



Upstate Workforce Board Meeting Minutes

March 21, 2016

8:30 a.m.

Mary Black Foundation, Spartanburg

Board Members Present

Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Jim Cook
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Elizabeth Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Kathy Jo Lancaster
Ms. Jennie Thomas
Mr. David Wall
Ms. Martha Young
Mr. Doug Stephenson

Board Members Absent

Mr. Ryan Childers
Ms. Tammy Cooley
Mr. Charles Ewart
Ms. Cherie Pressley
Mr. Carter Smith

UWB Staff Present

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

Guests Present

Ms. Katherine Bell
Ms. Rochelle Brown
Ms. Lajuana Daneesha
Ms. Michelle Hawkins
Ms. Gale Jackson
Ms. Helen Merriweather
Mr. Zach Nickerson

Welcome

Mr. Robert Faucett, Vice Chair, called the meeting to order at 8:31 a.m.

Approval of Meeting Minutes

The minutes of the January 25, 2016 meeting were reviewed. ***Mr. Wayne Gregory made a motion to accept the minutes as written. Mr. Jim Cook seconded the motion. There were no abstentions and the motion carried.***

One Stop Committee Report

Mr. Craig Jacobs, Committee Chair, reported for the One Stop Committee. The Committee met on March 16, 2016 and reviewed the SC Works Operating budget and Rapid Response financials from July 1, 2015 through February 29, 2016. The financial were accepted as information.

The Committee received a request for a waiver for an individual to attend training. The individual did not register for the draft due to being incarcerated on his 18th birthday. After careful review per our policy, the committee approved a Selective Service waiver and he can now enroll in CDL class.

The One Stop Committee recommended approval from the Board to revise the Allowable Training Occupation percentages under the current policy: 60% - Manufacturing and Logistics, 15% - Trades and 25% - Other. Mr. Shelley Blount seconded. With no questions or abstentions, the Board approved the recommendation.

The new WIOA regulations encourage non-Board members to be part of the One Stop Committee. Mr. Jacobs requested that Board members suggest individuals who could be contacted to serve on the Committee.

Executive Committee Report

Mr. Faucett reported for the Executive Committee. The Committee met on March 1, 2016 and reviewed the Workforce Board financials from July 1, 2015 through January 31, 2016.

Ms. Johnnie-Lynn Crosby, Regional Business Solutions Manager at SC Works Upstate, updated the Committee on the new business engagement model under WIOA.

The committee members reviewed three staff policies, which require updating since many were written several years ago.

- Compensatory Time Policy: Mr. Wade Ballard recommended the policy be tabled until next meeting, as he wants to revise it for legalities.
- Meeting Minutes Policy: The policy was reviewed and approved with no abstentions.
- Internal Emergency Notification Procedure: The policy was reviewed, with one suggestion for a revision. The policy was approved pending the change made.

Mr. Robert Faucett made a motion for the Upstate Workforce Board to approve the Meeting Minutes Policy (P-05) and (P-06) Internal Emergency Notification Procedure (P-06), as written. Mr. David Wall seconded the motion. There were no abstentions and the motion carried. The Compensatory Time Policy will be brought back to the board after review by Mr. Wade Ballard.

Youth Report

Mr. Faucett reported on the USC Upstate ACHIEVE and Youth Stop programs. The Committee met on March 7, 2016 and reviewed the ACHIEVE and The YouthStop financials from July 1, 2015 through January 31, 2016. The Committee also reviewed the youth program reports/monthly dashboards, received an update on high school visits and briefly discussed Individual Graduation Plans.

ACHIEVE has requested a grant modification for the following:

ACHIEVE has had more participants ask for/need work experiences in PY15. More work experiences have been successful with some continuing as a hired employees. ACHIEVE has more participants that need/want a work experience before the end of PY15. The \$2,000 increase is allocated to the Work Experience Stipends line item with no increase in any other line items of the budget. The overall budget will increase by \$2,000 accordingly, from \$341,196.78 to \$343,196.78. The Work Readiness/Work Experience stipends would increase from \$11,072.33 to 13,072.33.

Mr. Robert Faucett made a motion to approve the grant modification request as written and Mr. Wade Ballard seconded the motion. Mr. David Wall inquired which line item the funds would be utilized and Ms. Ann Angermeier confirmed it would come out of unobligated funds. There were no abstentions and the motion carried.

Disabilities Committee Report

Ms. Jennie Thomas, Committee Chair, reported on the Disabilities Committee meeting. A primary focus of the Committee was the need for training staff at SC Works, ACHIEVE, Youth Stop and our many community partners so they can better assist individuals with disabilities. Therefore, a Disabilities Training workshop will be held on Thursday, May 17th for the staff, with a training presentation and panel discussion. The Committee has partnered with Able SC, SC

Vocational Rehabilitation Department of Disabilities, SCDEW Veteran Affairs and Special Needs and Commission for the Blind.

Executive Director

Ms. Ann Angermeier, Executive Director of the Upstate Workforce Board, updated the Board on several partnership initiatives, including Operate Educate, Project Search, Cherokee County Annual "Oscars" fundraiser and Union County Community Indicators.

The Executive Committee passed a motion at their last meeting for Ms. Johnnie-Lynn Crosby to proceed with negotiations in managing Greenville Business Services.

Ms. Angermeier recently met with an individual named Mr. Steve Ford, who spoke about the strong demand in the field of Cyber Security. He is a coach of a cyber security team called Cyber Patriot and informed her that thousands of jobs nationwide go unfilled for lack of qualified workers in this area. A cyber security grant was awarded to Wofford College. There was further discussion on the initiatives of Upstate Workforce Board getting involved by promoting and educating the cyber security field within schools, business leaders in the field of IT and economic developers.

Adjournment

With no other business or discussion, the meeting was adjourned at 9:00 a.m.

