opportunities.

Action Steps:

- Each board member to visit all three programs.
- For new board members, include the visitation in their orientation.
- Develop a flow chart to be used in orientation.
- Quarterly lunch and learn on specific WIB related topics for all members willing to attend.
- Determine appropriate in-State educational and awareness opportunities for board members.
- Review the National Association of Workforce Boards training video and consider for purchase for board members.

Business Services

One of the critical needs that businesses face is finding qualified, skilled employees. In order to be in a competitive position to attract and retain high paying, quality jobs to the Upstate of South Carolina, we must place emphasis on developing a workforce that is prepared for the skilled job demands of the future. To the fullest extent possible we must assist businesses of all sizes with their critical labor force needs.

Objective 1: Increase diverse industry leadership to provide guidance to Business Services Team.

Action Steps:

- In an effort to have more diversity in industry, develop a Business Services Committee as an extension of the One Stop Committee (not just representatives from the WIB).
- Use a sector strategy when developing the members. Sector strategy could encompass the following or a similar mix:

- ✓ Manufacturing
- ✓ Logistics
- ✓ Distribution
- ✓ Healthcare
- ✓ Finance and Banking
- ✓ Retail
- ✓ Technology
- ✓ Construction
- ✓and others

(This would be based on the labor market mix in the area. Some sectors may have several representatives (manufacturing could have small, medium and large companies represented).

- Develop a very clear focus for the group prior to organizing.
- Include chambers, Upstate Network, and economic development organizations on the committee.
- Preset meeting dates for the year.
- Designate a chair for the first year.
- Assign staff to this committee.

Objective 2: Co-location of DEW into the Kennedy Street site.

Action Steps:

- DEW is not in compliance with the Wagner-Peyser law under which they operate nor the Workforce Investment Act. They are performing services outside of a one stop system and DOL is aware of this. They are not providing all required services in the comprehensive one stop.
- Insist on co-location, but it will be required with the new Workforce Innovation Opportunity Act on July 1, 2015. We should, at a minimum, insist that all required services are being offered in the centers.
- Work with DOL to make this happen if it does not happen voluntarily.

Objective 3: Host employer workshops quarterly in each county.

Action Steps:

- Develop an ad-hoc committee of businesses and staff to select topics and develop invitation listing for each county to include Greer.
- Partner with chambers, economic development, human resource associations, etc. as needed to co-host.

Outreach & Recruitment / Branding / Partnerships

Good, timely communication is the key to enhancing our brand while telling our story and providing up to date information that can help our constituents, both job providers and job seekers, be more successful. In order to effectively communicate our programs, projects, events, and services, we must implement a meaningful communications, outreach and public relations plan and look for ways to enhance our current communications initiatives. We will seek out appropriate partners that can assist with educating others on our brand and communicating our story.

Objective 1: Increase interest in manufacturing and the trades.

Action Steps:

- Identify desired outcomes from a media contract with Channel 7.
- Meet with Channel 7 to discuss options and recommendations on outreach to the general public.
- Discuss sole source with Spartanburg County regarding Channel 7, since they have the largest viewing area.
- Present to the WIB for approval and proceed with procurement of services.
- Designate staff to work closely with Channel 7 to ensure results are on target.
- Issue quarterly reports to the WIB.
- Evaluate end of contract results.
- Speak to one civic group, business association, school event, etc. once per month on this topic.
- Partner with the local chambers, business associations, economic development entities, and schools to coordinate efforts.
- Develop roundtable discussion sessions from manufacturing and trade.
- Develop leave behind material on manufacturing and trade.
- Purchase promotional items for school career fairs on manufacturing and trades.
- Focus a majority of training dollars on manufacturing and the trades.
- Target one church in each county to utilize for education on focus area.
- Recruit 50 additional manufacturers for the Upstate Connects system.

Objective 2: Increase exposure of SC Works on Kennedy Street through mass media efforts.

Action Steps

- Utilize Channel 7 for exposure of the Kennedy Street location and SC Works Brand.
- Add four additional billboards in key locations in Spartanburg.
- Purchase 1 City Bus advertisement for outreach.
- Pursue radio.
- 'Feel good' stories in the local papers promoting SC Works Spartanburg's successes and events.
- Create SC Works Spartanburg poster for presentation in all partner facilities.
- Develop "elevator speech" for SC Works staff, Upstate WIB staff, and the Board that promotes not only SC Works Spartanburg, but all SC Works centers.

SC Works Operational

The flagship program funded by the WIB is the SC Works System. In order to maintain the highest level of quality and service, these centers must operate at a premium level. The many partners in the SC Works system are utilized to carry out much of the work in the centers. This requires consistent and meaningful partnership meetings and continual sharing of information. The more time we can convince our partners to be in the centers, the more services our customers can tap into onsite thus creating value for them. We realize that the skill shortage in manufacturing continues to grow. We have a monumental goal to change a cultural mindset that lingers in the past with images of old textile mills. The lack of skilled workers in the trades must also be a focus. We are seeing growth that yields more construction in the Upstate. If we do not tackle this area of need, wages in construction will continue to escalate which will drive-up the cost of doing business in the Upstate. The WIB must take on these long-term goals. We must work to change the mindset of students, parents, adults, and dislocated workers in order to fill more classrooms at our local training provider locations in the area of advanced manufacturing and the trades. This is necessary in order to fill the many jobs we have and anticipate to have in the future.

Objective 1: WIB Staff and One Stop Committee to become more involved in helping resolve the problems with partners (primarily DEW as there is a lot of friction there).

Action Steps:

- Conduct quarterly meetings to discuss issues and best practices (these can be held before or after One Stop Committee meetings if desired) so One Stop Committee members may attend.
- Have partners submit topics to WIB staff for discussion prior to the above meeting.
- Survey partners semi-annually to evaluate partnerships, gauge partner engagement, buy-in, and to solicit any constructive feedback.

Objective 2: Hold employer facilitated workshops in the SC Works centers.

Action Steps:

- Try a pilot project using three employers to facilitate workshops. Use their names on the flyers and website to generate more attendance.
- Reevaluate after the third workshop.
- Host HR panel discussion at each center yearly.

Youth Alliance Services

2015 is the year that Generation X and Millennials are projected to replace Baby Boomers as the majority in the workplace. Developing a qualified workforce for the future is an obligation that we take seriously. We must develop and deliver programs that will not only train the employees of the future, but prepare them for jobs where they can be productive and make a meaningful contribution to their employer.

Objective 1: Due to the shortage crisis, we must increase the pipeline of qualified manufacturing and trade workers by focusing on students in the Career Technology Centers of which there are five in our three county area.

Action Steps:

- Meet with all Career Technology Center Directors to educate them on our efforts and gauge how many students are interested in these two areas of focus.
- Conduct orientation sessions with students in the five Career centers regarding the two focus areas.
- Take one business representative from the focus areas to each orientation session.
- Participate in career fairs and business job fairs at the centers.
- Allocate funds for 10 full scholarships to 10 students in each Career Technology Center for training in manufacturing or the trades and have press conferences at each school when awarding the scholarships.

Objective 2: Parent education on manufacturing and the trades.

Action Steps:

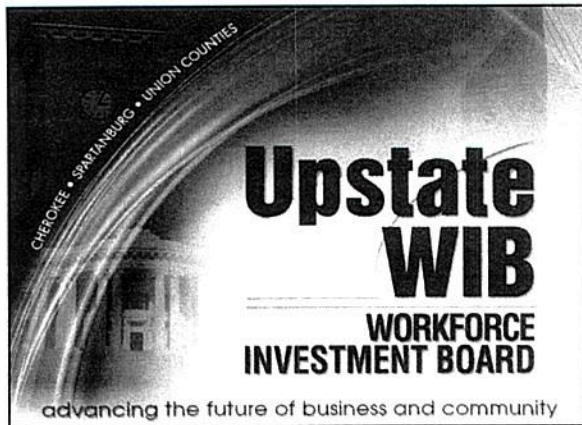
- Form a planning taskforce of educators, guidance staff, church leaders, Youth Alliance members, and other stakeholders to meet with the Business Roundtable to develop a plan for parent education on a mass level for each county. Submit plan to the Youth Alliance and WIB for approval.

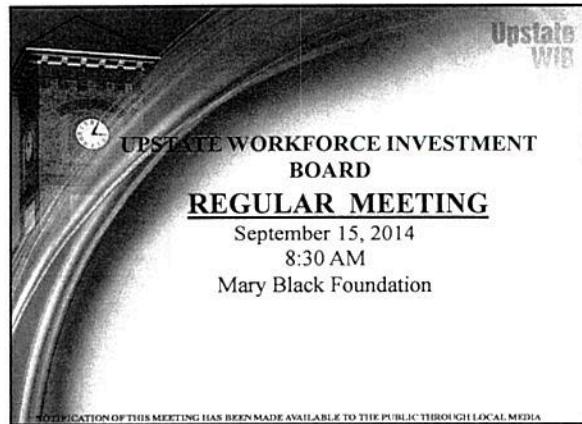
Objective 3: Begin a manufacturing and trades focus in our WIA funded youth programs.

