



## Upstate Workforce Board Meeting Minutes

January 25, 2016

8:30 a.m.

Thomas E. Hannah YMCA, Spartanburg

### Board Members Present

Mr. Curtis Anderson, Chair  
Mr. Wade Ballard  
Mr. Bill Brasington  
Mr. Ryan Childers  
Mr. Jim Cook  
Mr. Robert Faucett  
Ms. Jennie Thomas  
Ms. Martha Young

### Board Members Absent

Mr. Shelley Blount  
Ms. Tammy Cooley  
Mr. Charles Ewart  
Ms. Elizabeth Guzzo  
Mr. Craig Jacobs  
Ms. Pamela Kennedy  
Ms. Kathy Jo Lancaster  
Ms. Lisa Morris  
Ms. Cherie Pressley  
Mr. Carter Smith  
Mr. David Wall

### UWB Staff Present

Ms. Ann Angermeier  
Mr. Brent Bishop  
Mr. Dwayne Hatchett  
Ms. Kara Tanenbaum  
Ms. Dana Wood

### Guest Present

Michelle Hawkins  
Gale Jackson  
Helen Merriweather  
Doug Stephenson  
Major Neal Urch

### Welcome

Mr. Curtis Anderson, Chair, called the meeting to order at 8:36 a.m. and welcomed everyone in attendance. A quorum was not present due to snow and ice; therefore, voting will occur via poll vote or carried over until the next meeting.

### Guest Presentation

The Upstate Workforce Board is a partner in the Operate Educate program and invited Major Neal Urch, Director of Jail Operations for the Spartanburg County Sheriff's office, to speak about the program. *Operation Educate* is a program designed to provide job-readiness skills for inmates who will return to the community. Last month, eight inmates graduated from the program, where inmates receive training in small engine repair, landscaping and manufacturing. They also received job-readiness training in grooming and interviewing. This is the second group to participate in *Operation Educate* class; the first class of women inmates graduated in May 2015. A new program will begin in February 2016, focusing on providing GED and WorkKeys services that can be duplicated in the community.

### OneStop Committee Report

Ms. Dana Wood, Assistant Director of the Upstate Workforce Board, reported on behalf of the OneStop Committee. Ms. Wood provided an overview of monthly expenditures (through December 2015) and reminded the Board that a poll vote was previously approved for line item adjustments to balance the budget. Due to low attendance, the scheduled OneStop Committee meeting on January 20<sup>th</sup> was cancelled. The Committee will meet in February.

### **Executive Committee Report**

Mr. Curtis Anderson, Chair, reported on Workforce Board expenditures and the Local Area of Agreement from the Department of Employment and Workforce. Mr. Anderson informed the board that he sent a letter to the Department of Employment and Workforce expressing concerns about the document and stated that he could not sign the document as written, but a reply was not received. This document reads as if local board control is being diminished while yielding this control to the state agency. Mr. Anderson also informed the board that a Freedom of Information request was sent to the Department of Labor and Upstate Workforce Board just received a response. He stated that he and the board staff were concerned about the response from SCDEW to DOL. He stated that he and board staff were going to meet with Attorney Lewis Cromer on this and other issues since local operations are directly negatively impacted. Mr. Anderson said he would update the board at the next meeting on the steps being taken.

Revised staff policies will be sent for Board's approval as a poll vote. Two policies are ready for approval. These two are updated policies and the staff felt the need to have the newly constituted board approve all updated policies since many were written several years ago. The board will receive policy P-02 which is the Dress Code policy for staff and P-03 which is the Monitoring Policy that staff follow when monitoring our contractors.

### **Youth Report**

Ms. Wood reported on the USC Upstate ACHIEVE and YouthStop programs. She also went over expenditures through December 2015. Both programs have requested grant modifications and these will be sent as a poll vote.

### **Disabilities Committee Report**

Ms. Jennie Thomas, Committee Chair, reported on the inaugural Disabilities Committee meeting. The Committee reviewed the Workforce Innovation and Opportunity Act, specifically how it relates to the Disabilities Committee; revised and approved the Committee Charter; identified individuals and agencies to join the Committee; and discussed the feasibility of partnering with other agencies. A primary focus of the meeting was the need for training staff at SC Works, ACHIEVE, YouthStop and our many community partners so they can better assist individuals with disabilities. Therefore, the Committee will be planning two full days of training for the staff, with a training presentation and panel discussion. The Committee will partner with Able SC, SC Department of Disabilities and Special Needs and Commission for the Blind.

### **WSPA Media Campaign Update**

Ms. Wood provided an update on the January – July 2015 media campaign, including statistics and results. This campaign was done to boost interest in the field of manufacturing and other demand areas.

### **Other Business**

Ms. Ann Angermeier of the Upstate Workforce Board revealed the new logo for the Upstate Workforce Board. She stated that the word 'Investment' is being removed from the name. As the office runs out of materials, we will re-order with the new logo. We will not be the Upstate Workforce Investment Board.

### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:55 a.m.

**Upstate Workforce Board Meeting**  
**January 25, 2016**  
**Thomas E. Hannah YMCA-Spartanburg**

**8:30 AM**

- Welcome
- Approval of the November 16, 2015 Meeting Minutes (*Action Required*)

Mr. Curtis Anderson, Chair

**8:40 AM**

- Guest Presentation

Mr. Neal Urch, Operation Educate

**9:00 AM**

- One Stop Committee Report  
Review of Finances to date

Mr. Craig Jacobs  
One Stop Committee Chair

**9:10 AM**

- Executive Committee Report  
Review of WIB Finances to date  
Policies Approval (*Action Required*)

Mr. Curtis Anderson, Chair

**9:20 AM**

- Youth Report  
Review of Financials to date  
Grant Modification Request (ACHIEVE)  
(*Approval Required*)  
Grant Modification Request (The YouthStop)  
(*Approval Required*)

Ms. Dana Wood  
Upstate WB Associate Director

**9:30 AM**

- Disabilities Committee Report

Ms. Jennie Thomas  
Disabilities Committee Chair

**9:40 AM**

- WSPA Media Campaign update

Ms. Dana Wood  
Upstate WB Associate Director

**9:45 AM**

- Other Business and Adjourn



**Upstate Workforce Board Meeting  
November 16, 2015  
Thomas E. Hannah Family YMCA-Spartanburg**

**Board Members Present:**

Mr. Curtis Anderson, Chair  
Mr. Wade Ballard  
Mr. Shelley Blount  
Mr. Bill Brasington  
Mr. Jim Cook  
Ms. Tammy Cooley  
Mr. Wayne Gregory  
Ms. Betty Guzzo  
Mr. Craig Jacobs  
Ms. Pamela Kennedy  
Ms. Kathy Jo Lancaster  
Mr. Carter Smith  
Ms. Jennie Thomas  
Mr. David Wall  
Ms. Martha Young

**Board Members Absent:**

Mr. Ryan Childers  
Mr. Charles Ewart  
Mr. Robert Faucett  
Ms. Lisa Morris  
Ms. Cherie Pressley

**WIB Staff Present:**

Ms. Ann Angermeier  
Mr. Brent Bishop  
Mr. Dwayne Hatchett  
Ms. Kara Tanenbaum  
Ms. Dana Wood

**Guest Present:**

Ms. Kathy Bell  
Ms. Rochelle Brown  
Ms. Johnnie-Lynn Crosby  
Ms. Lajuana Denesha  
Ms. Michelle Hawkins  
Ms. Helen Merriweather  
Ms. Nina Staggers  
Mr. Doug Stephenson

**Welcome**

The meeting was called to order at 8:31 a.m. by Mr. Curtis Anderson, Chair.

**Approval of Meeting Minutes**

The August 17, 2015 meeting Minutes were reviewed. ***Mr. Wayne Gregory made a motion to accept the minutes as written. Ms. Betty Guzzo seconded the motion. There were no abstentions and the motion carried.***

**One Stop Committee Report**

Mr. Craig Jacobs, Committee Chair, reported for the OneStop Committee:

***The OneStop Committee recommends approval of the Allowable Training Activities Policy as presented. It was also requested that Workforce Board Staff be given permission to approve statewide providers and programs using the policy guidelines. With no questions or abstentions, the Board approved the recommendation.***

The Upstate Workforce Board received nine applications from Cherokee and Spartanburg businesses for Incumbent Worker Training (IWT) grants. The One Stop Committee met on October 22, 2015 to review and score the applications. Seven businesses in Spartanburg and Cherokee Counties were awarded funding for Incumbent Worker Training, totaling \$54,504.00:

▪ Boysen USA, LLC	Gaffney	\$ 4,650.00
▪ Davis Services, Inc.	Spartanburg	\$10,435.00
▪ IAC Group, Inc.	Spartanburg	\$13,974.00
▪ IWGHPC	Spartanburg	\$ 6,000.00
▪ Martex Fibers	Spartanburg	\$ 5,270.00
▪ Mermet	Gaffney	\$ 9,300.00
▪ Suminoe Textiles	Gaffney	\$ 4,875.00

It was noted that there were no applications received from Union County.