Upstate Workforce Board Meeting
March 21, 2016
Mary Black Foundation-Assembly Room

8:30 AM

- Welcome
- Approval of the January 25, 2016 Meeting Minutes (Action Required)

Mr. Robbie Faucett, Chair

8:40 AM

- One Stop Committee Report
Review of Finances to date
Allowable Training Activities
(Action Required)

Mr. Craig Jacobs
One Stop Committee Chair

8:50 AM

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

Mr. Robbie Faucett, Chair

9:00 AM

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

Mr. Robbie Faucett, Chair

9:10 AM

- Disabilities Committee Report

Ms. Jennie Thomas
Disabilities Committee Chair

9:20 AM

- Executive Director Update

Ms. Ann Angermeier
Executive Director

9:30 AM

- Other Business and Adjourn

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

UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING Committee Summary

Meeting Date	March 16, 2016 at 12noon
Contact for Questions and Concerns	<p>Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com</p> <p>Ms. Dana Wood – 864.596.2028 Email : dwood@upstategwib.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Year-to-date budget review • Continued training and Career Pathways report • Allowable Training Occupation Policy Update • Request for Selective Service Waiver • Non-Board members on Committee
Action Taken	<ul style="list-style-type: none"> • <i>Voted to approve the revised percentages of the Allowable Training Occupation Policy</i> • <i>Voted to approve the Request for Selective Service Waiver</i>
Results and Outcomes	<p><u>Financials</u> Mr. Brent Bishop, Chief Financial Officer of Upstate Workforce Board, reviewed the SC Works Operating and Rapid Response financials from July 1, 2015 through February 29, 2016. Mr. Bishop noted that the most recent modification (newly obligated funds and the transfer of Dislocated Worker to Adult funds) were included and therefore more accurately reflected in the financial report. The SC Works budget is on track. Mr. Bishop also noted that two Rapid Response IWT grants had ended on January 31, 2016; however, SC Works was granted an extension until March 2016 on both of these grants.</p> <p><u>Report from Nancy Wilson-SC Works</u> Ms. Nancy Wilson, Talent Development Lead at SC Works, addressed the Committee and identified several challenges within the SC Works Comprehensive system. One of the major concerns was the percentage breakdown of allowable training; the 15% in “other” did not seem sufficient. Ms. Wilson requested more flexibility for training that will provide higher wages and will therefore increase performance measures.</p> <p><u>Allowable Training Occupation Policy Update</u> The One Stop Committee proposed the following recommendation to revise the allowable training occupation percentages as follows:</p> <ul style="list-style-type: none"> • 60% Manufacturing and Logistics • 15% Trades • 25% Other <p>Other stipulations already in the policy (approved 10.22.15) will remain the same and will be revisited for PY16.</p> <p><u>Request for Selective Service Waiver</u> SC Works is requesting the Committee to approve a selective service waiver for a participant requesting CDL certification as a truck driver. The participant was incarcerated and did not register for selective services. Upon release in 2004, he did not know he was to register program and has been a law abiding citizen since. His criminal background has prohibited many career opportunities. Although WIOA participants must be registered with the Selective Service to be eligible for training</p>

	<p>funds, the board does have a waiver flexibility per law. SC Works believed that the participant had a reasonable and acceptable explanation for not registering as required by law, and that given the opportunity, he would benefit from the training selected. The committee agreed to the waiver.</p> <p><u>Non-Board members serving on One Stop Committee</u></p> <p>The new WIOA regulations encourage non-Board members to be part of the One Stop Committee. There is one member thus far but Ms. Ann Angermeier would like to have approximately three more included. Suggestions were made to include sectors in healthcare, manufacturing and one temporary staffing agency (hopefully MAU). Mr. Jacobs will propose this at the next Board meeting and ask for suggestions of individuals to contact.</p>
Items Referred for Board Action	<p>The One Stop Committee recommends that the Upstate Workforce Board approve the revisions to the Allowable Training Occupation policy as presented.</p>
Website Reference	<p><u>www.upstatewiz.org</u></p>

Arbor
Profit & Loss Budget vs. Actual
July 2015 through February 2016

Arbor					
67% of PY15		Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		1,138,435.23	1,138,435.23	0.00	100.0%
Total Income		1,138,435.23	1,138,435.23	0.00	100.0%
Expense					
Administration					
Dues, Prof fees, Subscriptions	0.00		100.00	-100.00	0.0%
Fringes	48,175.28		84,182.84	-36,007.56	57.23%
Indirect Cost	41,568.29		65,790.37	-24,222.08	63.18%
Management Fee	39,843.84		62,613.94	-22,770.10	63.63%
Salaries	259,853.49		393,892.31	-134,038.82	65.97%
Total Administration	389,440.90		606,579.46	-217,138.56	64.2%
Operating Expenses					
Computers and Software	2,642.32		3,775.77	-1,133.45	69.98%
Contract/Consulting Services	1,234.72		3,000.00	-1,765.28	41.16%
Equipment Rental	2,650.00		3,600.00	-950.00	73.61%
Facilities Costs	7,137.75		12,000.00	-4,862.25	59.48%
Mileage	4,099.92		11,900.00	-7,800.08	34.45%
Office Supplies	1,130.51		6,200.00	-5,069.49	18.23%
Postage	728.07		1,200.00	-471.93	60.67%
Printing Supplies	678.47		2,000.00	-1,321.53	33.92%
Professional Development	150.00		200.00	-50.00	75.0%
Relocation	990.12		1,500.00	-509.88	66.01%
Rent	87,999.36		134,180.00	-46,180.64	65.58%
Telephone	9,171.80		16,200.00	-7,028.20	56.62%
Travel-Out of Town	14.76		100.00	-85.24	14.76%
Utilities	6,797.77		12,000.00	-5,202.23	56.65%
Total Operating Expenses	125,425.57		207,855.77	-82,430.20	60.34%
Supportive Services					
Transportation	5,695.00		15,000.00	-9,305.00	37.97%
Total Supportive Services	5,695.00		15,000.00	-9,305.00	37.97%
Training Expenses					
Instructional Training	140,699.25		309,000.00	-168,300.75	45.53%
Total Training Expenses	140,699.25		309,000.00	-168,300.75	45.53%
Total Expense	661,260.72		1,138,435.23	-477,174.51	58.09%
Net Income	477,174.51		0.00	477,174.51	100.0%

Arbor: Rapid Response Grants

Grant	TOTAL				Current %	67%
	thru February 29, 2016 Expenditures	Budget	Variance	% of Budget		
Rapid Response IWT #14RRIWT15 (1/31/16)	\$ 44,450.00	\$ 45,850.00	\$ 1,400.00	96.95%		
Rapid Response IWT #14RRIWT16 (3/15/16)	\$ 41,950.00	\$ 60,950.00	\$ 19,000.00	68.83%		
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	\$ 150,750.00	\$ 282,699.00	\$ 131,949.00	53.33%		

Highlighted Events and Outreach

February 1st – February 29th

Highlighted Happenings:

At the beginning of the month, Lajiana attended the Safety Net Council Meeting through United Way. Community Works and South Carolina Association of Non Profits (SCANPO) were guest speakers.

On the 4th, Kenneth conducted a Rapid Response session for employees affected by the downsizing of Sealed Air. He presented a workshop entitled Get LinkedIn to the group. There were 4 people in attendance.

Melka attended the Live Your Dream Event sponsored by We Girlz Rock, Inc., on the 6th in Cherokee County. SC Works was 1 of 11 vendors present. She discussed the Hot Job List. Workshops and upcoming Recruitment Events with individuals that stopped by the table. Melka spoke with 20 individuals.

