



Upstate Workforce Board Meeting Minutes
May 21, 2018 - 8:30 a.m.
Spartanburg YMCA

Board Members Present

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Jim Cook
Mr. Chuck Ewart
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Lisa Hannon
Mr. Craig Jacobs
Dr. Brian Nottingham
Mr. David Wall

Board Members Absent

Mr. Ryan Childers
Mr. Jay Coffey
Ms. Elizabeth Guzzo
Mr. Cherie Pressley
Ms. Mari Van Fossen
Mr. Evander Thomas
Ms. Jennie Thomas

UWB Staff Present

Ms. Ann Angermeier
Mr. Brent Bishop
Ms. Vicki Lawson
Ms. Simone Mack-Orr
Ms. Dana Wood

Guests Present

Mr. Brian Alston
Ms. Kathy Bell
Ms. Rieta Drinkwine
Ms. Michelle Hawkins
Ms. Helen Merriweather
Mr. Warren Snead
Ms. Valerie Stapleton
Ms. Rane Standberry
Mr. Doug Stephenson

Welcome

Mr. Curtis Anderson, Chairman, called the meeting to order at 8:31 a.m. Mr. Anderson thanked Mr. Craig Jacobs and Mr. Robert Faucett for acting on his behalf at the last two meetings.

Approval of Meeting Minutes

The minutes of the March 19, 2018, meeting were reviewed. ***Mr. Craig Jacobs made a motion to accept the minutes as written. Mr. Chuck Ewart seconded the motion. There were no abstentions and the motion carried.***

SC Works Union move to Library Update by Ms. Rieta Drinkwine

Ms. Ann Angermeier introduced Ms. Rieta Drinkwine, the Director of the Union County Library, and thanked her for securing the robots for the STEM Camp at Sims Middle School this summer. Ms. Drinkwine shared some history of the library and updates over the years, as well as pictures of the ongoing construction. Expected completion of the library renovations and SC Works relocation is early September.

Executive Committee Report

Mr. Curtis Anderson, Executive Committee Chair, reported on behalf of the Executive Committee. The committee met on April 30, 2018.

Mr. Anderson asked Ms. Dana Wood to update the Board on the SCDEW monitoring that was conducted in November. Ms. Wood stated that the UWB staff prepared and submitted responses to the findings/observations. There were no disallowed costs, but we definitely have disagreement on some business services issues to which we will appeal to the US DOL. These are issues that we think represents overreach by the SCDEW. Ms. Angermeier informed the Board that the challenges are with SCDEW at the state level and not the local level as it relates to business services.

Mr. Anderson reviewed the Upstate WB budget modification with the Board. **The Executive Committee recommends that the Upstate Workforce Board approve the WB budget modification as written.** Ms. Dana Wood reported that the requested modification involves shifting money from various line items to other line items where it is needed. With no further discussion, the **Board voted unanimously to approve the WB budget modifications as written. There were no abstentions.**

Mr. Anderson also shared the Federal Funding Documentation Policy with the Board. The committee reviewed the policy in great detail at the meeting. **The Executive Committee recommends that the Upstate Workforce Board approve the Federal Funding Documentation Policy as written. With no further discussion, the Board voted unanimously to approve the Federal Funding Documentation Policy as written. There were no abstentions.**

Mr. Curtis Anderson reported the meeting dates for the Board and all Committees have been set for the 2018-2019 year and a schedule is attached to the meeting packet.

One Stop Committee Report

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on April 10, 2018. The Committee reviewed participant numbers and budgets, with no concerns being noted. All programs appear to be on track.

Mr. Jacobs informed the Board that the One Stop Committee spent time reviewing quotes from vendors related to updating some of the SC Works furniture in the lobby area and the resource room. **After much consideration, the One Stop Committee recommends that the Upstate Workforce Board approves spending \$14,315 for the lobby furniture redesign at the SC Works Spartanburg location.** It was noted that the Board had previously set aside \$20,000 for this project. **The Board voted unanimously to approve the lobby redesign. There were no abstentions.**

Mr. Jacobs then reviewed the SC Works budget modification request. Ms. Dana Wood explained that the modification is a multi-line item shift. She also reminded the Board that they were previously polled to add \$10,000 in unobligated dollars to the budget. That \$10,000 is reflected in the summary of changes. **The One Stop Committee recommends that the Upstate Workforce Board approve the ResCare**

Budget Modification as written. The Board voted unanimously to approve the ResCare Budget Modification as written. There were no abstentions.

Mr. Jacobs asked Ms. Wood to give an update on the Transportation Demo Grant. Ms. Wood reported that approximately \$80,000 would not be expended by the Upstate area and will be returned to the state. The UWB staff were dismayed that riders could not be found to satisfy this grant. We continue to hear that transportation is a big barrier. Ms. Angermeier stated that if we had not been limited to a SC DOT provider, we could have utilized the funding. Ms. Wood shared that the Spartanburg County Transportation Bureau has been phenomenal in their work with this program. Everyone tried very hard to make the program work, but unfortunately the parameters of the grant made our service delivery model difficult.

Youth Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on April 18, 2018. He said that the ACHIEVE and YouthStop programs are doing well and the work-based learning is tracking better at this point in the year compared to last year. There was discussion to modify the Dashboards for the youth programs to a more uniform look moving forward. He also informed the Board that the youth programs were secret shopped for the first time in program history. Ms. Wood reported that she had not met with the youth programs yet and that there are areas for improvement while other aspects are doing very well.