***The OneStop Committee recommended approval of the Incumbent Worker Training funds as noted. With no questions or abstentions, the Board approved the recommendation.***

Mr. Jacobs reviewed year-to-date budgets (expenditures through September 2015) for Arbor (SC Works and Rapid Response grants). There were no items that required Board action. Mr. Jacobs also provided a report on the monitoring from the Department of Labor, which stated that the South Carolina Department of Workforce (DEW) is to provide an implementation plan and timeline for co-location. This has not been received. The One Stop committee will meet when they receive the plan from DEW and make a decision accordingly.

#### **Executive Committee Report**

Mr. Anderson reported for the Executive Committee. The Executive Committee met on November 12, 2015. The Committee reviewed the year-to-date Upstate Workforce Board's office budget (expenditures through September 2015). There were no items that required Board action. Ms. Ann Angermeier, Executive Director, provided an update on the PY14 Performance Summary. The Upstate has met or exceeded performance measures for PY14. The Executive Committee revisited several inter-office staff policies to insure they were current and met WIOA guidelines. The committee recommended changes, which will be updated prior to the March Board meeting and voted on at that time.

#### **Youth Report**

Ms. Dana Wood, Associate Director, updated the Board on several programs and initiatives with the YouthStop and ACHIEVE programs. Ms. Wood also reported that enrollments are currently on track moving from in-school to out-of-school youth. The Achieve program recently received a grant and has hired a part-time counselor on staff. There was no review of financials to date for the Youth programs. Ms. Wood concluded her report by encouraging all Board members to visit the Youth programs.

#### **Program and Project Updates**

Ms. Ann Angermeier, Executive Director, provided an update for upcoming programs and projects. Ms. Angermeier reminded the Board that Mary Ann Lawrence has been hired to provide WIOA training for Contractors, Partners, Board and staff.

#### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:23 a.m.

**The next regular meeting of the Upstate Workforce Investment Board is scheduled for Monday, January 25, 2016.**



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

<b>Meeting Date</b>	<b>January 7, 2015 at 12noon</b>
<b>Contact for Questions and Concerns</b>	Mr. Curtis Anderson - 864.205.9824 Email: <a href="mailto:cnanderson1984@gmail.com">cnanderson1984@gmail.com</a>  Ms. Ann Angermeier – 864.596.2028, ext. 106 Email : <a href="mailto:angermeier@upstatewib.org">angermeier@upstatewib.org</a>
<b>Significant Items and Issues Raised</b>	<ul style="list-style-type: none"> <li>• Year-to-date budget review</li> <li>• Obligate Recapture of Funds</li> <li>• UWB Staff Policies Approval</li> <li>• Local Area Agreement</li> <li>• Discussion on FOIA and Status</li> </ul>
<b>Action Taken</b>	<ul style="list-style-type: none"> <li>• <i>Voted to approve the Upstate Workforce Board Dress Code Policy</i></li> <li>• <i>Voted to approve the Upstate Workforce Board Monitoring Policy</i></li> </ul>
<b>Results and Outcomes</b>	<p><b><u>Year-to-Date Budget Review</u></b> The Committee reviewed the Upstate Workforce Board finances from July – November 2015.</p> <ul style="list-style-type: none"> <li>• Office Budget reviewed and is tracking well on all accounts.</li> <li>• The portion of the work that was performed by Ms. Shannon Wilkins was outsourced via an agreement with the Greenville Workforce Board is going extremely well. Mr. Dean Jones, Executive Director of the Greenville Workforce Board, would like to discuss outsourcing a portion of their functions to us. We will meet on this and report back to the board at a later date.</li> <li>• Achieve – Billing will be received soon from USC Upstate as they are creating billing and financial forms for July through November 2015.</li> <li>• Strategic plan is being reviewed with a draft modification to go to the Executive Committee for approval due to budget cuts and the layoff of two employees which many of the tasks were assigned. Ms. Dana Wood will soon be out for twelve weeks of FMLA. This coupled with the past layoffs means some things will have to be held off because we are also still focusing on WIOA implementation.</li> </ul> <p><b><u>Obligate Recapture of Funds</u></b></p> <ul style="list-style-type: none"> <li>• Recaptured funds must be spent by June 30<sup>th</sup>. The board has not yet obligated the funds. We are spending these funds, but are setting aside the same amount in newer funds for the board to obligate later. This way we can wait to see if additional budget cuts occur for PY16 as we may need the funds for program operation. The van recently was totaled when Mr. Dwayne Hatchett was on his way to conduct a Workkeys Profile (in Blacksburg). The accident was not his fault and he was not injured. A check from the insurance agency will be arriving soon and we will need to obligate those funds once received. A decision will need to be made to purchase another vehicle or increase mileage reimbursement total allocation in the grant for personal car usage.</li> </ul>



	<p><b><u>Policy Approval</u></b></p> <ul style="list-style-type: none"><li>• <b>Dress Code Policy:</b> reviewed with changes from the Executive Committee. Mr. Wade Ballard recommended that a cover sheet be attached to all policies. There should be a signature line on the sheet for staff to sign. The cover sheets will read that the policy is not a contract between the staff and the Workforce Board or Spartanburg County. The signed sheets should be kept on file with the policies. <b>The Dress Code policy was approved with no abstentions.</b></li><li>• <b>The Monitoring Policy was approved with no abstentions.</b></li><li>• <b>Temporary Staff Time &amp; Leave Policy:</b> It was decided to revisit this after the Spartanburg County handbook is issued so we can ensure that we address the jury duty leave accurately.</li></ul> <p><b><u>Local Area Agreement Issues</u></b></p> <p>Staff at SCDEW issued a document for the Workforce Board Chairs and fiscal agents to sign. Local area Workforce Directors and some fiscal agency staff responded to the state concerning the document and did not receive an adequate response. All were refusing to sign at this time. It was recommended by a well-respected consultant directly to our board during WIOA training that we not sign the agreement because it is shifting local control away the Workforce Boards to the DEW state agency. The WIOA law and regulations clearly outline the roles plus an agreement is in place that was just completed outlining additional roles and responsibilities so the document is not needed. Mr. Curtis Anderson has signed a letter requesting that SCDEW staff meet with all Board Chairs and Board Directors to go through the document since the boards are the decision makers. DEW had met with some of the fiscal pass through agencies and not the Workforce Board Chairs and Directors. The fiscal agency staff should not be involved in this decision making with SCDEW. The Workforce Boards should meet with their fiscal pass through agencies after meeting with SCDEW. Workforce Boards can change fiscal agencies, but the Workforce Board authority in the law does not change.</p> <p><b><u>Discussion on FIOA and Status</u></b></p> <p>A FOIA (Freedom of Information Act) request was sent to the Regional Office of the Department of Labor since SCDEW did not acknowledge our request for a copy of the co-location transition plan as a stand-alone DEW office cannot exist outside of the comprehensive one stop system per WIOA Section 121 (3) and the Wagner-Peyser Act. Wagner-Peyser also required this under WIA. DOL wrote this in their monitoring report giving SCDEW a deadline to respond with a plan to co-locate.</p>
<b>Items Referred for Board Action</b>	<ul style="list-style-type: none"><li>• <b>The Executive Committee recommends that the Upstate Workforce Board approve the Dress Code (P-02) and Monitoring (P-03) Policies as presented.</b></li><li>• <b>The Executive Committee recommends that the Upstate Workforce Board allow board staff future approval to submit transfer requests to SCDEW as needed (between adult and dislocated worker fund) based on customer demand).</b></li></ul>
<b>Website Reference</b>	<a href="http://www.upstatewib.org">www.upstatewib.org</a>



From the WFOA

H. R. 803—62

(A) at a minimum, shall make each of the programs, services, and activities described in paragraph (1) accessible at not less than 1 physical center in each local area of the State; and

(B) may also make programs, services, and activities described in paragraph (1) available—

(i) through a network of affiliated sites that can provide 1 or more of the programs, services, and activities to individuals; and

(ii) through a network of eligible one-stop partners—

(I) in which each partner provides 1 or more of the programs, services, and activities to such individuals and is accessible at an affiliated site that consists of a physical location or an electronically or technologically linked access point; and

(II) that assures individuals that information on the availability of the career services will be available regardless of where the individuals initially enter the statewide workforce development system, including information made available through an access point described in subclause (I);

(C) may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters; and

(D) as applicable and practicable, shall make programs, services, and activities accessible to individuals through electronic means in a manner that improves efficiency, coordination, and quality in the delivery of one-stop partner services.

(3) COLOCATION OF WAGNER-PEYSER SERVICES.—Consistent with section 3(d) of the Wagner-Peyser Act (29 U.S.C. 49b(d)), and in order to improve service delivery, avoid duplication of services, and enhance coordination of services, including location of staff to ensure access to services in underserved areas, the employment service offices in each State shall be colocated with one-stop centers established under this title.

(4) USE OF COMMON ONE-STOP DELIVERY SYSTEM IDENTIFIER.—In addition to using any State or locally developed identifier, each one-stop delivery system shall include in the identification of products, programs, activities, services, facilities, and related property and materials, a common one-stop delivery system identifier. The identifier shall be developed by the Secretary, in consultation with heads of other appropriate departments and agencies, and representatives of State boards and local boards and of other stakeholders in the one-stop delivery system, not later than the beginning of the second full program year after the date of enactment of this Act. Such common identifier may consist of a logo, phrase, or other identifier that informs users of the one-stop delivery system that such products, programs, activities, services, facilities, property, or materials are being provided through such system. Nothing in this paragraph shall be construed to prohibit one-stop partners, States, or local areas from having additional identifiers.