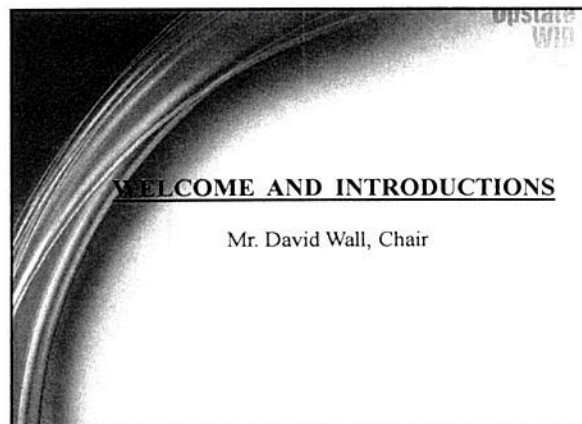
Action Steps:

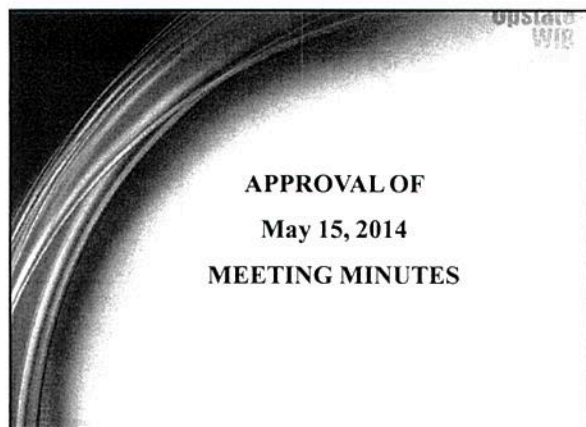
- 'Walk our Talk' by changing the occupational focus of our youth programs. Meet with staff from each program to begin redesign. Focus on one program in PY15 and the other one in PY16.
- Review other manufacturing and/or trade programs in the country to learn about and implement best practices. Target five programs for information.
- Develop a comprehensive list of training curriculums in the area focused on the two focus areas.
- Have a one day youth conference focused on manufacturing and trades for our WIA youth and allow some students from the schools to attend.
- Bring back the Construction Career Fair to educate local students about occupations in the trade industry
- Research grant opportunities, like the Plasti-Van grant, to promote manufacturing and the trades.

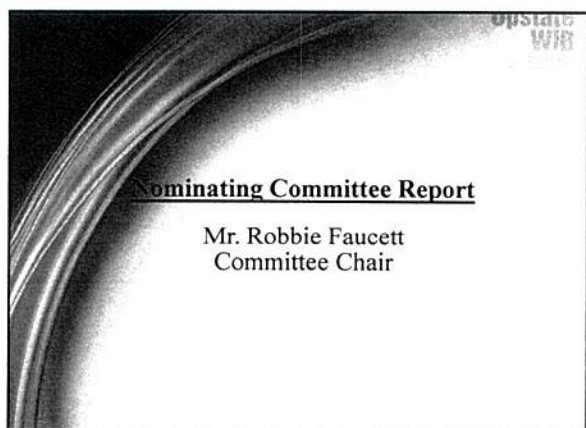


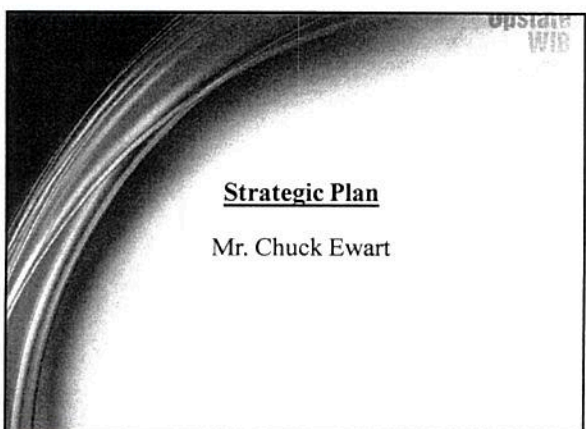


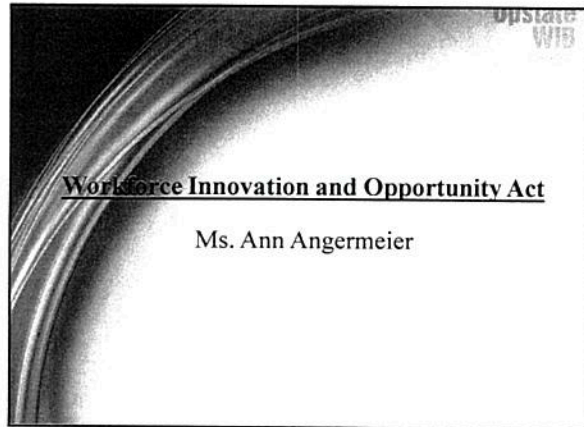


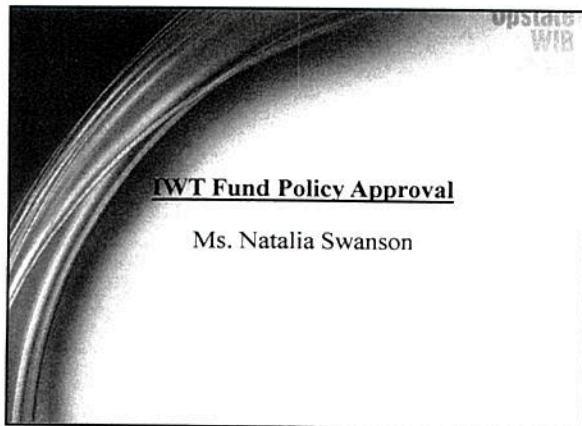


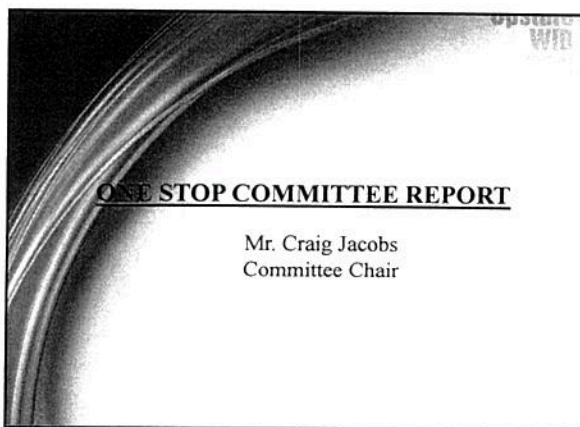

















BOARD ACTION:

The OneStop Committee recommends that the Upstate WIB approve the revised Eligible Training List as presented.




BOARD ACTION:

The OneStop Committee recommends (through a poll vote) that the Upstate WIB approve the latest PY16 RSA/MOU proposal from DEW, as presented in the poll vote information.



FUNDING OVERSIGHT COMMITTEE
REPORT


Mr. Jim Cook
Committee Chair



BOARD ACTION:


The Funding Oversight committee recommends that the Upstate WIB approve Arbor's SC Works budget modification request affecting the WIB office budget) with the following line item changes:

- a. Arbor SC Works budget:
 - i. Rent: Increase by \$124,650 to cover Spartanburg rent (\$117,900) and Union rent (\$6,750).
 - ii. Indirect: Increase by \$13,063.32 due to the Rent line item increase.
 - iii. Profit: Increase by \$7,578.36 due to the Rent line item increase.




BOARD ACTION:

- b. WIB office budget:
 - i. Rent-Spartanburg (Evans Building): Decrease by \$117,900.
 - ii. Rent-Union (From Building): Decrease by \$6,750.



YOUTH ALLIANCE REPORT


Ms. Theresa Perry
Committee Chair



BOARD ACTION:

The Youth Alliance recommends approval of the USC Upstate achieve budget modification with the following line item changes:

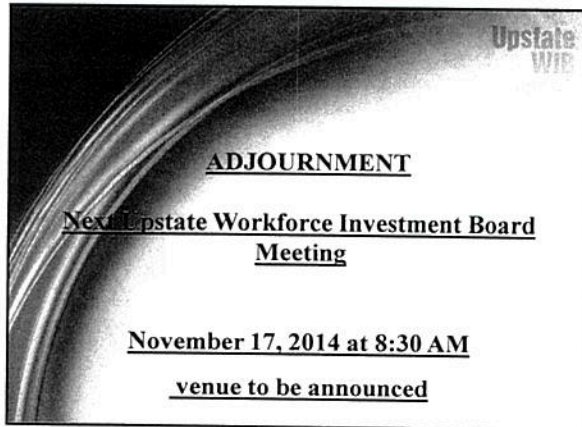
- a. Move \$2,378.06 from Fringe Benefits to Staff Salaries
- b. Move \$2,008.56 from Fringe Benefits to Instructional Training into the Other Training & Expenses line item
- c. Move \$212.86 from Indirect Cost to Instructional Training into the Other Training & Expenses line item



- d. Move \$652.21 from Janitorial to Premises Rent
- e. Move \$1,100 from Janitorial to Staff Travel and Professional Development
- f. Move \$49.79 from Janitorial to Advertising & Printing
- g. Move \$199.96 from Janitorial Supplies to Advertising & Printing