On February 10th, Lajiana conducted a training session for Vocational Rehabilitation staff at the Bryant Center in Lyman. The training was on how to better utilize SC Works Online System (SCWOS) and some networking tools to better serve their clients.

Also on the 10th, Kenneth attended an event sponsored by Spartanburg Community College, where a panel of employers spoke about job searching, resume writing, and interviewing from their perspective. Kenneth learned that many of the skills taught in our workshops are the ones the employers are interested in and look for in job candidates.

Maria and Kenneth managed a table at a job fair sponsored by Vocational Rehabilitation. They discussed services offered by SC Works and passed out flyers/pamphlets. There were 16 total vendors, 7 employers and 9 partners. 28 people stopped to talk with SC Works.

On the 18th, Melka facilitated the monthly Cherokee WIOA Partnership Meeting, hosted at Copeland Academy. Bridget Miller with AARP Foundation, provided various resources to assist individuals age 55+ with employment and benefits. Amber Merfeld and Sandy Sessions with South Carolina Department of Health and Environmental Control, provided information on Diabetes prevention and upcoming health awareness events. There were 13 people in attendance.

Kenneth attended the monthly partner meeting for the Spartanburg Reentry Center on the 22nd. The Butterfly Foundation hosted 11 people, and included a facility tour. Kenneth shared information on upcoming recruitment events, workshops, and the Preferred Pass Workshop for Partners.

February 23rd, Katherine and Damaron hosted the Union County Partnership Meeting. There were 9 partners in attendance.

Kenneth went to a Goodwill Job Connection on Asheville Highway to conduct an on-site Resume Pro workshop. There were 4 people in attendance on the 24th.

Just In Time Report

Business Services Focus

During February 2016, the SC Works Upstate Business Services team (BST) was busy building and strengthening relationships with local industry and connecting employers with local partners and qualified candidates.

The save the date for the May 5, 2016 SC Works job fair went out during February and employer interest is pouring in. Four local employers have graciously offered to sponsor our event. AFL, Contingent Resource Solutions, Michelin North America Inc. and Stiel are very excited for the opportunity to sponsor and partner with SC Works Upstate. Employer registrations will be tracked and promoted over the next couple of months.

Business Services is partnering with Daniel Morgan Technology Center to host a job fair for students enrolled in the healthcare program. The event is scheduled to take place on April 10th. Five employers have already registered to attend.

The first session of the 6 part HR Law Series kicked off in Spartanburg on the 4th and on the 29th in Cherokee County. Sessions are scheduled to begin in Greer in early March.

Johnnie-Lynn attended the SCDEW Workforce Symposium on February 17th and 18th.

Michael McNally with the Spartanburg Chamber, Andy Mark with ArcoPoint Labs, and Sergeant Tony Brown with Spartanburg County Sheriff's Office, were the guest speakers for the Community/Business Partner Meeting held on 19th at SC Works Spartanburg.

The SC Works Upstate Business Services Team provided staff support to the Stiel Job Fair hosted on the 23rd in Duncan. 20 job offers were made on-site during the event. Stiel will be located at the former Winn Dixie on 176 and should have their first 50 employees start work on March 7th.

Johnnie-Lynn and Brent, the Workforce Board Accountant, applied for a grant for the Linking to Employment Activities Pre-release (LEAP-2) Program, on February 26th. If funded, the money will be used to expand the Operation Educate program and develop an American Job Center within the Spartanburg County Detention Center.

We are looking forward to hosting a very successful job fair event on March 10th and would like to invite Upstate employers to attend.

J.I.T. PY15
2/1/16 thru 2/29/16 Data **8**

Talent Engagement News:
February 1st - February 29th

Center	Job Referrals
Gaffney	14
Spartanburg	26
Union	3

SC Works WIA Orientation, Workshops, and Workshop Data
Since last J.I.T.

WIOA Orientation Attendees:
(Group and One on One Sessions)

Cherokee – 0
Spartanburg – 26
Union – 0

WorkKeys Completed 2/1 - 2/29

Spartanburg - 82
Union - 2

Intensive Workshop Attendance: 79

Training/Support Services Funding:
(Figures have been adjusted to reflect \$145,000 reallocation)

Adult ITA Funding	232,181.25
Obligation Remaining	40,409.44
Adult Support Services	12,000.00
Obligation Remaining	5,710.00
DW ITA	76,818.75
Obligation Remaining	30,287.25
DW Support Services	543.00
Obligation remaining	743.00

Percentage of Training Distribution:

Manufacturing 72%
Trades 13%
Other 15%

UPSTATE WORKFORCE BOARD EXECUTIVE COMMITTEE MEETING Committee Summary

Meeting Date	March 1, 2016 at 5:00 p.m.
Contact for Questions and Concerns	Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com Ms. Ann Angermeier – 864.596.2028, ext. 104 Email : angermeier@upstaterworkforceboard.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Year-to-date budget review • Employer Engagement review • UWB Staff Policies Approval • Update on DOL and SCDEW • Partner Satisfaction Survey
Action Taken	<ul style="list-style-type: none"> • <i>Voted to approve the Upstate Workforce Board Meeting Minutes Policy</i> • <i>Voted to approve the Upstate Workforce Board Inclement Weather Policy</i>
Results and Outcomes	<p><u>Employer Engagement</u> Ms. Johnnie-Lynn Crosby provided the scope of the Business engagement model to the Committee. SCDEW set a PY 2015 goal to engage 10,000 new businesses to promote the use of SCworks.org as a primary labor exchange solution. The Upstate has been charged with engaging 712 new businesses in order to meet the business engagement metrics and received \$10,000 in incentive funds. However, Ms. Crosby explained that as the Regional Business Solutions Manager, she is uncomfortable focusing on increasing the number of employers utilizing the system, when the labor exchange staff (Recruiters) are unable to maintain quality of service being delivered to existing employer accounts. Ms. Crosby does not recommend developing a strategy to meet the metrics and would recommend redirecting efforts to focus on the delivery of quality services to local businesses. The committee agreed that quality should be our focus.</p> <p>The Committee also passed a motion for Ms. Crosby to proceed with starting negotiations in taking over Greenville Business Services.</p> <p><u>Year-to-Date Budget Review</u> The Committee reviewed the Upstate Workforce Board finances from July 2015–January 2016.</p> <ul style="list-style-type: none"> • The Workforce Board Operating budget was reviewed and is tracking well on all accounts. • The new Incentive Grant (\$3577.00) will reflect in the February financials once that cycles through and is completed. • Currently there is \$3,000 in Program income (Workkeys) and an additional \$4,500.00 currently billed out. <p><u>DOL/SCDEW Update</u></p> <ul style="list-style-type: none"> • The letter from Attorney Lewis Cromer was sent last month to Mr. Les Range, Regional Administrator at the US Department of Labor with copies to Governor Haley, the SC Office of Inspector General and Ms. Cheryl Stanton of SCDEW. • Ms. Ann Angermeier and Ms. Johnnie-Lynn Crosby met in Columbia with Andrea Truitt, Office of Senate Oversight, to discuss the ongoing issues with SCDEW. Ms. Truitt plans to report these findings back to the Office of Senate