(f) APPLICATION TO CERTAIN VOCATIONAL REHABILITATION PROGRAMS.—

**Upstate WIB**  
**Profit & Loss Budget vs. Actual**  
July through November 2015

	42% of PY15	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Grants Received		598,700.00	598,700.00	0.00	100.0%
Total Income		598,700.00	598,700.00	0.00	100.0%
Gross Profit		598,700.00	598,700.00	0.00	100.0%
Expense					
91055 · Salaries and Fringes					
91055a · Temp Staff		45,464.48	137,463.00	-91,998.52	33.07%
91055 · Salaries and Fringes - Other		113,189.45	278,016.00	-164,826.55	40.71%
Total 91055 · Salaries and Fringes		158,653.93	415,479.00	-256,825.07	38.19%
92004 · Dues and Publications		2,488.00	4,000.00	-1,512.00	62.2%
92500 · Mileage		787.18	4,000.00	-3,212.82	19.68%
92510 · Professional Development		1,658.50	13,333.00	-11,674.50	12.44%
92700 · Office Supplies		605.55	8,000.00	-7,394.45	7.57%
92704 · Copier		1,369.62	4,000.00	-2,630.38	34.24%
92705 · Advertising and Promo		13,871.74	38,000.00	-24,128.26	36.51%
93121 · Printing		33.15	1,200.00	-1,166.85	2.76%
93145 · Postage and Delivery		98.85	800.00	-701.15	12.36%
93300 · Rent Expense		16,856.20	40,455.00	-23,598.80	41.67%
93452 · Consulting/Contracts		5,575.53	35,000.00	-29,424.47	15.93%
93500 · Vehicle Manpower/Overhead		223.44	1,000.00	-776.56	22.34%
93501 · Vehicle Parts		18.97	700.00	-681.03	2.71%
93502 · Vehicle - Fuel, Oil, Lub		395.38	4,000.00	-3,604.62	9.89%
93600 · Telephone Expense		2,480.36	10,000.00	-7,519.64	24.8%
95000 · Miscellaneous Expense		1,201.50	3,800.00	-2,598.50	31.62%
97000 · Special Projects		1,575.50	12,333.00	-10,757.50	12.78%
99308 · Computer and Software		296.21	2,000.00	-1,703.79	14.81%
99680 · Miscellaneous Equipment		0.00	600.00	-600.00	0.0%
Total Expense		208,189.61	598,700.00	-390,510.39	34.77%
Net Ordinary Income		390,510.39	0.00	390,510.39	100.0%
Net Income		390,510.39	0.00	390,510.39	100.0%



PY15

WIB Incentive Fund Grants

TOTAL				Current %	42%
Grant	thru November 30, 2015 Expenditures	Budget	Variance	% of Budget	
Incentive Fund Grant #14INC03 (6-30-16)	\$ 1,299.08	\$ 1,911.00	\$ 611.92	67.98%	
	\$ 1,299.08	\$ 1,911.00	\$ 611.92	67.98%	
Totals					

## **UPSTATE WORKFORCE BOARD**

### **Dress Code**

The following information is intended to serve as a guide to help define appropriate business casual wear for all Upstate Workforce Board employees (including volunteers and interns).

Our objective is to have employees project a professional image for our customers and community while taking advantage of more casual and relaxed clothing. Business casual dress offers an alternative to the business attire of dresses, suits, ties, and dress shoes. Because of the nature of our business, neatness and cleanliness are absolutely necessary at all times. All clothing should be in good taste, and according to the requirements of Employees' positions.

On the other hand, not all casual clothing is appropriate for the office. An item that may be perfect for working in the yard, going on a picnic or playing sports is not appropriate for the office, nor is clothing that is too revealing. Clothing should cover your back, your chest, your stomach and your underwear. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

There are times when traditional business attire is to be worn. Take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors, or if you are advised that others will have visitors with whom you will come in contact, you will want to dress in business attire. If you are attending a committee meeting, you may wear business casual attire (i.e. slacks and sweaters or professional blouses). However, if attending an Upstate Workforce Board meeting, you must dress in business attire (business suit or dress). Business attire is always acceptable, if that is your preference.

Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule is that if you are not sure if something is acceptable, choose something else or inquire first.

**Slacks**—Cotton slacks and dressy Capri pants are acceptable provided they are clean and wrinkle-free. Inappropriate items include jeans of any color (except on Fridays – see explanation below), sweatpants, wind suits, short shorts, Bermuda shorts, bib overalls, spandex or other form-fitting pants. (Please note additional clarification concerning jeans and leggings: 1. Jeans are acceptable on Fridays, so long as you do not have any meetings scheduled out of the office. Additionally, office staff members decided that part of the agreement in being allowed to wear jeans on Fridays included giving \$3.00 on the day the jeans are worn. These funds will be kept separately and will be used for office items such as paper towels, cups, etc. Jeans are not acceptable on days other than Fridays, unless receiving prior written approval from the Executive Director. 2. Leggings are acceptable, so long as the top/dress is not shorter than mid-thigh. Once, again, please make intelligent judgments about the outfit. (If you are not sure if it is acceptable, please ask first.)

**Shirts**—Casual shirts, golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, spaghetti-strap tops, sweatshirts, shirts with large or potentially offensive lettering, logos or slogans, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper. Low cut or mid-drift tops are not allowed. Staff members may wear Upstate Workforce Board golf shirts on Fridays or for career fairs, job fairs and other office events.

**Dresses and Skirts**— Hemlines should be no shorter than four inches above the crease in the back of the knee. Slits are acceptable as long as they are not more than six inches above the mid-knee. Backless, evening and sundresses are not



permitted. Casual dresses and skirts are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts, spaghetti-strap dresses, and beach dresses should not be worn to the office.

Casual dress is okay for Fridays, if no meetings are scheduled (this includes the ability to wear jeans, if following the guidelines outlined above under “Slacks”).

Footwear—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Athletic shoes, sneakers, rubber or other type of flip-flops and slippers are not acceptable. Staff should not leave their individual offices barefoot. With the prior approval of the Executive Director, athletic shoes are acceptable on certain days, such as clean-up days.

Jewelry— Accessories and jewelry should be simple, uncluttered and generally conservative.

Make-Up and Perfume—Make-up and fragrance application should be moderate and conservative. Excessive perfume should be avoided.

Tattoos – Visible tattoos are not permitted and must be covered.

Body Piercing – Body piercing in other areas besides the ear(s) that are outwardly visible (i.e. eyebrow, nose, tongue, lip, etc.) are not permitted.

Hair -- Hair should be clean and well maintained. Hairstyles should be moderate, unexaggerated and businesslike. Hats are permitted as long as they are simple and generally conservative.

An employee who violates the Company’s Standards of Appearance Policy may be sent home to change clothes and/or other accessories. The time needed to change clothes and/or other accessories will not be considered as “time worked” and the employee will not be paid for this time.

Repeated violations of this policy may result in write-ups and/or disciplinary action.

Supervisors are to ensure that the established dress and grooming standards are applied uniformly to all employees.

If you have any questions about proper attire in your work area, please direct them to the Upstate Workforce Board Executive Director.

## **UPSTATE WORKFORCE BOARD MONITORING PROCEDURES**

Compliance monitoring is a sequence of steps involving preparation and planning at the local level.

### **A. Access to Records and Documents**

For the purpose of reviewing and evaluation provided under the Act, the Administrative Entity shall have access to and the right to copy any accounts, books, records, correspondence, or other documents pertinent to such programs that are in possession, custody, or control of the grantee.

### **B. Internal**

1. At the beginning of each program year, monitoring schedules are developed and sent to the respective Grantees to be monitored. All Upstate Workforce Board members will be sent a copy of the monitoring schedule, encouraging them to accompany the monitor(s) on the visit. Two copies of the monitoring schedule will be forwarded to the SC Department of Employment and Workforce (SCDEW) and one copy to the Upstate Workforce Board Director.
2. At least one week prior to the scheduled on-site visit, the Grantee is contacted to arrange a time for the entrance conference and discuss planned visits to the entity's sub-recipients. Usually grantees will be notified of compliance monitoring visits, but the Upstate Workforce Board staff or its designated consultant, retains the right to make unscheduled on-site reviews when it is deemed in the best interest of the Upstate Workforce Board.
3. All Upstate Workforce Board grants will be monitored once during the grant period for programmatic compliance and once for financial compliance. Desktop monitoring, to include SCWOS data, will be ongoing throughout the year.
4. If the planned date for the on-site review is not convenient or conflicts with other activities of the entity or Upstate Workforce Board, either party may request to reschedule the on-site review. The visit will be rescheduled in accordance with both parties. The Upstate Workforce Board office must be contacted 48 hours prior to the visit for rescheduling requests unless there is an emergency.
5. Areas to be reviewed during on-site compliance monitoring visits include:
  - Performance and Compliance
  - Financial Procedures and Reporting
  - Equal Opportunity
  - Grievance Procedures
  - Competency Attainment
  - Workforce Innovation & Opportunity Act Eligibility Certification
  - Inventory (100%)



- Case Management Processes/Tools
- Spreadsheet associated with Local Instruction Letter 13-20 (Tracking Training Related Employment)
- Compliance with all OneStop processes
- Customer Interviews

C. Entrance Conference

The Upstate Workforce Board staff and/or its designated consultant will meet with the Grantee signatory or his/her designee and key program staff. The purpose, procedures, and anticipated length of the monitoring visit will be explained. The entrance conference will usually be conducted prior to reviewing the grantee's records when scheduling permits. A conference call, followed up with an email summary is acceptable.