OTHER BUSINESS



Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

Meeting Date	September 5, 2014
Contact for Questions / Concerns	<p>Ms. Theresa Perry- 864-494-7016 Email to thrersap@dmtonline.org</p> <p>Ms. Shannon Wilkins- 864-562-4479 Email to swilkins@upstatewib.org</p>
Significant Items / Issues Raised	<p><u>Guest Speaker</u></p> <p>Ms. Wendy Griffen spoke about HelpUp Works, its services and how HelpUp Works plans to partner with the Upstate WIB.</p> <p><u>Youth Service Coordinator Update</u></p> <p>Ms. Shannon Wilkins announced the approval of the Upstate Youth Alliance's bylaws, congratulated the newly appointed parliamentarian and spoke about upcoming committee meetings. Ms. Helen Merriweather and Ms. Kathy Bell gave an update about each youth program, which included their plans for this year, enrollment numbers and each program's progress thus far.</p> <p><u>USC Upstate Achieve Budget Modification</u></p> <p>The Achieve Program is requesting a modification to their original budget because their PY14 budget was approved before they were notified that they would be co-locating with SC Works. The state also granted all state employees a 2% increase, which affected Achieve's full-time staff.</p> <p>Achieve would first like to increase their three full-time employee's salaries 2%, which will increase Staff Salaries \$2,378.06. Their three van drivers opted out of retirement, which decreased each of their salaries. This in-turn decreased Achieve's Fringe Benefits \$4,583.78. Achieve would like to use the excess of Fringe Benefits to offset the increase of Staff Salaries, which would leave \$2,008.56 of unobligated funds.</p> <p>Co-locating also affected Achieve's Indirect Cost, which decreased \$212.86. When added to the excess of Fringe Benefits, after offsetting Staff Salaries, a total of \$2,221.42 of funds would need to be obligated.</p> <p>Achieve would like to move the \$2,221.42 from Fringe Benefits and Indirect Cost to the Instructional Training category, into the Other Training and Expenses line item, which would increase from \$2,145 to \$4,366.42.</p> <p>Co-locating eliminated the need for the Janitorial line item which totaled \$1,800. Achieve is requesting to move \$652.21 of Janitorial to Premises Rent, \$1,100 of Janitorial to Staff Travel and Professional Development and \$47.79 of Janitorial to Advertising and Printing. This would eliminate the Janitorial line item.</p>

	Achieve has an additional line item under Operating Expenses that is labeled Janitorial Supplies, which totals \$199.96. Achieve would like to transfer \$199.96 from the Janitorial Supplies line item into Advertising and Printing, increasing it again from \$1,247.79 to \$1,447.75.
Action Taken	<p>The Program and Planning Committee met on September 5, 2014 to discuss and vote on the following item:</p> <ul style="list-style-type: none"> • USC Upstate Achieve Budget Modification <p>On September 5, 2014, the Upstate Youth Alliance met. During the meeting, the USC Upstate Achieve budget modification was presented for vote, as a recommendation from the Program and Planning Committee.</p>
Results / Outcomes	USC Upstate Achieve's budget modification was approved by the Program and Planning Committee and the Upstate Youth Alliance.
Items Referred for Board Action	USC Upstate Achieve Budget Modification
Website Reference	www.upstatewib.org

UPSTATE WORKFORCE INVESTMENT BOARD REGULAR MEETING

September 15, 2014

Mary Black Foundation Assembly Room

8:30 a.m.

NAME	ORGANIZATION
1. Frederic Cornelly	Upstate WB
2. Michael Perry	IDMTC
3. Ryan Childers	BMW Manufacturing
4. Mark Rockwell	The Salvation Army, Galilee
5. David Wall	WELLS Fargo
6. MARTHA YOUNG	DEE TRAXX, INC
7. Ernie Thomas	SC VRD
8. Bill Brangley	Adult Learning Center
9. Wayne Stigou	Labor
10. BETTY GUZZO	LBG ASSOCIATES, INC.
11. Shelley Blount	JOCASSEE Designs, Inc.
12. Curtis Anderson	DUER CAROLINA COIL
13. Wade Ballard	Ford Harrison LLP
14. Ann O'Guin	Upstate WIB
15. Carter Smith	EFG
16. CRAIG JACOBS	S/H PROPERTIES
17. Cherie Pussly	Upstate REC
18. Robbie Fawcett	Chesapeake Bank
19. JIM COOK	Cherokee County Development Board
20. Pamela Kennedy	DEW / SC WORKS
21. Dana Wood	Upstate WIB
22. Shannon Wilkins	Upstate WIB
23. Jenni Hoggan	Upstate WIB
24. Natasha V. Swanson	" "
25. Amanda Lucas	SC DEW
26. Kathy Beal	YouthStop
27. Michelle Hawkin	YouthStop
28. Helen Merrimether	ACHIEVE Program

[illegible]

PY14

Arbor: SC Works Upstate

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries	\$ 113,583.82	\$ 535,800.19	\$ 422,216.37	21.2%		
Fringes	\$ 18,566.08	\$ 123,786.82	\$ 105,220.74	15.0%		
Temp Help	\$ -	\$ -	\$ -	#DIV/0!		
Dues/Professional	\$ 501.56	\$ 800.00	\$ 298.44	62.7%		
Mileage	\$ 3,357.79	\$ 14,004.48	\$ 10,646.69	23.98%		
Professional Development	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%		
Travel Out-of-Town	\$ 240.90	\$ 2,700.00	\$ 2,459.10	8.92%		
Training	\$ 50,537.23	\$ 346,500.00	\$ 295,962.77	14.59%		
Office Supplies	\$ 3,917.66	\$ 12,000.00	\$ 8,082.34	32.65%		
Outreach	\$ 805.75	\$ 20,000.00	\$ 19,194.25	4.03%		
Printing Supplies/Copier	\$ 247.94	\$ 2,500.00	\$ 2,252.06	9.92%		
Postage	\$ 268.78	\$ 1,000.00	\$ 731.22	26.88%		
Rent/Facilities Cost	\$ -	\$ 12,000.00	\$ 12,000.00	0.0%		
Equipment Rental	\$ 1,291.08	\$ 5,000.00	\$ 3,708.92	25.82%		
Contracting/Consulting Svcs	\$ 558.96	\$ 10,548.64	\$ 9,989.68	5.3%		
Telephone & Data	\$ 3,394.76	\$ 23,000.00	\$ 19,605.24	14.76%		
Electric/Utilities	\$ 2,789.28	\$ 15,582.00	\$ 12,792.72	17.9%		
Bldg/Equipment M&R-Insurance-Janitorial	\$ 3,251.20	\$ 17,474.36	\$ 14,223.16	18.61%		
Supportive Services	\$ 3,084.00	\$ 24,000.00	\$ 20,916.00	12.85%		
Computers & Software	\$ -	\$ 4,600.00	\$ 4,600.00	0.0%		
Indirect	\$ 16,010.89	\$ 84,237.91	\$ 68,227.02	19.01%		
Management Fee (Profit)	\$ 18,322.65	\$ 73,290.60	\$ 54,967.95	25.0%		
Total Expense	\$ 240,730.33	\$ 1,331,825.00	\$ 1,091,094.67	18.08%		
Non-WIA RSA Reimbursements	\$ -	\$ -	\$ -	0.00%		
Total WIA Expense	\$ 240,730.33	\$ 1,331,825.00	\$ 1,091,094.67	18.08%		

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 (9/30/2014)	\$ 47,700.00	\$ 63,390.00	\$ 15,690.00	75.25%
Rapid Response IWT #13-02 (6/30/15)	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 4,577.05	\$ 77,181.30	\$ 72,604.25	5.93%
14M903IWT01-UWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
Total Expense	\$ 63,902.05	\$ 364,806.30	\$ 300,904.25	#DIV/0! 17.52%

PY14
USC Upstate ACHIEVE

Expense	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Salaries and Fringe Benefits	\$ 64,272.68	\$ 272,393.72	\$ 208,121.04	23.6%
Indirect Cost	\$ 5,240.20	\$ 22,761.48	\$ 17,521.28	23.02%
Operating Expenses	\$ 1,110.07	\$ 36,124.80	\$ 35,014.73	3.07%
Instructional Training	\$ 825.00	\$ 16,785.00	\$ 15,960.00	4.92%
Work Readiness/Work Experience	\$ 599.98	\$ 8,986.63	\$ 8,386.65	6.68%
Supportive Services: Transportation	\$ 265.14	\$ 17,111.30	\$ 16,846.16	1.55%
Supportive Services: Medical Assistance	\$ 140.00	\$ 750.00	\$ 610.00	18.67%
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%
Supportive Services: Other*	\$ 2,094.93	\$ 12,150.00	\$ 10,055.07	17.24%
Total Expense	\$ 74,548.00	\$ 390,062.93	\$ 315,514.93	19.11%