	<p>Oversight Committee.</p> <p><u>Policies Review</u></p> <ul style="list-style-type: none"> • Compensatory Policy: Mr. Wade Ballard recommended the policy be tabled until next meeting, as he wants to revise it for legalities. • Meeting Minutes Policy: The policy was reviewed and approved with no abstentions. • Inclement Weather Policy: The policy was reviewed, with one suggestion for a revision. The policy was approved pending the change made.
Items Referred for Board Action	<p>The Executive Committee recommends that the Upstate Workforce Board approve the (P-05) Meeting Minutes Policy and (P-06) Inclement Weather Policy as presented.</p>
Website Reference	<p>www.upstateworkforceboard.org</p>

Upstate Workforce Board Profit & Loss Budget vs. Actual July 2015 through January 2016

		58% of PY15			
Ordinary Income/Expense		Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		598,700.00	598,700.00	0.00	100.0%
1 - Program Income		3,000.00	3,000.00	0.00	100.0%
Total Income		601,700.00	601,700.00	0.00	100.0%
Gross Profit		601,700.00	601,700.00	0.00	100.0%
Expense					
91055 - Salaries and Fringes					
91055a - Temp Staff		65,346.65	137,463.00	-72,116.35	47.54%
91055 - Salaries and Fringes - Other		151,600.31	281,016.00	-129,415.69	53.95%
Total 91055 - Salaries and Fringes		216,946.96	418,479.00	-201,532.04	51.84%
92004 - Dues and Publications		3,050.22	4,000.00	-949.78	76.26%
92500 - Mileage		1,030.98	4,000.00	-2,969.02	25.78%
92510 - Professional Development		1,718.50	13,333.00	-11,614.50	12.89%
92700 - Office Supplies		3,163.12	8,000.00	-4,836.88	39.54%
92704 - Copier		2,108.94	4,000.00	-1,891.06	52.72%
92705 - Advertising and Promo		19,286.62	38,000.00	-18,713.38	50.75%
93121 - Printing		33.15	1,200.00	-1,166.85	2.76%
93145 - Postage and Delivery		153.95	800.00	-646.05	19.24%
93300 - Rent Expense		23,598.68	40,455.00	-16,856.32	58.33%
93452 - Consulting/Contracts		15,174.00	35,000.00	-19,826.00	43.35%
93500 - Vehicle Manpower/Overhead		271.28	1,000.00	-728.72	27.13%
93501 - Vehicle Parts		18.97	700.00	-681.03	2.71%
93502 - Vehicle - Fuel, Oil, Lub		435.21	4,000.00	-3,564.79	10.88%
93600 - Telephone Expense		3,683.60	10,000.00	-6,316.40	36.84%
95000 - Miscellaneous Expense		1,344.66	3,800.00	-2,455.34	35.39%
97000 - Special Projects		1,694.50	12,333.00	-10,638.50	13.74%
99308 - Computer and Software		1,036.21	2,000.00	-963.79	51.81%
99680 - Miscellaneous Equipment		277.00	600.00	-323.00	46.17%
Total Expense		295,026.55	601,700.00	-306,673.45	49.03%
Net Ordinary Income		306,673.45	0.00	306,673.45	100.0%
Net Income		306,673.45	0.00	306,673.45	100.0%

PY15

WIB Incentive Fund Grants

Current % 58%

TOTAL

	thru January 31, 2016 Expenditures	Budget	Variance	% of Budget
Grant				
Incentive Fund Grant #14INC03 (6-30-16)	\$ 1,449.08	\$ 1,911.00	\$ 461.92	75.83%
Totals	\$ 1,449.08	\$ 1,911.00	\$ 461.92	75.83%

UPSTATE WORKFORCE BOARD

Internal Emergency Notification Procedure

This policy delineates the process for Upstate Workforce Board staff notification when there is a change in operational status of the office during emergency situations. The policy also describes the process for informing our funded program directors.

Events /Incidents that may require use of notification procedures include but are not limited to:

- ✓ Inclement Weather (snow, ice, severe storms, tornadoes, flooding, etc.)
- ✓ Utility Changes
- ✓ Criminal Activity (bomb threat, intruder, lock-down, terrorist attack, etc.)
- ✓ Fire
- ✓ Any other condition, event or incident that may affect the operation of any county government building or facility

Preface: The Upstate Workforce Board chose Spartanburg County in 2003 to be its Fiscal Agent and in doing so, staff are on payroll through Spartanburg County as permanent or temporary staff. Unless there are prior commitments that we must keep, the Upstate Workforce Board staff will follow the Spartanburg County Emergency Notification policy as below.

1. Spartanburg County has a phone system in place that will call the Executive Director and Associate Director and leave a recording should the operation status of the Spartanburg County change. This only occurs when there is a change from normal business hours. A message was sent to the Spartanburg County Emergency Manager on February 24, 2016, giving the current phone numbers of the Executive Director and Associate Director so it can be placed in the Emergency Management System. Should either of these numbers change, the Executive Director will inform the Spartanburg County Emergency Manager as soon as possible.
2. The Upstate Workforce Board's Associate Director will call or text all staff of the Upstate Workforce Board with the change in schedule. If the Upstate Workforce Board's Associate Director is on leave, the Executive Director will call or text all staff. DO NOT call 911 for information on closings or delays. It is imperative that staff advise both the Executive Director and Associate Director of changes in phone numbers.
3. In addition to the above notification, Spartanburg County also sends the operational status to local media outlets. Depending on the timing of the call, an employee may find out about the operational status this way.
4. The Associate Director should text the WIOA funded Program Directors to inform them of the operational status of the Upstate Workforce Board office. If the Upstate Workforce Board's Associate Director is on leave, the Executive Director will call or text the WIOA funded Program Directors. Program Directors may follow the same policy as the Upstate Workforce Board or create a policy of their own for their location. If the policy is different from that of the Upstate Workforce Board, it should be sent to the Upstate Workforce Board Director.
5. Recording of time due to emergency situations will be documented as administrative leave on the Spartanburg County Time Sheet. Employees will not be charged leave for this time; however, if employees elect to work while on administrative leave, they do not get paid overtime nor do they earn compensatory time. Temporary employees will also be allowed administrative leave during these emergency situations not to exceed one full day. After one full day, temporary employees may use compensatory time, time off without pay or work additional hours on another day to make time.