D. On-Site Review

The Upstate Workforce Board staff or its designated consultant will review specific compliance areas using pertinent documents, records, staff, and customer interview(s) as appropriate. Upstate Workforce Board worksite and sub-tier agreements are included in the compliance review. The Grantee will arrange for the monitor(s) to meet with sub-tier vendor staff, worksite supervisors, and/or customer, as appropriate.

YOUTH:

A 50% review of participant files will be conducted for all first year youth Grantees (this may be done in separate visits). A 10% file review for youth Grantees over a year in existence should also be done at least once during the program year. Each Grantee will also be subject to a 10% Data Validation Review during the monitoring visit.

ADULT/DISLOCATED WORKER/TRADE:

A 5% file review for each Workforce Specialist will be conducted at each one stop site at least once during the program year. Each Talent Development Specialist will also be subject to a 10% Data Validation Review during the monitoring visit.

FINANCIAL:

Financial monitoring will occur during the same time frame as programmatic monitoring. At a minimum, the financial monitor will review one full month of expenditures for each Grantee (Adult/DW and Youth).

E. Exit Conference

1. At the conclusion of the on-site review, the monitor will meet with the Grantee signatory or his/her designee and key staff to review all findings. The Upstate Workforce Board Executive Director and/or the Associate Director will be present at the exit conference, when such scheduling is possible.

2. A preliminary report is issued during the exit conference. Discussion may occur regarding the basis or interpretation of the findings. The Grantee has ten (10) business days to reply to the monitor and include any supporting documentation.
3. Should all findings be addressed in the reply, an official letter will be issued stating that monitoring is complete. If findings are not cleared, an official report will be issued.

F. Official Report

1. An official report will be written and forwarded to the Grantee signatory within 20 business days following the exit conference. The report will include the time and scope of the review, identification of any deficiencies noted as a result of the monitoring, and recommendations for corrective action.
2. A letter from the Upstate Workforce Board Executive Director transmitting the report will:
  - a. request a response and corrective action plan within twenty (20) business days of the date of the transmittal letter if deficiencies are noted, or
  - b. advise the Grantee that no deficiencies were noted.
3. The Upstate Workforce Board Executive Director will review and discuss the monitoring report with the monitor prior to distribution. A copy of the monitoring report will be sent to the full Upstate Workforce Board, Youth Committee (if it is a youth Grantee), the Upstate Workforce Board Executive Director and the SCDEW staff person assigned to the Upstate area.

G. Grantee Response/Administrative Entity Disposition

1. The Grantee must respond to the monitoring report and any requests for corrective action within 20 business days from the date of the transmittal letter. The response will be reviewed with the Upstate Workforce Board Executive Director and monitor. A copy of the Grantee's response will be sent to the full Upstate Workforce Board, Youth Committee (if a youth Grantee) and Upstate Workforce Board Director.
2. The Upstate Workforce Board staff will review the response and notify the grantee of its decision within 10 business days of the date of the response.
  - If the response is satisfactory, the Grantee will be notified that no further action is required.
  - If the proposed corrective action is deemed unsatisfactory, the Grantee will be notified and asked to submit a revised corrective action plan within fifteen (15) business days of notification of decision.
  - The revised corrective action plan will be reviewed and the Grantee will be notified of a disposition within fifteen (15) business days of the date of the response.
  - Failure of the grantee to respond within the established time period will result in sanctions being imposed against the Grantee.



#### H. Follow-up

The Upstate Workforce Board staff will conduct a follow-up visit, whenever necessary, to review the actions taken to correct deficiencies within thirty (30) business days of the date of the final disposition. Advance notice may be given, or an unscheduled visit may be made to ascertain that corrective action has been taken. Additional follow-up visits may be scheduled on an as needed basis.

#### I. Technical Assistance

Technical assistance is provided upon written request from the Grantee, during monitoring visits, or when the Upstate Workforce Board staff otherwise determine the need. A written report will be maintained in the Upstate Workforce Board office following the technical assistance visit. A copy of the Technical Assistance Request Form will be attached to each monitoring report.

# UPSTATE WORKFORCE BOARD YOUTH COMMITTEE MEETING Committee Summary

<b>Meeting Date</b>	Monday, January 11, 2016 at 12:00 p.m.
<b>Contact for Questions and Concerns</b>	Ms. Dana Wood – 864.596.2028 Email : <a href="mailto:dwood@upstatewib.org">dwood@upstatewib.org</a>
<b>Significant Items and Issues Raised</b>	<ul style="list-style-type: none"> <li>Financials for ACHIEVE (through November 2015) and The YouthStop (through December 2015)</li> <li>Youth Program Reports/Dashboards</li> <li>Grant Modification Requests for ACHIEVE and The YouthStop</li> <li>Statewide Youth Services Update</li> </ul>
<b>Action Taken</b>	<ul style="list-style-type: none"> <li><i>Voted and approved the ACHIEVE budget modification request as presented</i></li> <li><i>Voted and approved The YouthStop budget modification request as presented</i></li> </ul>
<b>Results and Outcomes</b>	<p><b><u>Grant Modification Request (ACHIEVE)</u></b></p> <p>Because of deep budget cuts at the beginning of the budget (original budget), salaries for GED Instructor (30 hour employee), GED Lab Instructor/Job Coordinator Asst and Van Drivers (Spartanburg and Union), salaries are now eligible for adjustment due to the Business Manager/Van Driver (Cherokee) semi-retirement. This allows (with approval) the additional funds to be reallocated to increase Salaries for additional assumed duties by Job Coordinator and GED Lab Instructor/Job Coordinator Assistant, to increase the GED Instructor hours in June 2016 and to add Van Drivers' hours for April and May, which were not included in the original budget.</p> <p>Additionally, USC issued a \$800 bonus for fulltime employees, which included three ACHIEVE employees: Job Coordinator, GED Instructor and Director. Salary adjustments also change the Fringe/indirect cost rate.</p> <p>\$192.46 remained from the Business Manager/Van Driver (Cherokee) Salary/Fringe/indirect cost rate decrease due to semi-retirement and is placed in Operating Expenses-Consumable Supplies.</p> <p>Training along with Work Experiences line items need additional funds to incorporate education and workplace experiences. Driver's Ed funds are quickly spent in some years and not in others as this item is based on customer need. The need for more training funds outweigh the requests for Driver's Ed at this time; therefore, the program needs some of the Driver's Ed funds reallocated to Advanced Training (basically staying within the same category).</p> <p>Supportive Services, Youth Mentoring and Leadership have \$1,000.00 left from the original budget to apply to the Youth Alliance Leadership and Mentoring programs. These structured programs have been temporarily suspended due to changes with WIOA and cuts. While the \$1,000 reallocation is requested to disburse to Instructional Training, Advanced Skills (\$45.00), to Instructional Training, Supplies/Materials (\$455.00) and to Supportive Services, Incentives (\$500.00), ACHIEVE has used an outside grant obtained from the Episcopal Church of the Advent to shift the Mentoring /Leadership focus through individual counseling and leadership workshops provided by a therapist/counselor obtained through this grant.</p>



	<p>Additionally, mentoring and leadership are provided by partnering agencies, such as (but not limited to) Financial Literacy (Carolina Foothills Credit Union) and Service-Learning activities through partnerships with Mobile Meals and Middle Tyger Community Center. Supportive Services, Incentives is increased (\$500.00) for Work Experience Attire and other short-term goal achievement. Two laptops have been awarded for college entrance from the Supportive Service, Incentive category.</p> <p><b><u>Grant Modification Request (The YouthStop)</u></b></p> <p>As The YouthStop moves to serve out-of-school youth, they have decreased the number of participants who are in their building for the entire day and require a snack. They have leveraged funds from a partner grant to provide the small number of snacks still required.</p> <p>At the same time, The YouthStop has experienced an increase in the number of participants needing fee assistance to cover adult education and other academic fees.</p> <p>The modification will allow The YouthStop to better accommodate this shift in participant need.</p> <p><b><u>Statewide Youth Services Update</u></b></p> <p>Ms. Amanda Lucas of South Carolina Department of Employment and Workforce provided an update on statewide youth services:</p> <ul style="list-style-type: none"> <li>• Sector Strategies - focus on preparing youth for jobs projected by the business community for the future.</li> <li>• State Unified Plan – core programs (Title I, WIOA, Adult Ed, Voc Rehab, Wagner Peyser)</li> <li>• Local Area Plan – integrated plan to align with state plan by June</li> <li>• SC DEW Youth Services hosts quarterly meetings for Youth program staff; Ms. Lucas extended an invitation to anyone with a vested interest to attend.</li> </ul>
<b>Items Referred for Board Action</b>	<ul style="list-style-type: none"> <li>• <i>The Youth Committee recommends that the Upstate Workforce Board approve the ACHIEVE budget modification request as presented.</i></li> <li>• <i>The Youth Committee recommends that the Upstate Workforce Board approve The YouthStop™ budget modification request as presented.</i></li> </ul>
<b>Website Reference</b>	<u><a href="http://www.upstatewib.org">www.upstatewib.org</a></u>