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

PY14
WIB Office

Expense	Current %		25%	
	thru September 30, 2014	Regular Formula Funds	Incentive Grant 13INC	% of Budget
Salaries/Fringe/Indirect	\$ 81,814.63	\$ 498,325.00	\$ 416,510.37	16.42%
Temp Help	\$ 24,370.86	\$ 87,699.00	\$ 63,328.14	27.79%
Dues-Professional	\$ 4,262.15	\$ 3,600.00	\$ 1,982.85	68.25%
Mileage	\$ 83.44	\$ 4,000.00	\$ 3,916.56	2.09%
Professional Development	\$ 6,432.65	\$ 10,000.00	\$ 6,212.35	50.87%
Office Supplies & Expense	\$ 1,890.49	\$ 9,000.00	\$ 7,109.51	21.01%
Copier Expense	\$ 920.22	\$ 4,000.00	\$ 3,079.78	23.01%
Advertising/Promotional/Outreach	\$ 625.00	\$ 10,500.00	\$ 9,875.00	5.95%
Printing	\$ 233.20	\$ 900.00	\$ 666.80	25.91%
Postage	\$ 121.86	\$ 800.00	\$ 678.14	15.23%
Rent-Spartanburg	\$ 11,630.79	\$ 50,035.00	\$ 38,404.21	23.25%
Consulting Services	\$ 1,644.36	\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 445.61	\$ 1,200.00	\$ 754.39	37.13%
Vehicle Parts	\$ 278.02	\$ 1,000.00	\$ 721.98	27.80%
Vehicle - Fuel, Oil, Lub	\$ 330.36	\$ 3,500.00	\$ 3,169.64	9.44%
Telephone/Fax	\$ 1,811.00	\$ 14,400.00	\$ 12,589.00	12.58%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 5,400.00	10.00%
Computers/Software	\$ 2,068.35	\$ 3,500.00	\$ 1,431.65	59.10%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 139,793.66	\$ 716,909.00	\$ 583,005.34	19.34%
Rent-Spartanburg (Evans Building)	\$ 39,300.00	\$ 39,300.00	\$ -	100.00%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 41,550.00	\$ 41,550.00	\$ -	100.00%
	\$ 181,343.66	\$ 758,459.00	\$ 5,890.00	23.7%

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

Date: 10/31/2014

Grant number: 14M903Q1-1/WIB - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+\$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+\$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+\$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+\$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY	PY14			MOD 2 PROPOSED BY ARBOR		
(WHOLE DOLLARS)	MOD 1		Proposed			
Administration:	Budget		Modification	Modified Budget	% Diff	Explanation for Modification
Salaries	\$535,800.19		\$44,102.89	\$579,903.08	8.23%	Line item increase due to addition of Business Svcs Mgr. Union Center Mgr and Union PT Business Svcs Consultant; PT Network Admin funding shifted to Contract/Consulting to support IT maintenance needs
Fringes	\$123,786.82		\$10,923.32	\$134,710.14	8.82%	and other line item adjustments
Temp Labor	\$0.00		\$0.00	\$0.00	0.00%	Increase reflects addition of staff as noted above
Dues, Prof fees, Subscriptions	\$800.00		\$0.00	\$800.00	0.00%	
Indirect Cost	\$97,301.23		\$6,913.98	\$104,215.21	0.00%	Line item impact due to line item budget increases
Management Fee	\$80,868.96		\$4,244.58	\$85,113.54	0.00%	Line item impact due to line item budget increases
Operating Expenses:						
Professional Development	\$3,000.00		\$0.00	\$3,000.00	0.00%	
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00	0.00%	
Mileage	\$14,004.48		\$2,700.00	\$16,704.48	19.28%	Line item impact due to increased travel and community outreach efforts
Office Supplies	\$12,000.00		\$0.00	\$12,000.00	0.00%	
Copier Supplies	\$0.00		\$0.00	\$0.00	0.00%	
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00	0.00%	
Postage	\$1,000.00		\$0.00	\$1,000.00	0.00%	
Telephone	\$23,000.00		\$0.00	\$23,000.00	0.00%	
Rent	\$136,650.00		\$0.00	\$136,650.00	0.00%	
Equipment Rental	\$5,000.00		\$300.00	\$5,300.00	0.00%	Line item impact due to projected annual expense rate
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36	0.00%	
Utilities	\$15,582.00		\$0.00	\$15,582.00	0.00%	
Contract/ Consulting Services	\$10,548.64		\$7,947.20	\$18,495.84	75.34%	Line item impact due to addition of funds to provide external IT maintenance needs in lieu of staff
Outreach	\$20,000.00		\$0.00	\$20,000.00	0.00%	
Computers & Software	\$4,600.00		\$0.00	\$4,600.00	0.00%	
Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Training Expenses:						
Instructional Training	\$346,500.00		\$0.00	\$346,500.00	0.00%	
Training supplies	\$0.00		\$0.00	\$0.00	0.00%	
Supportive Services:						
Transportation-Special Projects	\$24,000.00		\$0.00	\$24,000.00	0.00%	
Child Care	\$0.00		\$0.00	\$0.00	0.00%	
Other Emergency Support	\$0.00		\$0.00	\$0.00	0.00%	
Total	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%	
Non-WIA Resource Sharing						
Reimbursements - Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Total WIA GRANT COST	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%	

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 (9/30/2014)	\$ 47,700.00	\$ 63,390.00	\$ 15,690.00	75.25%
Rapid Response IWT #13-02 (9/30/2014)	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 4,577.05	\$ 77,181.30	\$ 72,604.25	5.93%
14M903IWT01-UWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
Total Expense	\$ 63,902.05	\$ 364,806.30	\$ 300,904.25	#DIV/0! 17.52%

PY14

USC Upstate ACHIEVE

Expense	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Salaries and Fringe Benefits	\$ 64,272.68	\$ 272,393.72	\$ 208,121.04	23.6%
Indirect Cost	\$ 5,240.20	\$ 22,761.48	\$ 17,521.28	23.02%
Operating Expenses	\$ 1,110.07	\$ 36,124.80	\$ 35,014.73	3.07%
Instructional Training	\$ 825.00	\$ 16,785.00	\$ 15,960.00	4.92%
Work Readiness/Work Experience	\$ 599.98	\$ 8,986.63	\$ 8,386.65	6.68%
Supportive Services: Transportation	\$ 265.14	\$ 17,111.30	\$ 16,846.16	1.55%
Supportive Services: Medical Assistance	\$ 140.00	\$ 750.00	\$ 610.00	18.67%
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%
Supportive Services: Other*	\$ 2,094.93	\$ 12,150.00	\$ 10,055.07	17.24%
Total Expense	\$ 74,548.00	\$ 390,062.93	\$ 315,514.93	19.11%

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

py14
WIB Office

Expense	Current %		25%	
	thru		September 30, 2014	
	Regular	Incentive	Total Budget	Variance
Salaries/Fringe/Indirect	\$ 81,814.63	\$ 498,325.00	\$ 416,510.37	16.42%
Temp Help	\$ 24,370.86	\$ 87,699.00	\$ 63,328.14	27.79%
Dues-Professional	\$ 4,262.15	\$ 3,600.00	\$ 1,982.85	68.25%
Mileage	\$ 83.44	\$ 4,000.00	\$ 3,916.56	2.09%
Professional Development	\$ 6,432.65	\$ 10,000.00	\$ 6,212.35	50.87%
Office Supplies & Expense	\$ 1,890.49	\$ 9,000.00	\$ 7,109.51	21.01%
Copier Expense	\$ 920.22	\$ 4,000.00	\$ 3,079.78	23.01%
Advertising/Promotional/Outreach	\$ 625.00	\$ 10,500.00	\$ 9,875.00	5.95%
Printing	\$ 233.20	\$ 900.00	\$ 666.80	25.91%
Postage	\$ 121.86	\$ 800.00	\$ 678.14	15.23%
Rent-Spartanburg	\$ 11,630.79	\$ 50,035.00	\$ 38,404.21	23.25%
Consulting Services	\$ 1,644.36	\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 445.61	\$ 1,200.00	\$ 754.39	37.13%
Vehicle Parts	\$ 278.02	\$ 1,000.00	\$ 721.98	27.80%
Vehicle - Fuel, Oil, Lub	\$ 330.36	\$ 3,500.00	\$ 3,169.64	9.44%
Telephone/Fax	\$ 1,811.00	\$ 14,400.00	\$ 12,589.00	12.58%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 5,400.00	10.00%
Computers/Software	\$ 2,068.35	\$ 3,500.00	\$ 1,431.65	59.10%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 139,793.66	\$ 716,909.00	\$ 583,005.34	19.34%
Rent-Spartanburg (Evans Building)	\$ 39,300.00	\$ 39,300.00	\$ -	100.00%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 41,550.00	\$ 41,550.00	\$ -	100.00%
	\$ 181,343.66	\$ 758,459.00	\$ 583,005.34	23.7%