Mr. Anderson informed the Board that the Youth RFP review committee met and spent a lot of time reviewing the 3 proposals that were received regarding WIOA Youth services. After careful consideration, the review committee made a recommendation to the full Youth Committee to fund ACHIEVE and YouthStop for the RFP cycle. Mr. Anderson reported that ACHIEVE and YouthStop scored higher than Goodwill in the review process. This recommendation was accepted by the committee and now the **Youth Committee recommends that the Upstate Workforce Board fund the ACHIEVE and YouthStop programs for current funding cycle. The Board voted unanimously to approve funding ACHIEVE and YouthStop for the current funding cycle. There were no abstentions.**

Mr. Anderson reported that each of the youth programs has submitted their additional funding stream information for funds received from sources other than WIOA. That information has been reviewed by staff and there are no concerns.

Mr. Anderson spoke about the Job Fair held at R.D. Anderson. He shared his surprise at the number of 50+ aged job seekers and the number of younger applicants who are not willing to work 2nd or 3rd shift. Mr. Anderson asked Mr. Warren Snead of Cooper Standard spoke further on the job fair. Mr. Snead shared that his company saw a number of graduating seniors and appreciated the opportunity to guide young people to a career in manufacturing versus one in fast food. Overall it was an outstanding job fair. Mr. Doug Stephenson reported there were 46 employers, 729 job seekers and 69 on-the-spot job offers.

Disabilities Committee Report

Ms. Dana Wood reported on behalf of the Disabilities Committee. The committee met on April 27, 2018. She said that they discussed the recent ADA Facility Review Reports by ABLE SC. Ms. Wood reported that all the location landlords have responded well to the need for upgrades. SCC will be redoing their

parking lot. The building housing the UWB has made many changes and continues to do so. Ms. Wood is meeting today with the developers that own the building YouthStop is hoping to move and will discuss some concerns there.

Ms. Wood asked Mr. Chuck Ewart to report on the Disabilities Luncheon on May 11, 2018. Mr. Ewart thanked Mr. Craig Jacobs for his sponsorship. This year's event focused on Invisible Disabilities such as PTSD, Asperger's/Autism, Mental Illness and Depression/ Anxiety. The event was attended by over 70 community business leaders and partners. In the future, more employers are needed to attend this informational luncheon.

Executive Director Update

Ms. Ann Angermeier, Executive Director, deferred to Ms. Dana Wood to give an update on the Re-Entry program. Ms. Wood explained the UWB Re-Entry program is the only one in the state being run in a county detention facility.

- Program budgeted for 32 participants, and 29 have completed. Program on pace to overenroll.
- 79% of participants have attained Silver or higher on WorkKeys.
- 89% of participants have secured employment.
- 93% of participants have completed the program.
- 89.65% are in communication with the Re-Entry Specialist and are receiving follow-up services.
- Only 3 of the 29 graduates have returned to jail
- Participant attitudes are changing with successes in the program
- Results of the last cohort completed:
 - 2 participants are employed with Sloan Construction
 - 1 GED was obtained, through Adult Education, during incarceration
 - 1 participant who had zero contact with his minor children is gainfully employed and currently seeking joint custody
 - 11 graduates were offered employment at a minimum of \$12.00 per hour
 - 3 participants had their driver's licenses reinstated

The UWB staff is apply for funding through the State Workforce Development Board in hopes of sustaining and enhancing the program. There are also plans to add a ladies' cohort to the program.

Ms. Ann Angermeier informed the Board that a new promotional initiative will be happening over the summer. An outreach commercial promoting manufacturing careers will be showing in movie theatres in the Upstate.

Adjournment

With no other business, Mr. Curtis Anderson thanked the Board for their service and said he looks forward to the next program year. The meeting was adjourned at 9:45 a.m.

Next meeting date: September 17, 2018

**Upstate Workforce Board Meeting
May 21, 2018 at 8:30 a.m.
YMCA of Greater Spartanburg**

8:30 AM

- Welcome
- *Approval of the March 19, 2018 Meeting Minutes

Mr. Curtis Anderson, Chairman

8:35 AM

- Re-Entry Presentation
- SC Works Union move to Library Update

Mr. Kevin Wakefield & Mr. Kenneth Bryant
Sloan Construction

Ms. Rieta Drinkwine
Union County Library

8:50 AM

- Executive Committee Report
 - *WB Budget Modification
 - *Federal Funding Documentation Modification
 - 2018-2019 Meeting Dates

Mr. Curtis Anderson, Chair

9:00 AM

- One Stop Committee Report
 - *Lobby Redesign
 - *Budget Modification

Mr. Craig Jacobs, Chair

9:10 AM

- Youth Committee Report
 - *RFP Recommendations

Mr. Curtis Anderson, Chair

9:20 AM

- Disabilities Committee Report

Ms. Jennie Thomas, Chair

9:25 AM

- Executive Director Update

Ms. Ann Angermeier, Executive Director

9:35 AM

- Other Business and Adjourn

**Action Required*

Next meeting: September 17, 2018 at 8:30 a.m.