# USC Upstate ACHIEVE Program Progress Report PY15 July 1, 2015--June 30, 2016

12/31/2015



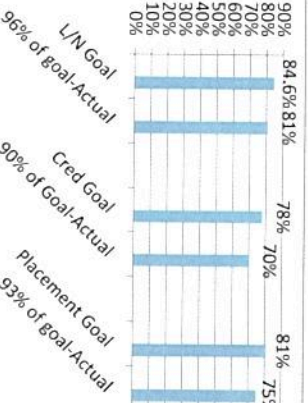
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	18	15	16	16	7							80
Pending Applications	5	20	11	12	12	3							63
Eligible WIA Applicants	1	4	3	2	2	1							13
Referrals to other agencies	3	6	5	6	6	2							28
Carryover (Prev. Yr)	30	NA	NA	38	NA	NA							NA
New Enrollments	0	3	4	3	0	2							12
New enrlmnts BSD--rdg and/or math	0	1	3	2	0	0							6
Total Active End of Quarter	0	NA	36	NA	NA	41							NA
Total Served (New, CO)	30	33	37	40	40								NA
Exiters entering Follow-up	0	9	3	0	4	4							20
Of those exiting the # Employed or in Advanced Training at Enrollment	0	3	1	0	0	0							4
Placed in Empl/College/Adv Trng	0	4	2	2	4	2							14
GEDs Earned	0	2	0	0	0	1							3
Occupational Credentials Earned	21	0	5	1	1	0							28
Entering as BSD in rdg and/or math	31	1	3	2	0	0							37
Attaining L/N in at least 1 subj	18	4	3	0	5	0							30
WorkKeys Earned (Silver or above)	1	0	0	1	1	1							4
Pre-employment class completed	0	4	2	3	2	1							12
Work Experiences Completed	0	1	0	1	6	3							11
Drivers Ed	0	5	0	0	0	0							5

30 of the carried over need L/N.

## YTD Budget--12/31/2015

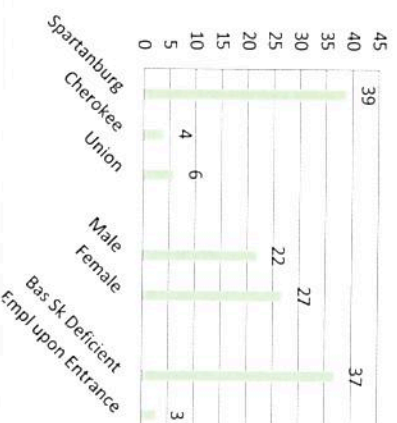
Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 208,245.12	\$ 99,249.17	48.0%
Operating	\$ 24,985.60	\$ 1,320.38	6.0%
Training	\$ 68,334.45	\$ 22,232.95	33.0%
Support Services	\$ 22,700.00	\$ 2,666.27	12.0%
Indirect	\$ 16,931.61		
<b>Total</b>	<b>\$ 341,196.78</b>	<b>\$ 125,709.99</b>	

## PY15 (July 1--Dec 31, 2015)



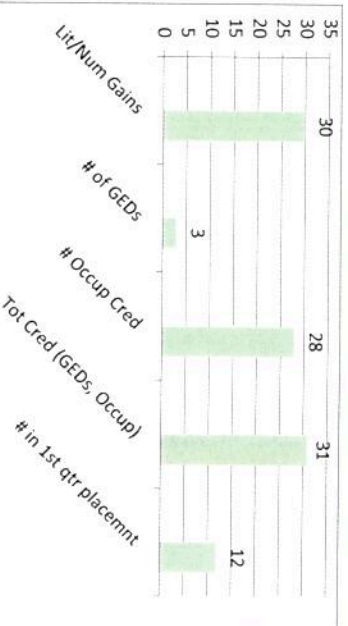
WIA Common Measures

## Demographics of Total Served--49 PY15 7/1/15--12/31/15



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

## YTD (7/1/15--12/31/15)



Participants may have more than one credential, but only one is counted per participant in outcome. All credentials are reflected here.

IDC figures have not been given.



# Just In Time Report

## Service -Learning

December 1<sup>st</sup> –December 22<sup>nd</sup>

### Highlighted Happenings

- ACHIEVE hosts a Community Spotlight where individuals from the community visit ACHIEVE staff and participants to share their life stories about how they overcame obstacles and achieved their goals that brought them to their current job and lifestyle. This month's CS featured an SC Works employee: Meika Jones , Talent Development Specialist. A big thanks to all the SC Works employees who have participated in the Community Spotlight.
- Susan Griffith, GED Lab Instructor/Job Coordinator Assistant, attended the United Way Safety Net meeting on December 2. Neil Urch from the Spartanburg County Detention Center shared new developments and changes coming to the Center to deter recidivism.
- On December 7, Gale Jackson and Helen Merriweather attended the Cherokee County Transition Advisory meeting/luncheon. Simon Ferguson from the South Carolina School for the Deaf and Blind shared on developing methods to reach the disabled population.
- On December 14, the entire ACHIEVE staff participated in a workshop hosted by the Upstate Workforce Board featuring Mary Ann Lawrence, President and CEO of The Center of Workforce Learning. Ms. Lawrence "has extensive experience in workforce development with over 35 years at the local, state, and national levels of the system in leadership positions" (<http://www.emporiachamber.org/mary-ann-lawrence-explores-the-multigenerational-workforce-and-educates-on-excellent-customer-service/>).
- On December 14, Susan Griffith and Helen Merriweather participated in the Youth Summit hosted by SCDEW, held in Columbia. Many questions on policy and procedure were discussed and SC youth agencies were given time to discuss best practices. SCDEW's Amanda Lucas plans to host one of these each quarter.
- Just before the holidays, staff and participants performed two service-learning projects. While staff/participants deliver Mobile Meals on a bi-monthly basis, participants delivered holiday bags composed of ornaments they had made along with a joint effort with SC Works to add other items to the bags. The following day, staff/participants partnered with Middle Tiger Christmas House to shop/bag items for four children on the wish list.

Located with SC Works Spartanburg at the SCC Downtown Campus  
[www.uscupstate.edu/academics/achieve---\(864\)764-1977](http://www.uscupstate.edu/academics/achieve---(864)764-1977)

J. I. T. PY 15 6

December 2015

## From the Mouths of ACHIEVE Participants

*"The ACHIEVE Program is just one big amazing opportunity. It is seriously the best education environment I have ever been in. The staff and teachers are wonderful because they really care. Sometimes, I wonder how they're always in these cheerful moods that will lighten your worst day. The always try to push me to succeed and for that, I'm so thankful for the ACHIEVE Program and all it offers. What a great program to provide to people who really need it!"*

~Tyler Howse, Union~

*The ACHIEVE Program is not just a program to me. They have honestly opened up my mind to become a better person. From my first day until now, I have changed. People have told me that I am positive and easy to talk to. These are skills that I have picked up from my teachers by coming in every day. They have helped me get my driver's license really great, doing Mobile Meals and putting me in a Work Experience...all helpful ventures sponsored through this program, and I thank them.*

~Brandon Joyner, Spartanburg~



Megan Spivey and Destin Rookard



# ACHIEVE

## Profit & Loss Budget vs. Actual

### July through December 2015

	50% of PY15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		341,196.78	341,196.78	0.00	100.0%
Total Income		341,196.78	341,196.78	0.00	100.0%
Expense					
Indirect Costs		0.00	16,931.61	-16,931.61	0.0%
Instructional Training		0.00	13,637.66	-13,637.66	0.0%
Operating Expenses		0.00	24,985.60	-24,985.60	0.0%
Staff Salaries & Fringe Benefit		0.00	208,245.12	-208,245.12	0.0%
Supportive Services		0.00	22,700.00	-22,700.00	0.0%
Vocational Exploration (W E)					
Staff Salary/Fringe		0.00	40,393.02	-40,393.02	0.0%
V E Indirect Costs		0.00	3,231.44	-3,231.44	0.0%
Vocational Exploration (W E) - Other		0.00	11,072.33	-11,072.33	0.0%
Total Vocational Exploration (W E)		0.00	54,696.79	-54,696.79	0.0%
Total Expense		0.00	341,196.78	-341,196.78	0.0%
Net Income		341,196.78	0.00	341,196.78	100.0%



January 5, 2016

Upstate Workforce Investment Board  
PO Box 5666  
Spartanburg, South Carolina 29304

Dear Ms. Angermeier, Youth Committee and Workforce Development Board Members:

ACHIEVE sincerely appreciates the funds for the 2015-2016 Program Year that you approved to allow the staff to serve out-of-school, at-risk youth in Cherokee, Spartanburg and Union Counties. We work to do our best to meet the needs of these youth to provide education and employability training as well as leadership and life skills.