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

Date: 10/31/2014

Grant number: 14M903Q1-UWIB - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+\$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+\$10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+\$6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+\$4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+\$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+\$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+\$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY	PY14			MOD 2 PROPOSED BY ARBOR		
(WHOLE DOLLARS)	MOD 1		Proposed			
Administration:	Budget		Modification	Modified Budget	% Diff	Explanation for Modification
Salaries	\$535,800.19		\$44,102.89	\$579,903.08	8.23%	Line item increase due to addition of Business Svcs Mgr.
Fringes	\$123,786.82		\$10,923.32	\$134,710.14	8.82%	Union Center Mgr and Union PT Business Svcs
Temp Labor	\$0.00		\$0.00	\$0.00	0.00%	Consultant: PT Network Admin funding shifted to
Dues, Prof fees, Subscriptions	\$800.00		\$0.00	\$800.00	0.00%	Contract/Consulting to support IT maintenance needs
Indirect Cost	\$97,301.23		\$6,913.98	\$104,215.21	0.00%	Increase reflects addition of staff as noted above
Management Fee	\$80,868.96		\$4,244.58	\$85,113.54	0.00%	
Operating Expenses:						
Professional Development	\$3,000.00		\$0.00	\$3,000.00	0.00%	Line item impact due to line item budget increases
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00	0.00%	Line item impact due to line item budget increases
Mileage	\$14,004.48		\$2,700.00	\$16,704.48	19.28%	Line item impact due to increased travel and community
Office Supplies	\$12,000.00		\$0.00	\$12,000.00	0.00%	outreach efforts
Copier Supplies	\$0.00		\$0.00	\$0.00	0.00%	
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00	0.00%	
Postage	\$1,000.00		\$0.00	\$1,000.00	0.00%	
Telephone	\$23,000.00		\$0.00	\$23,000.00	0.00%	
Rent	\$136,650.00		\$0.00	\$136,650.00	0.00%	
Equipment Rental	\$5,000.00		\$300.00	\$5,300.00	0.00%	
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36	0.00%	Line item impact due to projected annual expense rate
Utilities	\$15,582.00		\$0.00	\$15,582.00	0.00%	
Contract/ Consulting Services	\$10,548.64		\$7,947.20	\$18,495.84	75.34%	Line item impact due to addition of funds to provide
Outreach	\$20,000.00		\$0.00	\$20,000.00	0.00%	external IT maintenance needs in lieu of staff
Computers & Software	\$4,600.00		\$0.00	\$4,600.00	0.00%	
Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Training Expenses:						
Instructional Training	\$346,500.00		\$0.00	\$346,500.00	0.00%	
Training supplies	\$0.00		\$0.00	\$0.00	0.00%	
Supportive Services:						
Transportation-Special Projects	\$24,000.00		\$0.00	\$24,000.00	0.00%	
Child Care	\$0.00		\$0.00	\$0.00	0.00%	
Other Emergency Support	\$0.00		\$0.00	\$0.00	0.00%	
Total	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%	
Non-WIA Resource Sharing						
Reimbursements - Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Total WIA GRANT COST	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%	

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

PY14

USC Upstate ACHIEVE

Current %

25%

Expense	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Salaries and Fringe Benefits	\$ 64,272.58	\$ 272,393.72	\$ 208,121.04	23.6%
Indirect Cost	\$ 5,240.20	\$ 22,761.48	\$ 17,521.28	23.02%
Operating Expenses	\$ 1,110.07	\$ 36,124.80	\$ 35,014.73	3.07%
Instructional Training	\$ 825.00	\$ 16,785.00	\$ 15,960.00	4.92%
Work Readiness/Work Experience	\$ 599.98	\$ 8,986.63	\$ 8,386.65	6.68%
Supportive Services: Transportation	\$ 265.14	\$ 17,111.30	\$ 16,846.16	1.55%
Supportive Services: Medical Assistance	\$ 140.00	\$ 750.00	\$ 610.00	18.67%
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%
Supportive Services: Other*	\$ 2,094.93	\$ 12,150.00	\$ 10,055.07	17.24%
Total Expense	\$ 74,548.00	\$ 390,062.93	\$ 315,514.93	19.11%

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

PY14
WIB Office

	Current %				25%	
	thru	Regular	Incentive	Total Budget	% of	
	September 30, 2014	Formula Funds	Grant 13INC		Budget	
Expense						
Salaries/Fringe/Indirect	\$ 81,814.63	\$ 498,325.00		\$ 498,325.00	\$ 416,510.37	16.42%
Temp Help	\$ 24,370.86	\$ 87,699.00		\$ 87,699.00	\$ 63,328.14	27.79%
Dues-Professional	\$ 4,262.15	\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 1,982.85	68.25%
Mileage	\$ 83.44	\$ 4,000.00		\$ 4,000.00	\$ 3,916.56	2.09%
Professional Development	\$ 6,432.65	\$ 10,000.00	\$ 2,645.00	\$ 12,645.00	\$ 6,212.35	50.87%
Office Supplies & Expense	\$ 1,890.49	\$ 9,000.00		\$ 9,000.00	\$ 7,109.51	21.01%
Copier Expense	\$ 920.22	\$ 4,000.00		\$ 4,000.00	\$ 3,079.78	23.01%
Advertising/Promotional/Outreach	\$ 625.00	\$ 10,500.00		\$ 10,500.00	\$ 9,875.00	5.95%
Printing	\$ 233.20	\$ 900.00		\$ 900.00	\$ 666.80	25.91%
Postage	\$ 121.86	\$ 800.00		\$ 800.00	\$ 678.14	15.23%
Rent-Spartanburg	\$ 11,630.79	\$ 50,035.00		\$ 50,035.00	\$ 38,404.21	23.25%
Consulting Services	\$ 1,644.36	\$ 3,650.00		\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 445.61	\$ 1,200.00		\$ 1,200.00	\$ 754.39	37.13%
Vehicle Parts	\$ 278.02	\$ 1,000.00		\$ 1,000.00	\$ 721.98	27.80%
Vehicle - Fuel, Oil, Lub	\$ 330.36	\$ 3,500.00		\$ 3,500.00	\$ 3,169.64	9.44%
Telephone/Fax	\$ 1,811.00	\$ 14,400.00		\$ 14,400.00	\$ 12,589.00	12.58%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00		\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 600.00	\$ 6,000.00	\$ 5,400.00	10.00%
Computers/Software	\$ 2,068.35	\$ 3,500.00		\$ 3,500.00	\$ 1,431.65	59.10%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00		\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 139,793.66	\$ 716,909.00	\$ 5,890.00	\$ 722,799.00	\$ 583,005.34	19.34%
Rent-Spartanburg (Evans Building)	\$ 39,300.00	\$ 39,300.00		\$ 39,300.00	\$ -	100.00%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00		\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 41,550.00	\$ 41,550.00		\$ 41,550.00	\$ -	100.00%
	\$ 181,343.66	\$ 758,459.00	\$ 5,890.00	\$ 764,349.00	\$ 583,005.34	23.7%

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

Date: 10/31/2014

Grant number: 14M903Q1-1/WIB - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+\$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+\$10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+\$6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+\$4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+\$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+\$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+\$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY		PY14					
	MOD 1						
(WHOLE DOLLARS)			Proposed				
Administration:	Budget		Modification	Modified Budget		% Diff	Explanation for Modification
Salaries	\$535,800.19		\$44,102.89	\$579,903.08		8.23%	Line item increase due to addition of Business Svcs Mgr. Union Center Mgr and Union PT Business Svcs Consultant. PT Network Admin funding shifted to Contract/Consulting to support IT maintenance needs and other line item adjustments
Fringes	\$123,786.82		\$10,923.32	\$134,710.14		8.82%	Increase reflects addition of staff as noted above
Temp Labor	\$0.00		\$0.00	\$0.00		0.00%	
Dues, Prof fees, Subscriptions	\$800.00		\$0.00	\$800.00		0.00%	
Indirect Cost	\$97,301.23		\$6,913.98	\$104,215.21		0.00%	Line item impact due to line item budget increases
Management Fee	\$80,868.96		\$4,244.58	\$85,113.54		0.00%	Line item impact due to line item budget increases
Operating Expenses:							
Professional Development	\$3,000.00		\$0.00	\$3,000.00		0.00%	
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00		0.00%	
Mileage	\$14,004.48		\$2,700.00	\$16,704.48		19.28%	Line item impact due to increased travel and community outreach efforts
Office Supplies	\$12,000.00		\$0.00	\$12,000.00		0.00%	
Copier Supplies	\$0.00		\$0.00	\$0.00		0.00%	
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00		0.00%	
Postage	\$1,000.00		\$0.00	\$1,000.00		0.00%	
Telephone	\$23,000.00		\$0.00	\$23,000.00		0.00%	
Rent	\$136,650.00		\$0.00	\$136,650.00		0.00%	
Equipment Rental	\$5,000.00		\$300.00	\$5,300.00		0.00%	Line item impact due to projected annual expense rate
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36		0.00%	
Utilities	\$15,582.00		\$0.00	\$15,582.00		0.00%	
Contract/ Consulting Services	\$10,548.64		\$7,947.20	\$18,495.84		75.34%	Line item impact due to addition of funds to provide external IT maintenance needs in lieu of staff
Outreach	\$20,000.00		\$0.00	\$20,000.00		0.00%	
Computers & Software	\$4,600.00		\$0.00	\$4,600.00		0.00%	
Relocation	\$0.00		\$0.00	\$0.00		0.00%	
Training Expenses:							
Instructional Training	\$346,500.00		\$0.00	\$346,500.00		0.00%	
Training supplies	\$0.00		\$0.00	\$0.00		0.00%	
Supportive Services:							
Transportation-Special Projects	\$24,000.00		\$0.00	\$24,000.00		0.00%	
Child Care	\$0.00		\$0.00	\$0.00		0.00%	
Other Emergency Support	\$0.00		\$0.00	\$0.00		0.00%	
Total	\$1,477,116.68		\$77,131.97	\$1,554,248.65		5.22%	
Non-WIA Resource Sharing							
Reimbursements - Relocation	\$0.00		\$0.00	\$0.00		0.00%	
Total WIA GRANT COST	\$1,477,116.68		\$77,131.97	\$1,554,248.65		5.22%	