Mission Statement: Advancing the Future of Business and Community



Upstate Workforce Board Meeting Minutes
March 19, 2018 - 8:30 a.m.
Spartanburg Marriott Hotel

Board Members Present

Mr. Wade Ballard
Mr. Bill Brasington
Mr. Jay Coffey
Mr. Jim Cook
Mr. Chuck Ewart
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Elizabeth Guzzo
Ms. Lisa Hannon
Mr. Craig Jacobs
Dr. Brian Nottingham
Ms. Cherie Pressley
Ms. Jennie Thomas

Board Members Absent

Mr. Curtis Anderson
Mr. Shelley Blount
Mr. Ryan Childers
Mr. Evander Thomas
Ms. Mari Van Fossen
Mr. David Wall

UWB Staff Present

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

Guests Present

Mr. Brian Alston
Ms. Kathy Bell
Ms. Rochelle Brown
Mr. Taylor Brown
Ms. Johnnie Lynn Crosby
Ms. Michelle Hawkins
Mr. Deivis Henao
Mr. Sam Hook
Ms. Helen Merriweather
Mr. Warren Snead
Mr. Brad Williams

Welcome

Mr. Robbie Faucett, Vice-Chairman, called the meeting to order at 8:29 a.m. Mr. Faucett welcomed guests Mr. Warren Snead from the State Workforce Board and Mr. Brad Williams from ResCare.

Approval of Meeting Minutes

The minutes of the January 22, 2018 meeting 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.*

Digital Micro-targeting Campaign Update by Mr. Taylor Brown

Mr. Taylor Brown, Director of Digital Marketing of The Palladian Group, gave a campaign update of the digital micro-targeting project they are running for the Upstate Workforce Board (UWB). He said his update is based on one month of data collected since the campaign began. Mr. Brown said they have been tracking what people did once they saw our advertisements. He has identified job seekers outside the

area who would be willing to relocate here and also targeted students at local technical and career technology schools. The campaign has been reaching not just people who are unemployed but those who are actively seeking work. He is advertising two large fields of work, Construction and Manufacturing, which represent a lot of available jobs in our area. Using Google analytics, he is able to obtain data based on browsing and search patterns, and then set up a conversion oriented landing pad with information about local employers and the UWB. Our advertisements are showing up on desktop computers, mobile devices and websites. They are actually following individuals to see what websites they follow.

We are now 1 and ½ months into the campaign and already there is data to show that the ads are working. So far, we have had 613,000 targeted ad displays which is 5 times the average national interaction rate. We have been averaging about 40 cents per click which is dipping as we get more efficient. It costs only two dollars to display one thousand ads. The traffic on the UWB website shows that we are converting browsers to click on and look at the page. Since the campaign began, there has been a 30% increase in the number of website users of the UWB site. This includes a 28% increase in new users. Demographics of the ads show that people ages 25 to 34 represent the largest group who are engaged and 59% of those clicking on ads are female. The UWB ads have reached all but five US states. The next step will be to continue to optimize the ad creatives and see which ads work best. If the campaign seems not to be working in one region, we can switch to another area. We can also use the campaign to advertise specific programmatic events such as the SC Works Annual Job Fair. Ms. Dana Wood pointed out that we can change the ads within a 30 minute time span. She said we are trying to promote an "Earn While You Learn" program and are getting people to fill out contact forms. We have gotten interaction from people in Louisiana, North Carolina and Virginia for this particular campaign.

Executive Committee Report

Mr. Robbie Faucett, Executive Committee member, reported on behalf of the Executive Committee. The committee met on February 26, 2018. Mr. Faucett reported that Mr. Brent Bishop presented the financials through December 2017. He also said that Ms. Ann Angermeier introduced a Manufacturing Program Idea which she will present later in this meeting.

The Executive Committee recommends that the Upstate Workforce Board approve the Transitional Jobs Policy and give staff permission to modify the wages based on self-sufficiency discussion later in the meeting. Mr. Faucett asked Ms. Dana Wood to give a brief overview of the Transitional Jobs Policy. Ms. Wood explained that this policy was written to help the chronically unemployed and those with an inconsistent work history to gain job experience. It gives staff direction about employee and employer eligibility for the transitional jobs program. **The Board voted unanimously to approve the Transitional Jobs Policy and give staff permission to modify the wages based on self-sufficiency discussion later in the meeting. There were no abstentions.**

One Stop Committee Report

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on February 20, 2018. Mr. Jacobs reported that there are 3 items upon which to vote and one item for discussion.

The One Stop Committee recommends that the Upstate Workforce Board approve the ETPL policy as written. Mr. Jacobs explained that the State has an approved list of training providers, but our local area wants to be sure we have guidelines in place, including requiring providers to have been in business for at least two years and to show data for their performance. However, the One Stop Committee will have the flexibility to approve providers that do not meet all the requirements if properly justified. **The Board voted unanimously to approve the ETPL policy as written. There were no abstentions.**

The One Stop Committee recommends that the Upstate Workforce Board approve the revised IWT policy as written. Mr. Jacobs explained that in the past, if you had a company in Cherokee and Union counties, businesses or employers had to turn in their IWT proposal to the SC Works Spartanburg office. Under the proposed revised IWT policy, the companies in Cherokee and Union can turn in their IWT proposals to their local SC Works offices. The revisions also contain some tweaking to the scoring process used by the committees to award funding. **The Board voted unanimously to approve the revised IWT policy as written. There were no abstentions.**