Budget Modification #1 is done primarily to readjust salaries and their alignment with the Work Experience/Training category. One of the current fulltime employees has semi-retired and began working part-time as of January 1, 2016. This allows funds for salaries to be reorganized as some are assuming additional duties to compensate for the semi-retiree relinquishing some of her duties. Finally, funds in the Instructional Training are reorganized to allow for more training and Supportive Services funds are reorganized to allow more Incentives, which includes Work Experience Attire.

ACHIEVE kindly requests an approval of this modification. The Total Grant Cost remains the same, while allowing the Work Experience/Training, which is required in the grant, to increase. Please feel free to contact me with questions, with my information given below. Thank you again for your support.

Sincerely,



Helen Merriweather  
ACHIEVE Program Director

Enclosed: Budget Modification Request Form  
Modified Budget

## **YOUTH PROGRAM GRANT MODIFICATION REQUEST FORM**

**Date:** 1/5/2016 (Modification #1)

**Grant number:** 15Y603C4-UWIB

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

### **STAFF SALARIES/FRINGE/IDC (pg 3)**

Business Mgr/Van Driver Salary decreased from \$32,425.80 to \$27,188.88  
(\$5,236.92 difference)

Business Mgr/Van Driver Health&Wealth decreased from \$8,331.00 to \$4,165.55  
(\$4,165.55 difference)

Business Mgr/Van Driver Fringe/IDC decreased due to Salary decrease

MOVE TO

### **STAFF SALARIES/FRINGE/IDC (pg 3)**

Job Coordinator Salary increase (\$1,000) to assume Certification duties (no longer performed by Business Mgr); Fringe and IDC increase due to Salary increase; additionally, the State issued \$800 bonus in included in the Salary increase: from \$36,321.36 to \$38,121.36;

GED Lab Instr/Job Coordinator Asst Salary increase (\$1,702.16) to assume assist Job Coordinator in Work Experience/Training along with adding more hours in June 2016 which had been decreased in the original budget: from \$18,740.80 to \$20,442.96;

GED Classroom Instructor (30 hr employee) Salary increase (\$2,070.76) to make 11.5 month employee to 12 month employee, adding hours in June 2016; Fringe/IDC increase due to Salary increase; additionally, the State issued \$800 bonus in included in the Salary increase: \$29,227.28 (down from \$30,498 last year) to \$31,298.04;

Director has no Salary increase but State issued \$800 bonus is added to Salary, which slightly affects Fringe/IDC: \$52,534.08 to \$53,334.12. (The \$.04 difference is a rounding issues;

Van Drivers (2—Spartanburg and Union) Salary increase (\$1,039.57 each) to increase from 9 months to 11 months; Fringe/IDC increase due to Salary increase: \$7965.36 to \$9,004.93 (each Van Driver).



AND MOVE TO

**OPERATING EXPENSES (pg 4)**

1. Consumable Supplies to increase from \$300.00 to \$492.46, using the remainder from Business Mgr/Van Driver (Cherokee) Salary/Fringe/IDC:  
\$192.46—from Salary/Fringe/IDC left from fulltime to part-time position

Reason for above modification:

Because of deep budget cuts at the beginning of the budget (original budget), salaries for GED Instr (30 hour employee), GED Lab Instr/Job Coordinator Asst and Van Drivers (Spartanburg and Union), salaries are now eligible for adjustment due to the Business Mgr/Van Driver (Cherokee) semi-retirement, leaving additional funds to be reallocated to increase Salaries for additional assumed duties by Job Coordinator and GED Lab Instr/Job Coordinator Asst, to increase the GED Instructor hours in June 2016 and to add Van Drivers' hours for April and May, which were not included in the original budget. Additionally, the State issued a \$800 bonus for fulltime employees, which include three ACHIEVE employees: Job Coordinator, GED Instr. and Director. Salary adjustments affect Fringe/IDC. The Staff Salary page uses the **BOLD** effect to calculate Salary/Fringe/IDC that are for duties other than Work Experience/Training Salary/Fringe/IDC. The Work Experience percentage Salaries/Fringe/IDC are listed on the Budget page 3 but not included in calculations on this page. Work Experience/Training Salary/Fringe/IDC percentages are calculated on the Instructional Training/Work Experience page 5 and correlate with numbers (not in **BOLD**) on the Budget page 3.

\$192.46 remained from the Business Mgr/Van Driver (Cherokee) Salary/Fringe/IDC decrease due to semi-retirement and is placed in Operating Expenses (pg 4) Consumable Supplies.

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**INSTRUCTIONAL TRAINING/WORK EXPERIENCE (pg 5)**

4. Driver's Ed to decrease from \$2,750.00 to \$1,575.00 (\$1,175.00 diff)

**SUPPORTIVE SERVICES (pg 5)**

5. Youth Leadership and Mentoring to decrease from \$1,000.00 to \$0 (\$1,000.00 diff)

MOVE TO

**INSTRUCTIONAL TRAINING/WORK EXPERIENCE (pg 5)**

4. Advanced Skills Training to increase from \$8,687.66 to \$9,907.66:

\$1,175.00—from Instructional Training, Driver's Ed  
+ 45.00—from Supportive Services, Youth Leadership and Mentoring  
\$ 1,220.00;

**INSTRUCTIONAL TRAINING/WORK EXPERIENCE (pg 5)**

3. Supplies/Materials to increase from \$2,200.00 to \$2,655.00 (\$455.00):  
\$ 455.00—from Supportive Services, Youth Leadership and Mentoring

**SUPPORTIVE SERVICES (pg 5)**

4. Incentives to increase from \$1,000.00 to \$1,500.00:  
\$ 500.00—from Supportive Services, Youth Leadership and Mentoring



Reason for above modification:

Training along with Work Experiences need additional funds for training, to incorporate education and workplace experiences. While Instructional Training, Driver's Ed funds are quickly spent some years, this item is based on need. The need for more Training funds outweigh the requests for Driver's Ed at this time; therefore, some of the Driver's Ed funds are reallocated to Instructional Training, Advanced Training, basically staying within the same category.

Supportive Services, Youth Mentoring and Leadership has \$1,000.00 from the original budget to apply to the Youth Alliance Leadership and Mentoring programs. These structured programs have been temporarily suspended this year due to WIOA regulation adjustments within the UWIB and the youth programs. While the \$1,000 reallocation is requested to disburse to Instructional Training, Advanced Skills (\$45,00), to Instructional Training, Supplies/Materials (\$455.00) and to Supportive Services, Incentives (\$500.00), ACHIEVE has used an outside grant obtained from the Episcopal Church of the Advent to shift the Mentoring /Leadership focus through individual counseling and leadership workshops provided by a therapist/counselor obtained through this grant. Additionally, Mentoring and Leadership are provided by partnering agencies, such as (but not limited to) Financial Literacy (Carolina Foothills Credit Union) and Service-Learning activities through partnerships with Mobile Meals and Middle Tyger Community Center. Supportive Services, Incentives is increased (\$500.00) for Work Experience Attire and other short-term goal achievement. Two laptops have been awarded for college entrance from the Supportive Service, Incentive category.

**For questions regarding this modification request, please contact:**

NAME: Helen Merriweather  
TITLE: Director  
EMAIL: [hmerriweather@uscupstate.edu](mailto:hmerriweather@uscupstate.edu)  
PHONE: 864-764-1971

**SUBMIT COMPLETED FORM TO:  
UPSTATE WIB YOUTH SERVICES COORDINATOR**

**Progress Report PY15**  
 July 1, 2015 - June 30, 2016

**DASHBOARD (Rolling Progress)**

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
# Of informational contacts	35	37	239	90	30	15							446
# Of applications received	2	1	3	14	4	1							25
# Of academically eligible	2	1	3	14	8	1							29
# Of eligible WIA applicants	2	1	2	3	7	0							15
# Of referrals to other agencies	5	5	1	2	2	1							16
# Of campovers (Prev. Yr or Mo)	7	7	8	13	16	23							23
# Of new enrollments	0	3	2	3	7	3							18
% Of Enrollment Benchmark	14%	20%	26%	32%	46%	51%							51%
Total active end of month	7	10	13	16	23	26							26
# Of exits entering follow-up	0	0	59	1	0	0							60
# Placed in employment/education	0	0	48	1	0	0							49
# Of diplomas earned	0	0	52	1	0	2							55
# WorkKeys platinum earned	0	0	0	0	0	0							0
# WorkKeys gold earned	0	0	1	0	0	0							1
# WorkKeys silver earned	0	0	1	0	0	1							2
# WorkKeys bronze earned	0	0	0	1	0	1							2

**Total Served YTD** 26 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 269,886	\$ 125,429	50%	46%
Operating	\$ 76,307	\$ 34,977	50%	46%
Instructional Training	\$ 14,350	\$ 973	50%	7%
Work Placement & Recovery	\$ 62,728	\$ 29,186	50%	47%
Supportive Service/Incentives	\$ 10,721	\$ 815	50%	8%
<b>Total</b>	<b>\$ 433,992</b>	<b>\$ 191,381</b>	<b>50%</b>	<b>44%</b>

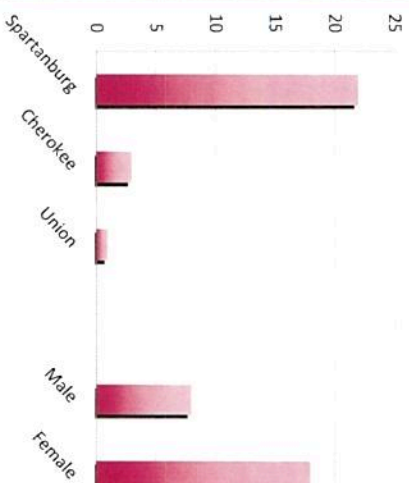
Invoices through: 12/31/2015

Please note: District No. 6 does not charge for indirect costs.  
 Current financials are not yet available.