PY14
USC Upstate ACHIEVE

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 64,272.68	\$ 272,393.72	\$ 208,121.04	23.6%		
Indirect Cost	\$ 5,240.20	\$ 22,761.48	\$ 17,521.28	23.02%		
Operating Expenses	\$ 1,110.07	\$ 36,124.80	\$ 35,014.73	3.07%		
Instructional Training	\$ 825.00	\$ 16,785.00	\$ 15,960.00	4.92%		
Work Readiness/Work Experience	\$ 599.98	\$ 8,986.63	\$ 8,386.65	6.68%		
Supportive Services: Transportation	\$ 265.14	\$ 17,111.30	\$ 16,846.16	1.55%		
Supportive Services: Medical Assistance	\$ 140.00	\$ 750.00	\$ 610.00	18.67%		
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%		
Supportive Services: Other*	\$ 2,094.93	\$ 12,150.00	\$ 10,055.07	17.24%		
Total Expense	\$ 74,548.00	\$ 390,062.93	\$ 315,514.93	19.11%		

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

PY14
WIB Office

[illegible]

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

Date: 10/31/2014

Grant number: 14M903Q1-UWB - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+\$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+\$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+\$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+\$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY		PY14					
	MOD 1				MOD 2 PROPOSED BY ARBOR		
(WHOLE DOLLARS)	Budget		Proposed Modification	Modified Budget	% Diff	Explanation for Modification	
Administration:							
Salaries	\$535,800.19		\$44,102.89	\$579,903.08	8.23%	Line item increase due to addition of Business Svcs Mgr.	
Fringes	\$123,786.82		\$10,923.32	\$134,710.14	8.82%	Union Center Mgr and Union PT Business Svcs Consultant: PT Network Admin funding shifted to Contract/Consulting to support IT maintenance needs and other line item adjustments	
Temp Labor	\$0.00		\$0.00	\$0.00	0.00%	Increase reflects addition of staff as noted above	
Dues, Prof fees, Subscriptions	\$800.00		\$0.00	\$800.00	0.00%		
Indirect Cost	\$97,301.23		\$6,913.98	\$104,215.21	0.00%	Line item impact due to line item budget increases	
Management Fee	\$80,868.96		\$4,244.58	\$85,113.54	0.00%	Line item impact due to line item budget increases	
Operating Expenses:							
Professional Development	\$3,000.00		\$0.00	\$3,000.00	0.00%		
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00	0.00%		
Mileage	\$14,004.48		\$2,700.00	\$16,704.48	19.28%	Line item impact due to increased travel and community outreach efforts	
Office Supplies	\$12,000.00		\$0.00	\$12,000.00	0.00%		
Copier Supplies	\$0.00		\$0.00	\$0.00	0.00%		
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00	0.00%		
Postage	\$1,000.00		\$0.00	\$1,000.00	0.00%		
Telephone	\$23,000.00		\$0.00	\$23,000.00	0.00%		
Rent	\$136,650.00		\$0.00	\$136,650.00	0.00%		
Equipment Rental	\$5,000.00		\$300.00	\$5,300.00	0.00%	Line item impact due to projected annual expense rate	
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36	0.00%		
Utilities	\$15,582.00		\$0.00	\$15,582.00	0.00%		
Contract/ Consulting Services	\$10,548.64		\$7,947.20	\$18,495.84	75.34%	Line item impact due to addition of funds to provide external IT maintenance needs in lieu of staff	
Outreach	\$20,000.00		\$0.00	\$20,000.00	0.00%		
Computers & Software	\$4,600.00		\$0.00	\$4,600.00	0.00%		
Relocation	\$0.00		\$0.00	\$0.00	0.00%		
Training Expenses:							
Instructional Training	\$346,500.00		\$0.00	\$346,500.00	0.00%		
Training supplies	\$0.00		\$0.00	\$0.00	0.00%		
Supportive Services:							
Transportation-Special Projects	\$24,000.00		\$0.00	\$24,000.00	0.00%		
Child Care	\$0.00		\$0.00	\$0.00	0.00%		
Other Emergency Support	\$0.00		\$0.00	\$0.00	0.00%		
Total	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%		
Non-W/A Resource Sharing Reimbursements - Relocation	\$0.00		\$0.00	\$0.00	0.00%		
Total W/A GRANT COST	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%		

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops, incentives (including laptops), work clothing, student fees (lunch,

PY14
WIB Office

					Current %	25%
	thru	Regular	Incentive	Total Budget	Variance	% of Budget
	September 30, 2014	Formula Funds	Grant 13INC			
Expense						
Salaries/Fringe/Indirect	\$ 81,814.63	\$ 498,325.00		\$ 498,325.00	\$ 416,510.37	16.42%
Temp Help	\$ 24,370.86	\$ 87,699.00		\$ 87,699.00	\$ 63,328.14	27.79%
Dues-Professional	\$ 4,262.15	\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 1,982.85	68.25%
Mileage	\$ 83.44	\$ 4,000.00		\$ 4,000.00	\$ 3,916.56	2.09%
Professional Development	\$ 6,432.65	\$ 10,000.00	\$ 2,645.00	\$ 12,645.00	\$ 6,212.35	50.87%
Office Supplies & Expense	\$ 1,890.49	\$ 9,000.00		\$ 9,000.00	\$ 7,109.51	21.01%
Copier Expense	\$ 920.22	\$ 4,000.00		\$ 4,000.00	\$ 3,079.78	23.01%
Advertising/Promotional/Outreach	\$ 625.00	\$ 10,500.00		\$ 10,500.00	\$ 9,875.00	5.95%
Printing	\$ 233.20	\$ 900.00		\$ 900.00	\$ 666.80	25.91%
Postage	\$ 121.86	\$ 800.00		\$ 800.00	\$ 678.14	15.23%
Rent-Spartanburg	\$ 11,630.79	\$ 50,035.00		\$ 50,035.00	\$ 38,404.21	23.25%
Consulting Services	\$ 1,644.36	\$ 3,650.00		\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 445.61	\$ 1,200.00		\$ 1,200.00	\$ 754.39	37.13%
Vehicle Parts	\$ 278.02	\$ 1,000.00		\$ 1,000.00	\$ 721.98	27.80%
Vehicle - Fuel, Oil, Lub	\$ 330.36	\$ 3,500.00		\$ 3,500.00	\$ 3,169.64	9.44%
Telephone/Fax	\$ 1,811.00	\$ 14,400.00		\$ 14,400.00	\$ 12,589.00	12.58%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00		\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 600.00	\$ 6,000.00	\$ 5,400.00	10.00%
Computers/Software	\$ 2,068.35	\$ 3,500.00		\$ 3,500.00	\$ 1,431.65	59.10%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00		\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 139,793.66	\$ 716,909.00	\$ 5,890.00	\$ 722,799.00	\$ 583,005.34	19.34%
Rent-Spartanburg (Evans Building)	\$ 39,300.00	\$ 39,300.00		\$ 39,300.00	\$ -	100.00%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00		\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 41,550.00	\$ 41,550.00		\$ 41,550.00	\$ -	100.00%
	\$ 181,343.66	\$ 758,459.00	\$ 5,890.00	\$ 764,349.00	\$ 583,005.34	23.7%