UPSTATE WORKFORCE BOARD

Meeting Preparation and Meeting Minute/Website Procedure

Because it is imperative that the Upstate Workforce Investment Board conduct its business openly and honestly, meeting minutes will be made available for committee (Youth, One Stop and Disability) and board meetings within a reasonable time period following these procedures:

- The staff member whose responsibility it is to take accurate minutes at an official meeting (Committee or Board), will transcribe minutes and furnish a DRAFT version within five business days of the meeting date. Once draft version has been approved the meeting minutes will be sent through the final review process outlined on the *Meeting Minute Check List*.
- After review (utilizing the *Meeting Minute Check List* form) from the Executive Assistant, Executive Director and committee Chairperson(s), the staff member will distribute meeting minutes in the following manner (if **NO changes** were made by the Committee Chairperson):
 - A scanned copy of all documents to be loaded to the website will be **emailed** to the Website Administrator (excluding the check list). The staff member **MUST** ensure that any names and sensitive information (other than WIB staff, WIB Board/Committee members, and guest(s) present) is redacted from the scanned copy (minutes and supporting documentation). **No changes should be made to the original documents that are submitted for filing.** The Website Administrator will post minutes to the website **by the close of business on the day following receipt**. The Website Administrator will provide confirmation to the appropriate staff member that minutes are available online. If minutes are not able to be posted within the specified timeframe, the Website Administrator will inform the staff member.
 - Originals will be placed in the Website Administrator's box.
 - The Website Administrator will initial once loaded to the website.
 - The Website Administrator will pass originals to the Executive Assistant for filing.
- After review (utilizing the *Meeting Minute Check List* form) from the Executive Assistant, Executive Director and committee Chairperson(s), the staff member will distribute meeting minutes in the following manner (**IF changes** were made by the Committee Chairperson):
 - A paper copy of the minutes and all attachments, along with the *Meeting Minute Check List*, to the Executive Director for final approval.
 - The Executive Director will forward the meeting minutes along with *Meeting Minute Check List* initialed and dated **to the committee staff person.**

- A scanned copy will be **emailed** to the Website Administrator (excluding the checklist). The staff member **MUST** ensure that any names and sensitive information (other than WIB staff, WIB Board/Committee members, and guest(s) present) is redacted from the scanned copy (minutes and supporting documentation). **No changes should be made to the original documents that are submitted for filing.** The Website Administrator will post minutes to the website **by the close of business on the day following receipt.** The Website Administrator will provide confirmation to the appropriate staff member that minutes are available online. If minutes are not able to be posted within the specified timeframe, the Website Administrator will inform the staff member.
- Originals will be placed in the Website Administrator's box.
- The Website Administrator will initial once loaded to the website.
- The Website Administrator will pass originals to the Executive Assistant for filing.
- Only the Upstate WIB meeting minutes will require approval at the following meeting. Therefore, the Executive Assistant will notify the Website Administrator of approval or changes **within two business days of the meeting in which the minutes are approved** (all previous steps should be completed up to this point).
- Minutes may be posted on the secured board member access site prior to a meeting for board members to review prior to approving minutes as written. Minutes will be posted to this site within **two business days of receipt by the Website Administrator;** a confirmation of the posting and password reminder will be sent by the Website Administrator to the appropriate staff member.
- Should a change need to be made to the minutes, it is the responsibility of the assigned staff member to the committee to make corrections and email the corrected version to the Website Administrator.
- Minutes for the *current and previous program year* will be available on the website.

Board Meeting Preparation Procedure

The Upstate Workforce Board (Upstate WB) meets no less than five times annually. Dates should be set by the WB Board Chair. The Executive Director's Assistant should work with the Board Chair in late June to set the meeting dates for the next program year (July 1-June 30). Board members, WB staff, contractor staff, the SCDEW representative and local media should be notified once dates are confirmed. The dates are to be forwarded to the individual responsible for website posting so they are placed on the website.

Current Upstate WB Committees include: One Stop, Youth, Disabilities, Nominating and Executive. Upstate WB Committee meetings should be scheduled no less than two weeks prior to Board meetings. Meeting dates should be set for the program year when possible.

When preparing for an official Upstate Workforce Board meeting, the following task list will be followed:

- Board Meeting Task List Checklist

When preparing for an Upstate Workforce Committee, the following task list will be followed:

- Committee Meeting Task List Checklist

All Meeting Task List Checklists should be filed within their specific Meeting Minute binder.

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

Date Issued: May 24, 2011
Date Effective: Immediately
Updated: January 14, 2016

Attachment A

Meeting Name: _____

Meeting date: _____

- ☒ 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.

_____	_____	_____	_____
Reviewer's Initials	Date	Reviewer's Initials	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: _____	_____	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

Date:

Board Meeting Task List Checklist

Attachment B

Time Frame	Actual Date	Committee	Task	Completed
2 weeks prior		Board	Select & Secure Meeting Venue	
2 weeks prior		Board	Request progress reports from Contractor staff	
2 weeks prior		Board	Request preferred speaker from Executive Director	
2 weeks prior		Board	Make contact(s) with speaker (to preview options if applicable)	
2 weeks prior		Board	Ensure meeting location has projection screen	
12 days prior		Board	Prepare powerpoint presentation that follows agenda	
10 days prior		Board	Distribute PP to appropriate staff for feedback	
10 days prior		Board	Select & acquire speaker	
10 days prior		Board	Put in catering order	
10 days prior		Board	Request financial reports from CFO (to send me FINAL copies 5 days before meeting)	
10 days prior		Board	Send email to Committee members reminding them of meeting and request RSVP (also include contractors, staff, SCDEW area Director)	
10 days prior		Board	Consult with Ann and Committee Chair of the Agenda for Meeting	
10 days prior		Board	Consult with Ann on supplemental info for meeting packet	
9 days prior		Board	Create a RSVP spreadsheet to track attendance	
8 days before		Board	Type up Agenda and get approval from Chair and Ann	
1 week before		Board	staff provide feedback within two days	
6 days prior		Board	make changes to PP if necessary and print out packets for each attendee	
6 days prior		Board	compile all committee summaries, financials, dashboards and suppl info	
6 days prior		Board	Load meeting packet to website and notify Board members that they are available. Remind members that they are responsible for advance review and bringing their own packet to meeting.	
3 days prior		Board	Final head count to caterer	
3 days prior		Board	Reconfirm speaker	
2 days prior		Board	Confirm final attendance; if no quorum met, notify ED immediately	
2 days prior		Board	Make copies of Agenda packet	
1 day prior		Board	Sign-in sheet	