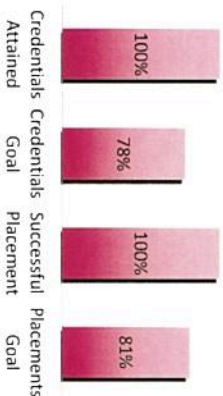
Funded by the Upstate Workforce Investment Board--Administered by Spartanburg County School District No. 6



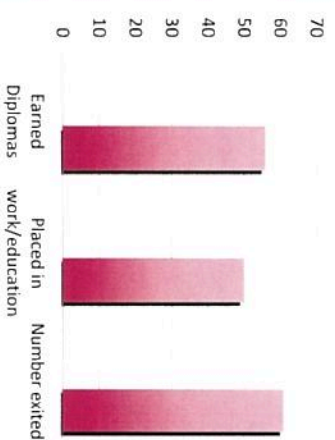
**YouthStop™ Demographics**



**PY15 2nd Quarter Performance Projected**



**YTD Outcomes for PY15**





## Transition News

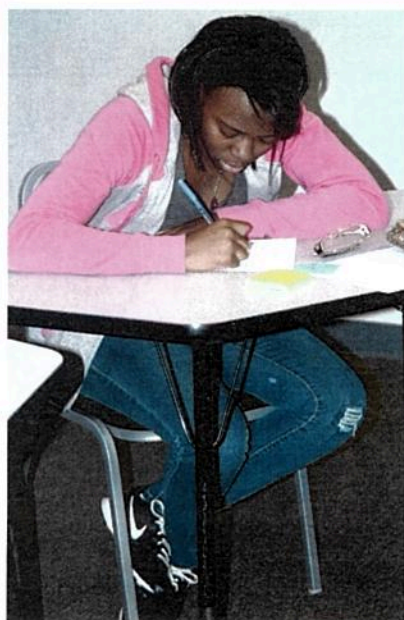
### “The Brave New World of WIOA”

The transition to out-of-school youth and to tri-county services continues to go well. During the first half of this performance year, The YouthStop™ has certified participants and provided services in all three counties served by the Upstate WIB. We have begun to build strong partnerships with Adult Education centers in Gaffney, Spartanburg, Union, and Woodruff. Staff members are in the centers weekly, and programming is being offered on site. The staff social worker makes regular visits to each site and is on-call during other days should an emergency arise.

Also, services are continuing to be provided to the small number of in-school youth who carried over into the current program year. Those participants are housed at Dorman and Spartanburg high schools.

All of the new participants this year have been considered out-of-school youth. The enrollment plan for the remainder of the year will continue to focus exclusively on the recruitment and certification of out-of-school youth only. The YouthStop™ will complete the transition and begin serving only out-of-school youth by July 1, 2016.

## Developing Career Pathways ...



*Participants at The YouthStop™ worked in “My Next Move” during the month of December. The program is designed to help participants create and manage a career pathway by using a seven-step guide to developing a list of resources, action items, study items and reflections involving an occupational goal. This will be an ongoing process involving discussions on in-demand industries, educational and training requirements, and salary scales. Staff will assist students in determining how the plan impacts immediate and future choices. “My Next Move” is produced by the U.S. Department of Labor’s Employment and Training*

## Staff Development

Michelle Hawkins attended a workshop on reporting options offered through the South Carolina Workforce Online Services website in Greenville, SC on December 10, 2015.

On December 14, 2015, the entire staff of The YouthStop™ attended an afternoon of training with workforce consultant Mary Ann Lawrence. The training, sponsored by the Upstate WIB, provided an overview of the new WIOA law as it pertains to youth services.

The state of South Carolina Department of Employment and Workforce hosted a session for youth coordinators throughout the state to discuss WIOA, partnerships and best practices for youth. Michelle Hawkins attended the training in Columbia, SC on December 15, 2015.

**The YouthStop™**  
“Where Academic Preparation and Career Readiness Meet”

360 East Main Street

Spartanburg • South Carolina • 29304

864.585.4433 • 864.583.4050 (F) • TTY: 711

“An equal opportunity employer/program”

“Auxiliary aids and services available upon request to individuals with disabilities”



**YouthStop**  
**Profit & Loss Budget vs. Actual**  
July through December 2015

	50% of PY15			
Income	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Grants Received	433,991.87	433,991.87	0.00	100.0%
Total Income	433,991.87	433,991.87	0.00	100.0%
Expense				
Academic/Occupational Training	973.06	14,350.00	-13,376.94	6.78%
Career Dev. Sp. Wages & Fringes	29,186.08	52,727.88	-23,541.80	55.35%
Operating Expenses	34,977.47	76,307.24	-41,329.77	45.84%
Staff Salaries & Fringe Benf.	125,428.90	269,886.25	-144,457.35	46.48%
Supportive Svcs for A & O Svcs	815.00	10,720.50	-9,905.50	7.6%
Vocational Exploration (WE etc)	0.00	10,000.00	-10,000.00	0.0%
Total Expense	191,380.51	433,991.87	-242,611.36	44.1%
Net Income	242,611.36	0.00	242,611.36	100.0%

**YOUTH PROGRAM  
GRANT MODIFICATION REQUEST FORM**  
(If necessary, use more than one form)

**Date:** 11/17/15

**Grant number:** 15Y603SU1 -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):**

**Combined Youth Budget Summary**

**V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- 4. Student Fees \$500.00
- 5. Snacks \$1,000.00

**Combined Youth Budget Summary**

**V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING  
(modified wording)**

- 4. Student Fees \$1500.00
- 5. Snacks \$ 0.00

**In-School Youth Budget Summary**

**V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- 4. Student Fees \$100.00
- 5. Snacks \$200.00

**In-School Youth Budget Summary**

**V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING  
(modified wording)**

- 4. Student Fees \$300.00
- 5. Snacks \$0.00

**Out-of-School Youth Budget Summary**

**V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- 4. Student Fees \$400.00
- 5. Snacks \$800.00

**Out-of-School Youth Budget Summary**

**V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING  
(modified wording)**

- 4. Student Fees \$1200.00
- 5. Snacks \$0.00



• **Reason for modification:**

As The YouthStop moves to serve out-of-school, we have decreased the number of participants who are in our building for the entire day and require a snack. We have leveraged funds from a partner grant to provide the small number of snacks still required.

At the same time, we have experienced an increase in the number of participants needing fee assistance to cover adult education and other academic fees.

The modification will allow us to better accommodate this shift in participant need.

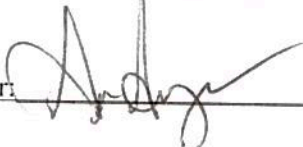
**For questions regarding this modification request, please contact:**

NAME: Dana Wood  
TITLE: Program and Project Manager  
EMAIL: [dwood@upstatewib.org](mailto:dwood@upstatewib.org)  
PHONE: 864-562-4244 TTY:711

**SUBMIT COMPLETED FORM TO:  
UPSTATE WIB YOUTH SERVICES COORDINATOR**

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

WIB Director:



Signature



1/11/16

Date

- ☒ Approved to begin modification process  
☐ Disapproved

Requires Approval/Disapproval by WIB Board: (to be determined by Upstate WIB Executive Director)

- ☒ YES  
☐ NO

Youth Committee  
Program and Planning Committee:

1/11/16

Meeting Date or Poll Date

- ☒ Approved  
☐ Not Approved  
☐ N/A

# SC Works Upstate

Monthly Report Card PY15  
(December 2015)

Bringing Employers  
and  
Job Seekers  
Together



DASHBOARD 12/01/2015 through 12/31/2015

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	2835	2163	1840	1862	1294	1778	0	0	0	0	0	0	11772
WIOA Traffic (Spartanburg 46, Union 7 )	225	140	77	81	69	53	0	0	0	0	0	0	645
UI Traffic (Spartanburg 128, Union 102 )	322	181	197	160	173	230	0	0	0	0	0	0	1263
WP Traffic (Spartanburg 623, Union 401 )	2229	1902	1567	1380	1067	1024	0	0	0	0	0	0	9169
Total Unduplicated Center Traffic	1373	1133	864	994	1047	1173	0	0	0	0	0	0	6584
# Scheduled for Orientation	49	31	34	20	30	42	0	0	0	0	0	0	206
# Attended Orientation	41	21	16	14	21	33	0	0	0	0	0	0	146
# of Workshops Offered	32	26	31	29	28	27	0	0	0	0	0	0	173
# Scheduled for Workshops	77	58	42	50	20	27	0	0	0	0	0	0	274
# of Workshop Attendees	57	39	32	39	16	20	0	0	0	0	0	0	203
New ADULT Enrollments	17	16	3	11	7	7	0	0	0	0	0	0	61
New DW Enrollments	0	1	2	0	1	1	0	0	0	0	0	0	5
Total Caseload	331	333	269	271	257	245	0	0	0	0	0	0	271
New ADULTS beginning training	17	16	4	0	3	2	0	0	0	0	0	0	42
New DWs beginning training	2	2	0	0	1	0	0	0	0	0	0	0	5
% New Clients vs Clients Entering Trng	111.8%	105.9%	80.0%		50.0%	25.0%							74.5%
# of New Job Orders Placed	235	251	238	245	184	193	0	0	0	0	0	0	1346
# of Jobs New Jobs Available	453	864	1022	1220	335	862	0	0	0	0	0	0	4756
# Entered Employment	38	10	24	19	78	10	0	0	0	0	0	0	179