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

Date: 10/31/2014

Grant number: 14M903Q1-1/W1B - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+ \$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+ \$10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+ \$6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+ \$4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+ \$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+ \$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+ \$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY	PY14			MOD 2 PROPOSED BY ARBOR		
	MOD 1					
(WHOLE DOLLARS)						
Administration:	Budget	Proposed Modification	Modified Budget	% Diff	Explanation for Modification	
Salaries	\$535,800.19	\$44,102.89	\$579,903.08	8.23%	Line item increase due to addition of Business Svcs Mgr. Union Center Mgr and Union PT Business Svcs Consultant: PT Network Admin funding shifted to Contract/Consulting to support IT maintenance needs and other line item adjustments	
Fringes	\$123,786.82	\$10,923.32	\$134,710.14	8.82%		
Temp Labor	\$0.00	\$0.00	\$0.00	0.00%		
Dues, Prof fees, Subscriptions	\$800.00	\$0.00	\$800.00	0.00%		
Indirect Cost	\$97,301.23	\$6,913.98	\$104,215.21	0.00%		
Management Fee	\$80,868.96	\$4,244.58	\$85,113.54	0.00%	Line item impact due to line item budget increases	
Operating Expenses:					Line item impact due to line item budget increases	
Professional Development	\$3,000.00	\$0.00	\$3,000.00	0.00%		
Travel-Out of Town	\$2,700.00	\$0.00	\$2,700.00	0.00%		
Mileage	\$14,004.48	\$2,700.00	\$16,704.48	19.28%	Line item impact due to increased travel and community outreach efforts	
Office Supplies	\$12,000.00	\$0.00	\$12,000.00	0.00%		
Copier Supplies	\$0.00	\$0.00	\$0.00	0.00%		
Printing Supplies	\$2,500.00	\$0.00	\$2,500.00	0.00%		
Postage	\$1,000.00	\$0.00	\$1,000.00	0.00%		
Telephone	\$23,000.00	\$0.00	\$23,000.00	0.00%		
Rent	\$136,650.00	\$0.00	\$136,650.00	0.00%		
Equipment Rental	\$5,000.00	\$300.00	\$5,300.00	0.00%	Line item impact due to projected annual expense rate	
Misc & Facilities Costs	\$17,474.36	\$0.00	\$17,474.36	0.00%		
Utilities	\$15,582.00	\$0.00	\$15,582.00	0.00%		
Contract/ Consulting Services	\$10,548.64	\$7,947.20	\$18,495.84	75.34%	Line item impact due to addition of funds to provide external IT maintenance needs in lieu of staff	
Outreach	\$20,000.00	\$0.00	\$20,000.00	0.00%		
Computers & Software	\$4,600.00	\$0.00	\$4,600.00	0.00%		
Relocation	\$0.00	\$0.00	\$0.00	0.00%		
Training Expenses:						
Instructional Training	\$346,500.00	\$0.00	\$346,500.00	0.00%		
Training supplies	\$0.00	\$0.00	\$0.00	0.00%		
Supportive Services:						
Transportation-Special Projects	\$24,000.00	\$0.00	\$24,000.00	0.00%		
Child Care	\$0.00	\$0.00	\$0.00	0.00%		
Other Emergency Support	\$0.00	\$0.00	\$0.00	0.00%		
Total	\$1,477,116.68	\$77,131.97	\$1,554,248.65	5.22%		
Non-WIA Resource Sharing Reimbursements - Relocation	\$0.00	\$0.00	\$0.00	0.00%		
Total WIA GRANT COST	\$1,477,116.68	\$77,131.97	\$1,554,248.65	5.22%		

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

Date: 10/31/2014

Grant number: 14M903Q1-LWIB - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+\$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+\$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+\$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+\$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY	PY14			MOD 2 PROPOSED BY ARBOR		
(WHOLE DOLLARS)	MOD 1		Proposed			
Administration:	Budget		Modification	Modified Budget	% Diff	Explanation for Modification
Salaries	\$535,800.19		\$44,102.89	\$579,903.08	8.23%	Line item increase due to addition of Business Svcs Mgr. Union Center Mgr and Union PT Business Svcs Consultant. PT Network Admin funding shifted to Contract/Consulting to support IT maintenance needs and other line item adjustments
Fringes	\$123,786.82		\$10,923.32	\$134,710.14	8.82%	Increase reflects addition of staff as noted above
Temp Labor	\$0.00		\$0.00	\$0.00	0.00%	
Dues, Prof fees, Subscriptions	\$800.00		\$0.00	\$800.00	0.00%	
Indirect Cost	\$97,301.23		\$6,913.98	\$104,215.21	0.00%	Line item impact due to line item budget increases
Management Fee	\$80,868.96		\$4,244.58	\$85,113.54	0.00%	Line item impact due to line item budget increases
Operating Expenses:						
Professional Development	\$3,000.00		\$0.00	\$3,000.00	0.00%	
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00	0.00%	
Mileage	\$14,004.48		\$2,700.00	\$16,704.48	19.28%	Line item impact due to increased travel and community outreach efforts
Office Supplies	\$12,000.00		\$0.00	\$12,000.00	0.00%	
Copier Supplies	\$0.00		\$0.00	\$0.00	0.00%	
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00	0.00%	
Postage	\$1,000.00		\$0.00	\$1,000.00	0.00%	
Telephone	\$23,000.00		\$0.00	\$23,000.00	0.00%	
Rent	\$136,650.00		\$0.00	\$136,650.00	0.00%	
Equipment Rental	\$5,000.00		\$300.00	\$5,300.00	0.00%	Line item impact due to projected annual expense rate
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36	0.00%	
Utilities	\$15,582.00		\$0.00	\$15,582.00	0.00%	
Contract/ Consulting Services	\$10,548.64		\$7,947.20	\$18,495.84	75.34%	Line item impact due to addition of funds to provide external IT maintenance needs in lieu of staff
Outreach	\$20,000.00		\$0.00	\$20,000.00	0.00%	
Computers & Software	\$4,600.00		\$0.00	\$4,600.00	0.00%	
Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Training Expenses:						
Instructional Training	\$346,500.00		\$0.00	\$346,500.00	0.00%	
Training supplies	\$0.00		\$0.00	\$0.00	0.00%	
Supportive Services:						
Transportation-Special Projects	\$24,000.00		\$0.00	\$24,000.00	0.00%	
Child Care	\$0.00		\$0.00	\$0.00	0.00%	
Other Emergency Support	\$0.00		\$0.00	\$0.00	0.00%	
Total	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%	
Non-WIA Resource Sharing Reimbursements - Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Total WIA GRANT COST	\$1,477,116.68		\$77,131.97	\$1,554,248.65	5.22%	

PY14

Arbor: SC Works Upstate

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries	\$ 113,583.82	\$ 535,800.19	\$ 422,216.37	21.2%		
Fringes	\$ 18,566.08	\$ 123,786.82	\$ 105,220.74	15.0%		
Temp Help	\$ -	\$ -	\$ -	#DIV/0!		
Dues/Professional	\$ 501.56	\$ 800.00	\$ 298.44	62.7%		
Mileage	\$ 3,357.79	\$ 14,004.48	\$ 10,646.69	23.98%		
Professional Development	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%		
Travel Out-of-Town	\$ 240.90	\$ 2,700.00	\$ 2,459.10	8.92%		
Training	\$ 50,537.23	\$ 346,500.00	\$ 295,962.77	14.59%		
Office Supplies	\$ 3,917.66	\$ 12,000.00	\$ 8,082.34	32.65%		
Outreach	\$ 805.75	\$ 20,000.00	\$ 19,194.25	4.03%		
Printing Supplies/Copier	\$ 247.94	\$ 2,500.00	\$ 2,252.06	9.92%		
Postage	\$ 268.78	\$ 1,000.00	\$ 731.22	26.88%		
Ren/Facilities Cost	\$ -	\$ 12,000.00	\$ 12,000.00	0.0%		
Equipment Rental	\$ 1,291.08	\$ 5,000.00	\$ 3,708.92	25.82%		
Contracting/Consulting Svcs	\$ 558.96	\$ 10,548.64	\$ 9,989.68	5.3%		
Telephone & Data	\$ 3,394.76	\$ 23,000.00	\$ 19,605.24	14.76%		
Electric/Utilities	\$ 2,789.28	\$ 15,582.00	\$ 12,792.72	17.9%		
Bldg/Equipment M&R-Insurance-Janitorial	\$ 3,251.20	\$ 17,474.36	\$ 14,223.16	18.61%		
Supportive Services	\$ 3,084.00	\$ 24,000.00	\$ 20,916.00	12.85%		
Computers & Software	\$ -	\$ 4,600.00	\$ 4,600.00	0.0%		
Indirect	\$ 16,010.89	\$ 84,237.91	\$ 68,227.02	19.01%		
Management Fee (Profit)	\$ 18,322.65	\$ 73,290.60	\$ 54,967.95	25.0%		
Total Expense	\$ 240,730.33	\$ 1,331,825.00	\$ 1,091,094.67	18.08%		
Non-WIA RSA Reimbursements	\$ -	\$ -	\$ -	0.00%		
Total WIA Expense	\$ 240,730.33	\$ 1,331,825.00	\$ 1,091,094.67	18.08%		

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 (9/30/2014)	\$ 47,700.00	\$ 63,390.00	\$ 15,690.00	75.25%
Rapid Response IWT #13-02 (9/30/2014)	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 4,577.05	\$ 77,181.30	\$ 72,604.25	5.93%
14M903IWT01-UWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
Total Expense	\$ 63,902.05	\$ 364,806.30	\$ 300,904.25	#DIV/0! 17.52%