1 day prior	Board	Final reminder to caterer	
1 day prior	Board	Name Plates	
1 day prior	Board	Extra Agendas (minimum of 20)	
1 day prior	Board	Extra Packets (minimum of 6)	
1 day prior	Board	Presentation is saved to flash drive	
1 day prior	Board	recorder	
1 day prior	Board	projector if needed (<i>confirm all needed components are in the bag</i>)	
1 day prior	Board	computer	
1 day prior	Board	surge protector and extension cord (<i>if needed</i>)	
1 day prior	Board	remote control for projector and extra batteries (<i>if needed</i>)	
1 day prior	Board	Recommended that room set up occur day before meeting date	
1 day prior	Board	Ensure all printed materials and equipment are packed and ready to be taken to the meeting location.	
day of	Board	Connect equipment and test presentation	
day of	Board	set out agenda packets at each seat	
day of	Board	Display name plates for Board Members in alphabetical order	
day of	Board	Ensure room is set up in "U" formation with extra guest chairs away from the table	
day of	Board	Collect sign-in sheet and ensure all attendees signed	
day of	Board	Collect name plates	
day of	Board	Pack equipment (computer, projector, cords, etc.)	
day of	Board	Collect extra materials	
day of	Board	Dispose of trash left on tables and clean tables	
day of	Board	Pack up extra food	
day of	Board	Restore meeting venue to original condition (tables, etc.)	
1 day after	Board	Send (or make available) any additional information/documents to board members that were not present at the meeting.	
2 days after	Board	Process food and room rental invoices and give to CFO	
2 days after	Board	Type Meeting Minutes (<i>follow meeting minutes policy</i>)	
5 days after	Board	Send "Draft" of Meeting Minutes to Associate Director to proof	
7 days after	Board	Make suggested corrections to Minutes.	
7 days after	Board	Send "Proposed Final" Meeting Minutes to Executive Director for input and final approval	
10 days after	Board	Once approved by the Executive Director, send to Board Chair for approval	

12 days after		Board	Once approved by Board Chair, make final changes and file in binder with meeting packet. NOTE: these Minutes will be reviewed for "Final approval" by the full Board at the NEXT Board meeting.	
12 days after		Board	File the following documents: caterer invoice, board packet, sign-in sheet, all meeting check sheets, draft of meeting minutes, etc.	

Date:

Committee Meeting Task List Checklist

Attachment C

Time Frame	Actual Date	Committee	Task	Completed
2 weeks prior			Select & Secure Meeting Venue	
2 weeks prior			Request progress reports/dashboards from Contractor staff	
10 days prior			Put in catering order	
10 days prior			Request financial reports from CFO (to send me FINAL copies 5 days before meeting)	
10 days prior			Send email to Committee members reminding them of meeting and request RSVP (include staff, SCDEW Youth area Director (if Youth Committee), contractor staff--if applicable	
10 days prior			Consult with Ann and Committee Chair of the Agenda for Meeting	
10 days prior			Create a RSVP spreadsheet to track attendance	
1 week prior			Type up Agenda and get approval from Chair and Ann	
5 days prior			Final reminder email to Committee members and attach agenda, financials and supplemental info; Confirm attendance; if no quorum met, notify ED immediately	
3 days prior			Final head count to caterer	
2 days prior			Make copies of Agenda packet	
1 day prior			Sign-in sheet	
1 day prior			Final reminder to caterer	
day of			Set up room/tables/chairs	
day of			Set out agenda packets at each seat	
day of			Display sign-in sheet and extra copies near room entrance	
day of			Ensure caterer arrives and food is set up	
1 day after			Send (or make available) any additional information/documents to board members that were not present at the meeting.	
2 days after			Process food and room rental invoices and give to CFO	
2 days after			Type Meeting Minutes (<i>follow meeting minutes policy</i>)	
5 days after			Send "Draft" of Meeting Minutes to Associate Director to proof	
7 days after			Make suggested corrections to Minutes.	
7 days after			Send "Proposed Final" Meeting Minutes to Executive Director for input and final approval	
10 days after			Once approved by the Executive Director, send to Board Chair for approval	
12 days after			Once approved by Board Chair, upload approved Minutes and meeting packet to website	
12 days after			Type Committee Summary for Board meeting	
12 days after			File the following documents: caterer invoice, board packet, sign-in sheet, all meeting check sheets, draft of meeting minutes, etc.	
13 days after			Submit Committee summary to Executive Director for approval	
14 days after			Make any final changes to Committee Summary; print and put with any supporting docs for Board meeting (part of Board packet to copy and upload to website)	

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

Meeting Date	March 7, 2016 at 12:00 p.m.
Contact for Questions and Concerns	Ms. Ann Angermeier – 864.596.2028 Email : angermeier@upstateworkforceboard.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Financials for ACHIEVE (through January 2016) and The YouthStop (through January 2016) • Youth Program Reports/Dashboards • Grant Modification Requests for ACHIEVE • High School Visits Update • Individual Graduation Plans
Action Taken	<i>Voted and approved the ACHIEVE budget modification request as presented.</i>
Results and Outcomes	<p><u>ACHIEVE Grant Modification Request</u> ACHIEVE has had more participants ask for/need work experiences in PY15. More work experiences have been successful with some continuing as a hired employee. ACHIEVE has more participants that need/want a work experience before the end of PY15. The \$2,000 increase is allocated to the Work Experience Stipends line item with no increase in any other line items of the budget. The overall budget will increase by \$2,000 accordingly, from \$341,196.78 to <u>\$343,196.78</u>. The Work Readiness/Work Experience stipends would increase from \$11,072.33 to <u>13,072.33</u>.</p> <p><u>Individual Graduation Plans</u> Ms. Susan Rogers disseminated an <i>Individual Graduation Plan Resource Guide</i> and reported on the requirements for starting individual graduation plans for students in South Carolina. She stated that the districts have a full-time or part-time Career Development Facilitator to help students and parents understand what classes are necessary in order to graduate.</p> <p><u>High School Visits Update</u> Mr. Dwayne Hatchett, Workforce Solutions Manager of Upstate Workforce Board, updated the Committee on his attendance at Career Day at Boiling Springs Middle School, as well as presenting to 11th graders at a local high school on WorkKeys.</p>
Items Referred for Board Action	<i>The Youth Committee recommends that the Upstate Workforce Board approve the ACHIEVE budget modification request as presented.</i>
Website Reference	www.upstateworkforceboard.org