The One Stop Committee recommends that the Upstate Workforce Board approve the Board staff to continue the conversations and move forward with re-location of SC Works Union. Mr. Jacobs said that the Carnegie Library in Union will be a better location for the SC Works, with minimal rent and more traffic due to its location. Ms. Angermeier said the other benefit is that the SC Works Union office will be allowed to open on Fridays once the move takes place. **The Board voted unanimously to approve the Board staff to continue the conversations and move forward with re-location of SC Works Union. There were no abstentions.**

Mr. Jacobs then led the Board into a discussion about whether they should maintain or reset the self-sufficiency wage, which is applicable to the training and employment placements in our local area. He said the One Stop Committee had no recommendations in this regard. Ms. Ann Angermeier said that in some CNA programs, they are not averaging \$12.00 per hour because in places like Union, if you hold to the \$12.00 per hour wage, you are limiting opportunities for some job trainees. Ms. Johnnie-Lynn Crosby said that her biggest concern is for On-the-job training because in Union and Cherokee, raising the self-sufficiency wage above \$12.00 per hour would knock them out of contention for OJT opportunities. She noted that Spartanburg County generally pays higher wages than Cherokee or Union. She said that by using stackable credentials, they can help people start out at \$12.00 per hour and then move to a higher wage. Mr. Jay Coffey agreed. He said that in the Michelin Tech Scholar program, they pay \$12.00 per hour. After a fruitful discussion, Mr. Jacobs said there was a consensus among Board members that we do not need to raise the self-sufficiency wage above \$12.00 per hour at this time.

Youth Committee Report

Mr. Bill Brasington, Committee Member, reported for the Youth Committee. The committee met on February 7, 2018. He said that the ACHIEVE and YouthStop programs are doing well. Brent Bishop reported on the financials for both programs. The Youth RFPs are being sent out. They are due on March 27th. The committee spent some time discussing the focus of the committee. **The Youth Committee recommends that the Upstate Workforce Board approve the ACHIEVE budget modifications as written.** Mr. Brasington explained that this was a request for line item shifts and the allocation of

unobligated funds in the amount of \$2,368.75. **The Board voted unanimously to approve the ACHIEVE budget modifications as written. There were no abstentions.**

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on February 22, 2018. She said that they discussed the recent ADA Facility Review Reports by ABLE SC. There were some issues at each Upstate Workforce Board location. Ms. Dana Wood reported that some of the problems involved ramps, slopes and parking lots. Ms. Thomas said that the committee discussed the May 11th Disabilities luncheon which will take place at SCC Middle Tyger campus. Lunch will be paid for by the Upstate Workforce Board. They still need a business to donate \$250.00 to pay for the moderator's honorarium. This annual event has become the focus of this committee. Ms. Angermeier asked Ms. Wood to invite people from the other local workforce boards to attend. She also asked the Board members to let the committee know of any companies which might be interested in participating this year. Ms. Wood said that last year 80 to 85 people showed up for the event. The room holds up to 110 people, so there is room for more to attend.

Executive Director Update

Ms. Ann Angermeier, Executive Director, introduced the Upstate PY17 WIOA Performance Goals to the Board. Ms. Angermeier said that we do not have the PY16 performance information because we never received it from the State. We have had to function without it and are completing our Annual Report Calendars without this information. Ms. Angermeier said she was presenting the second quarter of PY17 performance. All of the performance measures from the One Stop centers are being met. One of our youth programs made a mistake in one of the Youth performance measures, but we identified the errors and the results now show that we met the requirements for the Youth programs. Board staff informed DEW of the mistake and requested a re-run of the report.

Ms. Angermeier then presented a Manufacturing Program Idea link at <https://charlottesbackyardnc.com>. She said she attended an Economic Development Conference last month and learned about the Charlotte's Backyard program. Just like us, the Shelby, NC area is having trouble finding enough workers in the manufacturing fields. They raised \$40,000 from local manufacturers and added \$90,000 of their own for an advertising program by Little Bird Marketing who used millennials to help design the site. She sent the link to BMW and Michelin and they really liked the concept. She also sent the link to Allen Smith of the Spartanburg Area Chamber of Commerce. He was very interested and stated he had resources and wanted to discuss the idea in more detail. Ms. Angermeier said she would keep the Board posted on this project as she believes we could replicate the idea.

Adjournment

With no other business or discussion, the meeting was adjourned at 9:32 a.m.