## CAREER CONSULTANT CASTLOADS:

Nancy Wilson - 76  
Melika Jones - 61  
Susi Garcia - 90  
Damarion Anderson - 18

## CENTER TRAFFIC:

Location PY15 PY14 Change  
\*Cherokee 470 1120 -650  
Spartanburg 798 1320 -522  
Union 502 701 -199

## TRAINING PROVIDERS AND PROGRAMS

Provider Training Program/Number of enrollees  
SCC Operation Educate (November) 2  
TDI CDL 1

\*Data pulled from SC Works online system only\*



**Arbor**  
**Profit & Loss Budget vs. Actual**  
**July through December 2015**

50% of PY15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	993,435.23	993,435.23	0.00	100.0%
Total Income	993,435.23	993,435.23	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	0.00	100.00	-100.00	0.0%
Fringes	35,846.50	83,368.36	-47,521.86	43.0%
Indirect Cost	31,000.64	62,812.91	-31,812.27	49.35%
Management Fee	28,458.78	54,638.94	-26,180.16	52.09%
Salaries	196,649.34	398,135.02	-201,485.68	49.39%
Total Administration	291,955.26	599,055.23	-307,099.97	48.74%
Operating Expenses				
Computers and Software	1,071.70	2,000.00	-928.30	53.59%
Contract/Consulting Services	888.14	3,000.00	-2,111.86	29.61%
Equipment Rental	2,185.72	2,800.00	-614.28	78.06%
Facilities Costs	3,521.41	3,000.00	521.41	117.38%
Mileage	3,081.83	5,000.00	-1,918.17	61.64%
Office Supplies	521.79	6,200.00	-5,678.21	8.42%
Postage	550.69	500.00	50.69	110.14%
Printing Supplies	490.65	1,200.00	-709.35	40.89%
Professional Development	0.00	100.00	-100.00	0.0%
Relocation	593.82	1,000.00	-406.18	59.38%
Rent	65,938.02	134,180.00	-68,241.98	49.14%
Telephone	6,972.70	11,300.00	-4,327.30	61.71%
Travel-Out of Town	0.00	100.00	-100.00	0.0%
Utilities	4,947.62	3,000.00	1,947.62	164.92%
Total Operating Expenses	90,764.09	173,380.00	-82,615.91	52.35%
Supportive Services				
Transportation	5,280.00	8,000.00	-2,720.00	66.0%
Total Supportive Services	5,280.00	8,000.00	-2,720.00	66.0%
Training Expenses				
Instructional Training	112,496.21	213,000.00	-100,503.79	52.82%
Total Training Expenses	112,496.21	213,000.00	-100,503.79	52.82%
Total Expense	500,495.56	993,435.23	-492,939.67	50.38%
Net Income	492,939.67	0.00	492,939.67	100.0%

PY15

Arbor: Rapid Response Grants

	TOTAL		Current %	50%
	thru December 31, 2015 Expenditures	Budget	Variance	% of Budget
Grant				
Rapid Response IWT #14RRIWT15 (1/31/16)	\$ 38,050.00	\$ 45,850.00	\$ 7,800.00	82.99%
Rapid Response IWT #14RRIWT16 (1/31/16)	\$ 17,250.00	\$ 60,950.00	\$ 43,700.00	28.30%
Rapid Response IWT #14RRIWT17 (3/28/16)	\$ 38,400.00	\$ 78,445.00	\$ 40,045.00	48.95%
Rapid Response IWT #14RRIWT18 (3/1/16)	\$ 25,950.00	\$ 42,950.00	\$ 17,000.00	60.42%
IWT 15M903IWT01-UWIB #15IWT03 (8/31/16)	\$ -	\$ 54,504.00	\$ 54,504.00	0.00%
Totals	\$ 119,650.00	\$ 282,699.00	\$ 163,049.00	42.32%



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

<b>Meeting Date</b>	<b>January 21, 2016 at 12noon</b>
<b>Contact for Questions and Concerns</b>	Ms. Jennie Thomas, Committee Chair – 864.249.8030 Email: <a href="mailto:jthomas@scvrd.state.sc.us">jthomas@scvrd.state.sc.us</a>  Ms. Dana Wood – 864.596.2028 Email : <a href="mailto:dwood@upstatewib.org">dwood@upstatewib.org</a>
<b>Significant Items and Issues Raised</b>	<ul style="list-style-type: none"> <li>• Review of the WIOA law as it pertains to the Disabilities Committee</li> <li>• Review of the Committee Charter</li> <li>• Identify other individuals/agencies to join Committee</li> <li>• Focus of the Committee/goals for next meeting</li> </ul>
<b>Action Taken</b>	<ul style="list-style-type: none"> <li>• <i>Voted to approve the recommended revisions to the Disabilities Committee Charter.</i></li> <li>• <i>Established goal to begin PY16 with fully-trained Contractor staff; an outline of training will be prepared prior to the March meeting.</i></li> </ul>
<b>Results and Outcomes</b>	<p><b><u>Review of the law pertaining to Disabilities Committee</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Jennie Thomas, Committee Chair, reviewed the Workforce Innovation and Opportunity Act, specifically how it relates to the Disabilities Committee.</li> </ul> <p><b><u>Review of the Committee Charter</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Dana Wood, Associate Director of Upstate Workforce Board, informed the committee that the Committee Charter is currently in draft form and the committee should revise it to meet their needs.</li> <li>• Several recommendations were made by committee members that support the mission and primary focus of the work of the Committee. A motion was made to amend the Charter with the revisions and was passed unanimously.</li> </ul> <p><b><u>Identifying other individuals/agencies to join Committee</u></b></p> <p>A few individuals were recommended and will be contacted to join the Committee.</p> <p><b><u>Focus of the Committee/goals for next meeting</u></b></p> <ul style="list-style-type: none"> <li>• There is a need for training for the staff at SC Works, ACHIEVE and The YouthStop, as it pertains to better assisting individuals with disabilities. The Committee agreed that this should be the first goal and then they can address the services. Therefore, the Committee will be planning two full days of training for the staff, with a training presentation and panel discussion. The Committee will partner with Able SC, SC Department of Disabilities and Special Needs and Commission for the Blind. The Committee divided up tasks to create a syllabus, as well as identifying the disability categories for the panel. The syllabus will be finalized by the March meeting.</li> </ul>
<b>Items Referred for Board Action</b>	<b>None</b>
<b>Website Reference</b>	<a href="http://www.upstatewib.org">www.upstatewib.org</a>



## Upstate Workforce Investment Board

### 2015 Campaign Recap

- **Display:** WIB Upstate Investment Board

Campaign Statistics Jan 1, 2015 - Jul 31, 2015

IMPRESSIONS: 3,618,411

CLICKS: 12,510

CTR: 0.346%

- **Video:** WIB Upstate Investment Board VIDEO

Campaign Statistics Jan 1, 2015 - Jul 31, 2015

IMPRESSIONS: 411,250

ENGAGEMENTS: 380,685

COMPLETIONS: 341,084

CTR: 0.056%

- **Facebook:** WIB Upstate Investment Board

Campaign Statistics Jan 1, 2015 - Jul 31, 2015

IMPRESSIONS: 1,114,312

CLICKS: 11,737

CTR: 1.053%

AVERAGE CPC: \$0.52

- **TV Spots:** WIB Upstate Investment Board

TV Spots: WSPA spots – 137, WYCW spots – 90



Audience Reach: Net Reach = 1.1 million (total people 18+ who saw your commercial)

Total gross impressions for Adults 18+ = 3.7 million

Reach = 68% of all adults 18+ in the market saw your commercial

Frequency = 4 (avg. number of times each of those people saw your commercial)

*Terms:*

*Impressions- Ad impressions are the number of times an ad is displayed within a webpage consulted by a visitor.*

*Clicks- The number of time a user clicked on the ad.*

*CTR (Click Through Rate)- A ratio showing how often people who see your ad end up clicking it. CTR can be used to gauge how well your keywords and ads are performing. Industry Standard is around 0.5%.*

*Average CPC- Is the Average Cost per Click. This is shown when the budget is allocated in a Pay per Click model, as in Facebook or Google.*

The logo features a large, stylized yellow 'U' that is partially obscured by the text 'Upstate'.

# **Upstate**

## **WORKFORCE BOARD**

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**Advancing the Future of Business and Community**

**[upstatewib.org](http://upstatewib.org)**