ACHIEVE 58% of PY15

ACHIEVE Profit & Loss Budget vs. Actual July 2015 through January 2016

	Jul '15 - Jan 16	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	7,401.59	13,637.66	-6,236.07	54.27%
Operating Expenses	562.12	24,985.60	-24,423.48	2.25%
Staff Salaries & Fringe Benefit	60,892.58	208,245.12	-147,352.54	29.24%
Supportive Services	3,884.59	22,700.00	-18,815.41	17.11%
Vocational Exploration (W E)				
Staff Salary/Fringe	16,567.36	40,393.02	-23,825.66	41.02%
V E Indirect Costs	0.00	3,231.44	-3,231.44	0.0%
Vocational Exploration (W E) - Other				
Total Vocational Exploration (W E)	4,199.98	11,072.33	-6,872.35	37.93%
Total Expense	20,767.34	54,696.79	-33,929.45	37.97%
Net Income	93,508.22	341,196.78	-247,688.56	27.41%
	247,688.56	0.00	247,688.56	100.0%

YouthStop
Profit & Loss Budget vs. Actual
July 2015 through January 2016

YouthStop 58% of PY15		Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Income					
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		33,760.92	52,727.88	-18,966.96	64.03%
Operating Expenses		40,378.51	76,307.24	-35,928.73	52.92%
Staff Salaries & Fringe Benf.		147,709.66	269,886.25	-122,176.59	54.73%
Supportive Svcs for A & O Svcs		915.00	10,720.50	-9,805.50	8.54%
Vocational Exploration (WE etc)		0.00	10,000.00	-10,000.00	0.0%
Total Expense		223,737.15	433,991.87	-210,254.72	51.55%
Net Income		210,254.72	0.00	210,254.72	100.0%

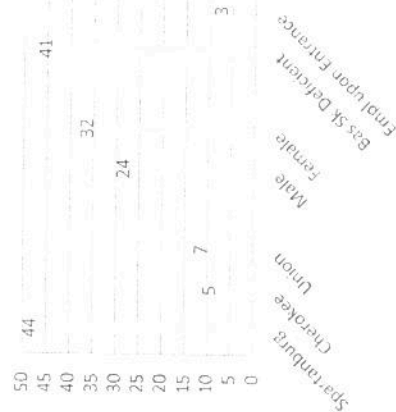
USC Upstate ACHIEVE Program Progress Report PY15 July 1, 2015--June 30, 2016

2/29/2016

	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	15	7	10	10					100
Pending Applications	5	20	11	12	12	3	5	4					72
Eligible WIA Applicants	1	4	3	2	2	1	3	7					23
Referrals to other agencies	3	6	5	6	6	2	2	3					33
Carryover (Prev. Yr)	30	NA	NA	38	NA	NA	41	NA					NA
New Enrollments	0	3	4	3	0	2	4	2					18
New enrlmnts BSD--rds and/or math	0	1	3	2	0	0	3	1					10
Total Active End of Quarter	0	NA	36	NA	NA	42	NA	NA					NA
Total Served (New CO)	30	33	37	40	40	42	47	49					NA
Exiters entering Follow-up	0	9	3	0	4	4	0	2					22
Of those exiting the # Employed or in	0	3	1	0	0	0	0	0					4
Advanced Training at Enrollment	0	4	2	2	4	2	0	2					16
Placed in Empl/College/Adv Trng	0	2	0	0	0	5	0	1					8
GED's Earned	21	0	5	1	1	0	0	0					28
Occupational Credentials Earned	22	2	3	2	0	0	3	1					33
Entering as BSD in rdy and/or math	18	4	3	0	5	1	0	3					34
Attaining L/N in at least 1 subj	18	0	0	1	1	1	0	2					23
WorkKeys Earned (Silver or above)	0	4	2	3	2	1	0	5					17
Pre-employment class completed	0	1	0	1	6	3	0	1					12
Work Experiences Completed	0	5	0	0	0	0	0	0					5
Driver's Ed													

30 of the carried over need L/N.

Demographics of Total Served--56 PY15 7/1/15--03/03/16



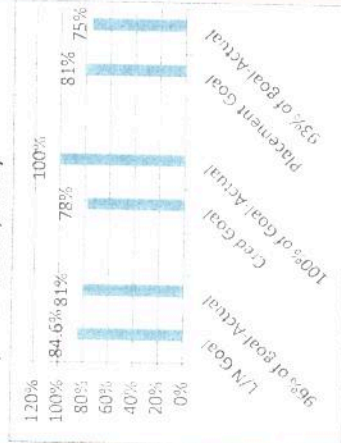
This chart includes students that cannot be counted in carryover but still being served--new, carryover and carryover not counted.

YTD Budget--02/29/2016

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 208,245.12	\$ 132,426.35	64.0%
Operating	\$ 24,985.60	\$ 2,306.96	9.0%
Training	\$ 68,334.45	\$ 24,332.95	36.0%
Support Services	\$ 22,700.00	\$ 5,688.11	25.0%
Indirect	\$ 16,931.61	\$ 2,979.68	18.0%
Total	\$ 341,196.78	\$ 167,734.05	

Note: Staff salfringe includes the percentages allotted in the Training category, which causes the Training category (which includes WE) to seem less spent. These figures are actual and may not have billed by USC.

PY15--2nd Qtr (Oct 1--Dec 31, 2015)



WIA Common Measures

YTD (7/1/15--03/03/16)

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



Ju... In Time Report

J. I. T. PY 15 8

February 2016

Work Experiences Abounding

The Program Year 2015-2016 (PY15) kicked off the beginning of the new Department of Labor up and coming regulations called the Workforce Innovative and Opportunity Act, or WIOA. ACHIEVE has been busy preparing its participants not only in GED preparation but in developing career pathways to ensure guidance from the moment a participant enters ACHIEVE to undergo work readiness that prepares each to enter the workforce once the goals at ACHIEVE are completed. The entire program for a participant can last up to two years. During this time, participants have work experiences to engulf them in their area of career interests (when possible) as well as to practice soft skills. This year, ACHIEVE has built partnerships with numerous community agencies that host and mentor the youth work experiences. Four of our current business partners who are hosting these are...

Safe Homes (social work)
Beowulf Technologies (IT)
The Haven (social work)
SPIHN (social work)

ACHIEVE is thankful for the business partners who are willing to make a difference in the lives of these youth.

(Work experience photos will appear in the March JIT issue.)