Next meeting date: May 21, 2018

UPSTATE WORKFORCE BOARD EXECUTIVE COMMITTEE MEETING Committee Summary

Meeting Date	April 30, 2018 at 8:30 a.m.
Contact for Questions and Concerns	Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com Ms. Ann Angermeier - 864.596.2028, ext. 104 Email : angermeier@upstateworkforceboard.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • WB Office Budget (through December 2017) • WB Budget Modification • ACHIEVE Modification • ResCare Modification • Policies and Instruction Letter Review <ul style="list-style-type: none"> ○ Transitional Jobs Policy ○ Identity Theft Policy update
Action Taken	<p>Motion to approve WB budget modification as written.</p> <p>Motion to approve ACHIEVE budget modification as written.</p> <p>Motion to approve ResCare Modification of moving \$10,000 out of unobligated adult program funds to the training line item.</p> <p>Motion to approve the Federal Funding Documentation policy as written.</p>
Results and Outcomes	<p><u>WB Office Budget (through February 2018)</u> Mr. Brent Bishop, CFO, presented the financials through February 2018. The budget is tracking well across the board. As an update, which is not shown on the February budget, we have the PY 14 money showing up in the March budget which brings us to a total of \$635,648.44. Some items look a little bit high, but they will be addressed by the modification request that will be presented shortly. The approximately \$11,000 from SC DEW for the PY14 resource sharing has been placed in the Special Projects line item.</p> <p><u>WB Modification</u> Mr. Brent Bishop reported that the requested modification involves moving money from Professional Development, Vehicle Parts, and Vehicle Fuel, Oil, and Lub to the Workers Compensation, Office Supplies and Copier expense line items. Mr. David Wall made a motion to approve the WB budget modification as written. Mr. Robbie Faucett seconded the motion. The motion passed unanimously with no abstentions.</p> <p><u>ACHIEVE Modification</u> Ms. Dana Wood reported Ms. Merriweather needs to replace one of the 2002 vans currently in circulation. This request would normally be presented to the Youth Committee, but they have already met. The budget modification involves shifting \$22,312 to the Transportation and Supportive Services budget line items. It is imperative that they purchase a new van to ensure reliable transportation for the students. Mr. Wade Ballard made a motion to approve the ACHIEVE budget modification as written. Mr. Robbie Faucett seconded the motion. The motion passed unanimously with no abstentions.</p> <p><u>ResCare Modification</u> Mr. Brent Bishop reported that ResCare requests additional training dollars. The board staff is requesting approval to move \$10,000 out of unobligated funds to training. This request would have normally gone before the One Stop Committee, but they had already met when this need arose.</p>

	<p>This money will give ResCare enough money so that they do not have to slow down on enrollments and will keep business flowing until July 1st when they will receive new money. Mr. David Wall made a motion to approve the ResCare budget modification of moving \$10,000 out of unobligated adult program funds to the training line item. Mr. Wade Ballard seconded the motion. The motion passed unanimously with no abstentions.</p> <p><u>Policies Review</u></p> <p>Ms. Ann Angermeier presented a Federal Funding Documentation policy. She said we will also issue an Instruction Letter on this topic. Mr. Craig Jacobs made a motion to approve the Federal Funding Documentation policy as written. Ms. Jennie Thomas seconded the motion. The motion was carried unanimously with no abstentions.</p> <p><u>Monitoring Update</u></p> <p>Ms. Dana Wood reported that we received the draft report from SC DEW 5 months after the monitoring was completed, There were no disallowed costs. Staff has also been doing internal monitoring of programs.</p> <p><u>2018-2019 Meeting Updates</u></p> <p>Ms. Dana Wood presented a schedule for the 2018-2019 Board and committee meetings. She presented it to the committee. The Executive Committee meetings have been moved to be closer in date to the Board meetings. Youth Committee meetings will now take place in the afternoon.</p> <p><u>Other Business</u></p> <p>In other business, Mr. Craig Jacobs reported that the One Stop Committee had approved the spending of money for new furniture for the One Stop Center. Mr. Curtis Anderson reported that members of the Youth Committee had reviewed the 3 bids submitted in response to the RFP for WIOA Youth providers. Two of the bids scored fairly well. The results and recommendations will be shared at the Board meeting on May 21st. Mr. Curtis Anderson reported that he attended the job fair at R.D. Anderson on April 26th. 729 people attended. 46 businesses were represented.</p>
<p>Items Referred for Board Action</p>	<p>The Committee recommends the full board approve the WB budget modification as written.</p> <p>The Committee recommends the full board approve the ACHIEVE modification as written.</p> <p>The Committee recommends the full board approve the ResCare budget modification of moving \$10,000 out of unobligated adult program funds to the training line item.</p> <p>The Committee recommends the full board approve the Federal Funding Documentation policy as written.</p>
<p>Website Reference</p>	<p>www.upstateworkforceboard.org</p>



Advancing the Future of Business and Community

upstatewib.org

AGENDA

EXECUTIVE COMMITTEE MEETING

April 30, 2018

8:30 a.m.

Ford & Harrison LLP.

- | | |
|--|---------------------|
| • Welcome | Mr. Curtis Anderson |
| • Financials <i>(ending February 2018)</i> | Mr. Brent Bishop |
| • Monitoring Update | Ms. Dana Wood |
| • 2018-2019 Meeting Dates | Ms. Dana Wood |
| • Other Business & Adjourn | Ms. Ann Angermeier |

Next Meeting Date: September 4, 2018

Our Mission Statement:

Advancing the Future of Business and Community

**Upstate Workforce Board
Profit & Loss Budget vs. Actual
July 2017 through February 2018**

UWB Office

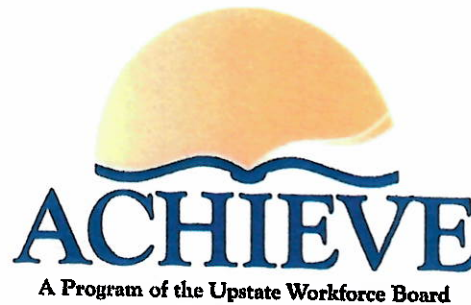
67% of PY17

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants Received	624,739.00	624,739.00	0.00	100.0%
Total Income	624,739.00	624,739.00	0.00	100.0%
Gross Profit	624,739.00	624,739.00	0.00	100.0%
Expense				
91010 - Salaries	176,012.89	272,222.00	-96,209.11	64.66%
91510 - FICA	12,662.98	20,443.00	-7,780.02	61.94%
91520 - State Retirement	21,351.47	32,227.00	-10,875.53	66.25%
91540 - Insurance	25,366.80	38,050.00	-12,683.20	66.67%
91550 - Workers Compensation	409.00	576.00	-167.00	71.01%
92004 - Dues and Publications	3,743.20	7,100.00	-3,356.80	52.72%
92500 - Mileage	1,994.96	4,628.00	-2,633.04	43.11%
92510 - Professional Development	6,060.22	18,111.00	-12,050.78	33.46%
92700 - Office Supplies	6,025.33	9,412.00	-3,386.67	64.02%
92704 - Copier	4,848.55	6,366.00	-1,517.45	76.16%
92705 - Outreach	8,245.16	34,500.00	-26,254.84	23.9%
93121 - Printing	389.87	3,000.00	-2,610.13	13.0%
93145 - Postage and Delivery	58.90	510.00	-451.10	11.55%
93297 - Leases & Rentals	5,572.84	8,100.00	-2,527.16	68.8%
93300 - Rent Expense	27,212.64	40,819.00	-13,606.36	66.67%
93452 - Consulting/Contracts	37,397.93	70,211.00	-32,813.07	53.27%
93500 - Vehicle Manpower/Overhead	103.12	1,600.00	-1,496.88	6.45%
93501 - Vehicle Parts	42.46	1,546.00	-1,503.54	2.75%
93502 - Vehicle - Fuel, Oil, Lub	365.29	2,100.00	-1,734.71	17.4%
93600 - Telephone Expense	4,140.64	6,163.00	-2,022.36	67.19%
95000 - Miscellaneous Expense	1,522.12	2,401.00	-878.88	63.4%
95001 - Indirect Costs	20,703.54	36,352.00	-15,648.46	56.95%
97000 - Special Projects	1,523.15	5,933.00	-4,409.85	25.67%
99308 - Computer and Software	175.31	2,249.00	-2,073.69	7.8%
99680 - Miscellaneous Equipment	60.00	120.00	-60.00	50.0%
Total Expense	365,988.37	624,739.00	-258,750.63	58.58%
Net Ordinary Income	258,750.63	0.00	258,750.63	100.0%
Net Income	258,750.63	0.00	258,750.63	100.0%

**UPSTATE WORKFORCE AREA
GRANT BUDGET SUMMARY**

Service Provider	Upstate Workforce Board	Contract #:
Project/Activity	Workforce Board Office	Modification #:
	Funding Source:	
	17M103Q1-JWB	
	THREE	
	WIOA	
	TOTAL BUDGET	PROPOSED
Staff Salaries & Fringe Cushion	\$272,222.00	\$272,222.00
FICA	\$20,443.00	\$20,443.00
Workers Compensation	\$576.00	\$636.00 Increasing by \$60.00 to cover through the end of the year.
Insurance	\$38,050.00	\$38,050.00
State Retirement	\$32,227.00	\$32,227.00
Indirect Cost	\$36,352.00	\$36,352.00
Dues-Professional	\$7,100.00	\$7,100.00
Mileage	\$4,628.00	\$4,628.00
Professional Development	\$18,111.00	\$17,451.00 Decreasing by \$660.00 to help with WC and Office Supplies.
Office Supplies	\$9,412.00	\$10,012.00 Increasing by \$600.00 to cover through the end of the year.
Copier Expense	\$6,366.00	\$6,966.00 Increasing by \$600.00 to cover through the end of the year.
Outreach	\$34,500.00	\$34,500.00
Printing	\$3,000.00	\$3,000.00
Postage	\$510.00	\$510.00
Rent - Spartanburg (WIB)	\$40,819.00	\$40,819.00
Consulting Services	\$70,211.00	\$70,211.00
Vehicle Leases	\$8,100.00	\$8,100.00
Vehicle Manpower/Overhead	\$1,600.00	\$1,300.00 Decreasing by \$300.00 to help with Copier and Telephone Expenses.
Vehicle Parts	\$1,546.00	\$1,096.00 Decreasing by \$450.00 to help with Copier and Telephone Expenses.
Vehicle - Fuel, Oil, Lub	\$2,100.00	\$2,100.00
Telephone/Fax	\$6,163.00	\$6,313.00 Increasing by \$150.00 to cover through the end of the year.
Miscellaneous Expense	\$2,401.00	\$2,401.00
Special Projects	\$16,842.44	\$16,842.44
Computers/Software	\$2,249.00	\$2,249.00
Miscellaneous Equipment	\$120.00	\$120.00
TOTAL GRANT COST	\$635,648.44	\$635,648.44

April 30, 2018



Upstate Workforce Board
PO Box 5666
Spartanburg, South Carolina 29304

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

ACHIEVE sincerely appreciates the funds for the 2017-2018 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 #2 is for the purpose of reallocating funds to purchase a van to replace the 2002 ACHIEVE van used for transporting participants. Funds are pulled from various categories, including Operating Expenses. While funds are reallocated from Instructional Training and other Supportive Services, all funds ultimately go to Supportive Services to purchase the van. The vans are used for training purposes, work experiences and a host of activities that ACHIEVE provides to the participants, so without vans, participants would have no transportation to do activities. All of the ACHIEVE vans except for one are between 12-16 years old with high mileage, so it is necessary to begin replacing them. ACHIEVE will continue to pursue other grants to replace vans.

ACHIEVE kindly requests an approval of this modification. The overall budget amount will not increase. Supportive Services will increase while Operating Expenses will decrease also causing Indirect Costs to slightly decrease.