PY14
USC Upstate ACHIEVE

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 64,272.58	\$ 272,393.72	\$ 208,121.04	23.6%		
Indirect Cost	\$ 5,240.20	\$ 22,761.48	\$ 17,521.28	23.02%		
Operating Expenses	\$ 1,110.07	\$ 36,124.80	\$ 35,014.73	3.07%		
Instructional Training	\$ 825.00	\$ 16,785.00	\$ 15,960.00	4.92%		
Work Readiness/Work Experience	\$ 599.98	\$ 8,986.63	\$ 8,386.65	6.68%		
Supportive Services: Transportation	\$ 265.14	\$ 17,111.30	\$ 16,846.16	1.55%		
Supportive Services: Medical Assistance	\$ 140.00	\$ 750.00	\$ 610.00	18.67%		
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%		
Supportive Services: Other*	\$ 2,094.93	\$ 12,150.00	\$ 10,055.07	17.24%		
Total Expense	\$ 74,548.00	\$ 390,062.93	\$ 315,514.93	19.11%		

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives/Gift Cards/Work

PY14
The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

PY14
WIB Office

Expense	Current %					25%
	thru	Regular	Incentive	Total Budget	Variance	
	September 30, 2014	Formula Funds	Grant 13INC			
Salaries/Fringe/Indirect	\$ 81,814.63	\$ 498,325.00		\$ 498,325.00	\$ 416,510.37	16.42%
Temp Help	\$ 24,370.86	\$ 87,699.00		\$ 87,699.00	\$ 63,328.14	27.79%
Dues-Professional	\$ 4,262.15	\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 1,982.85	68.25%
Mileage	\$ 83.44	\$ 4,000.00		\$ 4,000.00	\$ 3,916.56	2.09%
Professional Development	\$ 6,432.65	\$ 10,000.00	\$ 2,645.00	\$ 12,645.00	\$ 6,212.35	50.87%
Office Supplies & Expense	\$ 1,890.49	\$ 9,000.00		\$ 9,000.00	\$ 7,109.51	21.01%
Copier Expense	\$ 920.22	\$ 4,000.00		\$ 4,000.00	\$ 3,079.78	23.01%
Advertising/Promotional/Outreach	\$ 625.00	\$ 10,500.00		\$ 10,500.00	\$ 9,875.00	5.95%
Printing	\$ 233.20	\$ 900.00		\$ 900.00	\$ 666.80	25.91%
Postage	\$ 121.86	\$ 800.00		\$ 800.00	\$ 678.14	15.23%
Rent-Spartanburg	\$ 11,630.79	\$ 50,035.00		\$ 50,035.00	\$ 38,404.21	23.25%
Consulting Services	\$ 1,644.36	\$ 3,650.00		\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 445.61	\$ 1,200.00		\$ 1,200.00	\$ 754.39	37.13%
Vehicle Parts	\$ 278.02	\$ 1,000.00		\$ 1,000.00	\$ 721.98	27.80%
Vehicle - Fuel, Oil, Lub	\$ 330.36	\$ 3,500.00		\$ 3,500.00	\$ 3,169.64	9.44%
Telephone/Fax	\$ 1,811.00	\$ 14,400.00		\$ 14,400.00	\$ 12,589.00	12.58%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00		\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 600.00	\$ 6,000.00	\$ 5,400.00	10.00%
Computers/Software	\$ 2,068.35	\$ 3,500.00		\$ 3,500.00	\$ 1,431.65	59.10%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00		\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 139,793.66	\$ 716,909.00	\$ 5,890.00	\$ 722,799.00	\$ 583,005.34	19.34%
Rent-Spartanburg (Evans Building)	\$ 39,300.00	\$ 39,300.00		\$ 39,300.00	\$ -	100.00%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00		\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 41,550.00	\$ 41,550.00		\$ 41,550.00	\$ -	100.00%
	\$ 181,343.66	\$ 758,459.00	\$ 5,890.00	\$ 764,349.00	\$ 583,005.34	23.7%

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

Date: 10/31/2014

Grant number: 14M903Q1-UWB - Modification #2

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

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+ \$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+ \$10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+ \$6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+ \$4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+ \$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+ \$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+ \$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

FORMULA SUMMARY	PY14 MOD 1			MOD 2 PROPOSED BY ARBOR		
(WHOLE DOLLARS)						
Administration:	Budget	Proposed Modification	Modified Budget	% Diff	Explanation for Modification	
Salaries	\$535,800.19	\$44,102.89	\$579,903.08	8.23%	Line item increase due to addition of Business Svcs Mgr.	
Fringes	\$123,786.82	\$10,923.32	\$134,710.14	8.82%	Union Center Mgr and Union PT Business Svcs	
Temp Labor	\$0.00	\$0.00	\$0.00	0.00%	Consultant: PT Network Admin funding shifted to	
Dues, Prof fees, Subscriptions	\$800.00	\$0.00	\$800.00	0.00%	Contract/Consulting to support IT maintenance needs	
Indirect Cost	\$97,301.23	\$6,913.98	\$104,215.21	0.00%	Increase reflects addition of staff as noted above	
Management Fee	\$80,868.96	\$4,244.58	\$85,113.54	0.00%	Line item impact due to line item budget increases	
Operating Expenses:					Line item impact due to line item budget increases	
Professional Development	\$3,000.00	\$0.00	\$3,000.00	0.00%		
Travel-Out of Town	\$2,700.00	\$0.00	\$2,700.00	0.00%		
Mileage	\$14,004.48	\$2,700.00	\$16,704.48	19.28%	Line item impact due to increased travel and community	
Office Supplies	\$12,000.00	\$0.00	\$12,000.00	0.00%	outreach efforts	
Copier Supplies	\$0.00	\$0.00	\$0.00	0.00%		
Printing Supplies	\$2,500.00	\$0.00	\$2,500.00	0.00%		
Postage	\$1,000.00	\$0.00	\$1,000.00	0.00%		
Telephone	\$23,000.00	\$0.00	\$23,000.00	0.00%		
Rent	\$136,650.00	\$0.00	\$136,650.00	0.00%		
Equipment Rental	\$5,000.00	\$300.00	\$5,300.00	0.00%		
Misc & Facilities Costs	\$17,474.36	\$0.00	\$17,474.36	0.00%	Line item impact due to projected annual expense rate	
Utilities	\$15,582.00	\$0.00	\$15,582.00	0.00%		
Contract/ Consulting Services	\$10,548.64	\$7,947.20	\$18,495.84	75.34%	Line item impact due to addition of funds to provide	
Outreach	\$20,000.00	\$0.00	\$20,000.00	0.00%	external IT maintenance needs in lieu of staff	
Computers & Software	\$4,600.00	\$0.00	\$4,600.00	0.00%		
Relocation	\$0.00	\$0.00	\$0.00	0.00%		
Training Expenses:						
Instructional Training	\$346,500.00	\$0.00	\$346,500.00	0.00%		
Training supplies	\$0.00	\$0.00	\$0.00	0.00%		
Supportive Services:						
Transportation-Special Projects	\$24,000.00	\$0.00	\$24,000.00	0.00%		
Child Care	\$0.00	\$0.00	\$0.00	0.00%		
Other Emergency Support	\$0.00	\$0.00	\$0.00	0.00%		
Total	\$1,477,116.68	\$77,131.97	\$1,554,248.65	5.22%		
Non-WIA Resource Sharing						
Reimbursements - Relocation	\$0.00	\$0.00	\$0.00	0.00%		
Total WIA GRANT COST	\$1,477,116.68	\$77,131.97	\$1,554,248.65	5.22%		

Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

Meeting Date	Contact for Questions / Concerns	Significant Items / Issues Raised	Action Taken	Results / Outcomes	Items Referred for Board Action	Website Reference
October 24, 2014	Ms. Theresa Perry- 864-494-7016 Email to thersap@dmiconline.org Ms. Shannon Wilkins- 864-562-4479 Email to swilkins@upstatewb.org	<p>Guest Speaker</p> <p>Officer Chris Roberts spoke about gang activity in the Upstate, employee training opportunities concerning gang awareness, and ways he could help youth that may be involved in gang related activities.</p> <p>Program Updates</p> <p>Ms. Helen Merriweather and Ms. Michelle Hawkins gave an update about each youth program, which included their enrollment numbers, the population each program has been serving, testing outcomes, program activities and each program's progress thus far.</p> <p>Youth Service Coordinator Update</p> <p>Ms. Dana Wood gave an update regarding the healthy food policy, youth leadership and youth mentoring.</p>	None	None	None	www.upstatewb.org

Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

Meeting Date	October 24, 2014
Contact for Questions / Concerns	Ms. Theresa Perry- 864-494-7016 Email to thersap@dmiconline.org Ms. Shannon Wilkins- 864-562-4479 Email to swilkins@upstatewb.org
Significant Items / Issues Raised	<p><u>Guest Speaker</u> Officer Chris Roberts spoke about gang activity in the Upstate, employee training opportunities concerning gang awareness, and ways he could help youth that may be involved in gang related activities.</p> <p><u>Program Updates</u> Ms. Helen Merriweather and Ms. Michelle Hawkins gave an update about each youth program, which included their enrollment numbers, the population each program has been serving, testing outcomes, program activities and each program's progress thus far.</p> <p><u>Youth Service Coordinator Update</u> Ms. Dana Wood gave an update regarding the healthy food policy, youth leadership and youth mentoring.</p>
Action Taken	None
Results / Outcomes	None
Items Referred for Board Action	None
Website Reference	www.upstatewb.org