February 1st – February 29 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 ACHIEVE's own staff who shared some of our experiences of overcoming obstacles to obtain our current careers.
- On February 18, Gale Jackson and Helen Merriweather attended the SC Works Gaffney partnership meeting held at the Copeland Center. Featured speakers were two DHEC representatives that shared their health lifestyle initiative.
- On February 23, Susan Griffith attended the SC Works Union partnership meeting for Union Workforce Summit updates and agency updates.
- On February 22, Helen Merriweather, as a committee member, attended the Mary Black Foundation CAB meeting for strategic planning of the grant awarded to the MBF to educate and intercept youth to prevent teen pregnancy.
- On February 25, Helen Merriweather participated in the bi-monthly Workforce Board Grantee meetings. Program updates and WIOA news was shared among the grantees.
- On February 26, Helen Merriweather attended in a day long workshop, Positive Youth Development, hosted by the Mary Black Foundation. The workshop was interactive and provided a guide to youth-worker resources.
- BirhMatters, an ACHIEVE partner, educated participants in an interactive, three-day session workshop, *Be Proud! Be Responsible!*
- ACHIEVE participants delivered Mobile Meals as a service-learning project.
- ACHIEVE welcomes our new therapist/counselor, Carla Turner, who began in February, taking the place of our former therapist/counselor who resigned due to a fulltime job. Ms. Turner provides workshops on relationships, stress management and other pertinent life issues, aside from the necessary time spent counseling individual participants.

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

Current Statistics

Enrollment	89%
Credentials	100%
Literacy/Numeracy	81%
1 st Qtr. Placement	75%

YTD Enrollment Demographics

Male/Female	24/32
Spartanburg Co.	44
Union Co.	7
Cherokee Co.	5

Upcoming Participant Events

CellBotics Training
March 21-25

Regency Beauty Institute Tour

SCC Main Campus Tour

CERT Training
April 19-27



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	50	25					521
# Of applications received	2	1	3	14	4	1	3	6					34
# Of academically eligible	2	1	3	14	8	1	3	6					38
# Of eligible WIOA applicants	2	1	2	3	7	0	1	5					21
# Of referrals to other agencies	5	5	1	2	2	1	23	10					49
# Of carryovers (Prev. Yr or Mo)	7	7	8	13	16	23	26	27					27
# Of new enrollments	0	3	2	3	7	3	1	2					21
% Of Enrollment Benchmark	14%	20%	26%	32%	45%	51%	51%	55%					58%
Total active end of month	7	10	13	16	23	26	27	29					29
# Of exiters entering follow-up	0	0	59	1	0	0	2	0					62
# Placed in empl/college/adv. trng	0	0	48	1	0	0	2	0					51
# Of diploma's earned	0	0	52	1	0	2	3	0					58
# WorkKeys platinum earned	0	0	0	0	0	0	0	0					0
# WorkKeys gold earned	0	0	1	0	0	0	0	1					2
# WorkKeys silver earned	0	0	1	0	0	1	1	0					3
# WorkKeys bronze earned	0	0	0	1	0	1	0	0					2

The YouthStop™ Demographics



Total Served YTD

29 Carryovers plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 269,886	\$ 169,990	66%	63%
Operating	\$ 76,307	\$ 46,095	66%	60%
Instructional Training	\$ 14,350	\$ 973	66%	7%
Work Placement & Recovery	\$ 62,728	\$ 38,440	66%	61%
Supportive Service/Incentives	\$ 10,721	\$ 915	66%	8%
Total	\$ 433,992	\$ 256,414	66%	59%

Invoices through 2/29/2016

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

PY15 3rd Quarter Performance



YTD Outcomes for PY15



College Tour ...

Downtown Campus of Spartanburg Community College

A group of participants from The YouthStop™ toured the downtown campus of Spartanburg Community College on Thursday, February 25, 2016. The group learned about the more than 100 programs of study offered at the campus. Highlights included advanced manufacturing, culinary arts, engineering technologies, machine technologies, nursing, paramedic and EMT and radiologic technology. The group also learned about how the University Transfer program can lead to the attainment of a bachelor's degree in certain academic areas. Admissions procedures and financial aid options were also discussed.



Work Experience ... *SPOTLIGHT*



Cashyna Middleton, a participant at The YouthStop™, began a work experience with the Spartanburg City Police in January. Under the supervision of Deputy Chief Jennifer Kindall, Cashyna is learning all aspects of community policing. Her workday is a mixture of procedural, administrative tasks and field experience in the city of Spartanburg.

"I have always been interested in being a police officer. But, I wanted a better idea of what the average day is like. You just never know until you are actually in the job. This work experience has let me see that I do like the environment and the job duties. It has made me even more sure that I want to be an officer."

Cashyna is a graduate of Spartanburg High School and the mother of two small children. During her time at The YouthStop™, her primary focus has been on creating a Career Pathway and moving forward to gain employment. She has completed several workshops, a work readiness training series and the My Next Moves program.

The City Police have positions open and will be evaluating Cashyna for unsubsidized employment at the end of the work experience.

Staff Development

Dineitha Salmon attended a two-part webinar on helping job seekers with a criminal history on Thursday, February 25 and Thursday, February 26. SC Works of Union County hosted the event.

Michelle Hawkins and Natasha Mullins attended an information session with SC Thrive on "Mental Health: First Aid," on February 26, 2016. The event was sponsored by the Spartanburg Youth Alliance.

Odds 'n Ends

Workshops were offered on financial literacy, entrepreneurial skills and goal setting.

Work Readiness Training was offered and work experience placements continued. Currently, participants are placed at Animal Allies, City of Gaffney, Spartanburg City Police, SC Works-Cherokee and SC Works-Union. If you know of a business or non-profit willing to host a work experience, please contact Dineitha Salmon at 864-583-4433 for a consultation.

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"

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

Meeting Date	March 3, 2016 at 12:00 p.m.
Contact for Questions and Concerns	Ms. Ann Angermeier – 864.596.2028 Email : angermeier@upstateworkforceboard.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>Discussion and Planning for Disabilities Training</i> • <i>Review of the revisions made to Committee Charter</i>
Action Taken	<ul style="list-style-type: none"> • <i>Disabilities Training syllabus discussed; panelists identified for Q&A session</i> • <i>Reviewed second draft of Committee Charter; no further suggestions made</i>
Results and Outcomes	<p><u>Review of Syllabus for Disabilities Training (SC Works, YouthStop, ACHIEVE & SC DEW staff)</u></p> <p>The Committee reviewed the syllabus that Ms. Lynne Bosma of Able SC organized for the disabilities training, which will be scheduled on two half-days (8:30 a.m. – 1:00 p.m.). The schedule will consist of a training presentation, lunch and panel discussion. Confirmed and potential individuals for the panel were discussed. The Committee attempted to choose the training dates; however, it was agreed that Ms. Kara Tanenbaum of Upstate Workforce Board would first poll the trainers, panelists and center managers to determine their availability and after dates were narrowed down, she would poll the Committee members to finalize the dates.</p> <p><u>Review of the Committee Charter</u></p> <p>Ms. Thomas informed the committee that the revisions recommended at the last meeting for the Charter were added. Ms. Thomas requested that the members read through the Charter and inform her if any additional revisions should be made before the Charter was finalized.</p>
Items Referred for Board Action	<i>None</i>
Website Reference	www.upstateworkforceboard.org

South Carolina WIOA Planning Regions