Please feel free to contact me with questions. Thank you again for your support.

Sincerely,

Helen Merriweather
ACHIEVE Program Director

Enclosed: Budget Modification Request Form
Modified Budget Page

**SC WORKS UPSTATE
GRANT MODIFICATION REQUEST FORM**

ACHIEVE PROGRAM

Date: 4/30/2018-----**Grant number:** 17Y603C4-UWB **Modification #**2

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

OPERATING EXPENSES (PG. 3)

1.OFFICE SUPPLIES

DECREASE \$2,000 (FROM \$3,500 TO \$1,500);

10.ADVERTISING/PRINTING

DECREASE \$500 (FROM \$900 TO \$400);

12.INSURANCE/SERVICE AGREEMENT

DECREASE \$42 (FROM \$360 TO \$318)

13.PROFESSIONAL DEV

DECREASE \$22 (FROM \$450 TO \$428)

WITH THESE DECREASES, OPERATING EXPENSES DECREASE \$2,564 (\$32,960.83 TO \$30,396.83), WHICH CAUSES...

INDIRECT COST (PG. 2)

DECREASE OF \$205.12 (FROM \$20,905.46 TO \$20,700.34)

INSTRUCTIONAL TRAINING (PG. 4)

3.ADV SKILLS TRAINING }

DRIVER'S EDUCATION }

LISTED SEPARATELY, BUT AMOUNTS ARE INTERCHANGEABLE.

DECREASE \$5,132 (\$13,550 TO \$8,418)

SUPPORTIVE SERVICES (PG. 4)

A. TRANSPORTATION

1. FUEL }

2. MAINTENANCE }

LISTED SEPARATELY, BUT AMOUNTS ARE INTERCHANGEABLE.

DECREASE \$6,400 (\$10,700 TO \$4,300)

4. OTHER (INSURANCE ON VANS)

DECREASE FROM \$500 (\$3,500 TO \$3,000)

C. OTHER TRAINING ACTIVITIES

1.FIELD TRIPS/L&L/WORKSHOPS/FOOD

DECREASE \$592 (\$1,500.21 TO \$908.21)

2.GED FEES/ADULT ED FEES

DECREASE \$1,142 (\$3,350 TO \$2,208)

3.SUPPLIES/MATERIALS

DECREASE \$5,632 (\$7,730 TO \$2,098)

5.INCENTIVES

DECREASE \$145 (\$2,700 TO \$2,555)

MOVE ALL OF THE ABOVE TO

SUPPORTIVE SERVICES

A. TRANSPORTATION

5. VAN PURCHASE

INCREASE \$22,312 (SEE COPIED EMAIL FROM USC USPTATE DIRECTOR OF PURCHASING FOR PRICE QUOTE FROM STATE FLEET SENT ON FRIDAY, APRIL 27, 2018.)

CASH, TAMMY

Yesterday, 4:13 PM

MERRIWEATHER, HELEN

\$21,711.00 for Van

\$500.00 for Infrastructure Maintenance Fee (IMF) that is equivalent to 5% (up to \$500.00)

Optional Additions Auxiliary Power Connection – Standard State Spec \$ 101.00

AND MOVE FROM

INDIRECT COST (PG. 2), REMAINING \$.12 (FROM THE \$205.12 SAVINGS) TO

SUPPORTIVE SERVICES (PG. 4)

C. OTHER TRAINING ACTIVITIES

1. FIELD TRIPS/L&L/WORKSHOPS/FOOD

INCREASE \$.12 (FROM \$908.21 TO \$908.33)

Reason for modification:

WITH THE EXCEPTION OF THE 2017 VAN, ACHIEVE'S VANS ARE ALL BETWEEN 12-16 YEARS OLD WITH HIGH MILEAGE. PULLING FROM A NUMBER OF LINE ITEMS, INCLUDING DECREASING OPERATING EXPENSES AND IDC, AS WELL AS DECREASING INSTRUCTIONAL TRAINING AND CERTAIN LINE ITEMS IN SUPPORTIVE SERVICES, FUNDS ARE REALLOCATED INTO SUPPORTIVE SERVICES TRANSPORTATION 5. VAN PURCHASE. WHILE TRAININGS AND OTHER SUPPORTIVE SERVICES ARE STRICTLY TIGHTENED FOR THE REMAINDER OF THE PY17 YEAR, WITH THE NEED TO PROVIDE TRANSPORTATION TO THESE CLASSROOM AND INSTRUCTIONAL TRAININGS, WORK EXPERIENCES, LEADERSHIP SKILLS AND COUNSELING, IT SEEMS THAT PURCHASING A VAN TO REPLACE THE 2002 VAN IS THE BEST OPTION. PARTICIPANTS WILL CONTINUE TO RECEIVE ALL GED CLASSROOM TRAININGS, WORKKEYS, LEADERSHIP SKILLS, WORK READINESS TRAINING, DRIVER'S EDUCATION WITH ALL WORK EXPERIENCES FUNDS REMAINING THE SAME.

THE OVERALL BUDGET STAYS THE SAME WITH SUPPORTIVE SERVICES INCREASING. FUNDS WOULD HAVE BEEN PULLED FROM PART-TIME STAFF SINCE THERE SEEMS TO BE SOME FUNDS LEFT DURING SOME YEARS IN THIS CATEGORY, BUT THIS CANNOT BE ASSESSED UNTIL THE END OF YEAR AND USUALLY DURING YEARLY CLOSEOUT.



Advancing the Future of Business and Community

Policy:
Date Issued:
Date Re-Issued:
Date Effective: Immediately

UPSTATE WORKFORCE BOARD

Federal Funding Documentation Policy

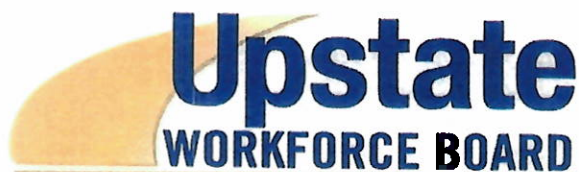
The following information is intended to serve as a guide to ensure that the Upstate Workforce Board and its funded programs are compliant with Public Law 113-114, Division H, Title V, Section 505 regarding Federal funding.

According to the Consolidated Appropriations Act, 2016, Division H, Title V, Section 505 states:

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state—

- (1) the percentage of the total costs of the program or project which will be financed with Federal money;
- (2) the dollar amount of Federal funds for the project or program; and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

All grants issued by the Upstate Workforce Board/Spartanburg County will clearly state the amounts of Federal funds for each project or program and the percentage of said Federal funds on each Grant Signature Sheet. In any situation where the percentage is less than one hundred percent (100%), the detailed breakdown of any other non-governmental sources of funding will be listed to show the full disclosure of funding for the given project or program. These same procedures will also be utilized with any statements, press releases, requests for proposals (RFPs), bid solicitations or any other communications describing Federally-funded projects or programs that are issued by the Upstate Workforce Board/Spartanburg County or its granted partners.



Advancing the Future of Business and Community

2018-2019 MEETING DATES

BOARD

- September 17, 2018
- November 19, 2018
- January 28, 2019
- March 18, 2019
- May 20, 2019

DISABILITIES COMMITTEE

- August 30, 2018
- November 1, 2018
- December 13, 2018
- February 21, 2019
- May 2, 2019

ONE STOP COMMITTEE

- August 21, 2018
- October 16, 2018
- December 4, 2018
- February 19, 2019
- April 16, 2019

YOUTH COMMITTEE

- August 15, 2018
- October 17, 2018
- December 5, 2018
- February 6, 2019
- April 17, 2019

EXECUTIVE COMMITTEE

- September 4, 2018
- November 5, 2018
- January 7, 2019
- March 4, 2019
- May 6, 2019

All meetings begin at 8:30 a.m. except the One Stop Committee meetings which begin at noon and the Youth Committee meetings which begin at 4:00 p.m. Location will be provided prior to meeting date.

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

Meeting Date	April 10, 2018 at 12 noon
Contact for Questions and Concerns	<p>Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com</p> <p>Ms. Dana Wood - 864.596.2028 Email : wood@upstateworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Dashboard/Just in Time Report • Financials • Policy Review • Lobby Redesign for SC Works Spartanburg • SC Works Union to Carnegie Library • MOU/IFA Update • Transportation Demo Grant
Action Taken	Discussion
Results and Outcomes	<p><u>SC Works Update</u> Ms. Dana Wood provided an update to the committee referencing the March 2018 <i>Dashboard</i> and <i>Just In Time</i> reports. SC Works had 193 enrollments this year, including Adult and Dislocated workers. Overall, the numbers look very good. SC Works is continuing to spend the money and sign up people for training. The obligations do not show up on the financial reports. Funds have been set aside for the Northside project. SC Works has been meeting their goals related to community engagement in each county and social media outreach. Mr. Jacobs noted that this is an improvement from last year and Ms. Angermeier commented that they are a lot more visible now. Ms. Wood reported that next month, SC Works, with the help of partner The Fatherhood Coalition, has plans to reach out to the faith-based community, as required by WIOA, and hopes to be meeting with around 30 ministers to share relevant information.</p> <p><u>Financial Report (ending February 2018)</u> Mr. Brent Bishop reported on the budget for SC Works through February 2018. We are now 2/3 of the way through the fiscal year. Some of the percentages look off because this report does not take into consideration the large modification approved earlier and we are still owed money by several partners for infrastructure costs. Mr. Bishop reported that we have been given a new tool to track participant cost rate which replaces an older one that had an error in it. Using the new tool, we are tracking at 32 percent which is a very good rate for this point in the program year. Ms. Wood reminded the committee that the 30% requirement will be in effect July 1, 2018. The staff are using PY17 as a practice year.</p> <p><u>Lobby Redesign</u> Ms. Dana Wood reported that there were three bidders for the lobby re-design proposal: 1) PMC at \$22,000; 2) Young Office at \$19,000; and 3) Alfred Williams at \$14,315. It was decided to go with the Alfred Williams' bid. Ms. Wood showed pictures of the proposal which included new seating, desks, filing cabinets, an iPad station, and approximately 40 new chairs, some of which are for the resource room. Mr. Stephenson pointed out that of the \$20,000-line item, there will be money left over to make further improvements in the lobby, such as new signage. Chairman Jacobs asked where the money is coming from for the furniture. Ms. Wood replied that it is already in the budget and was allocated by the One Stop Committee for this use under a line item called Renovations. Betty Guzzo made a motion to agree to spend</p>

\$14,315 for the lobby redesign furniture. Jeff Gossett seconded the motion. The motion passed unanimously. There were no abstentions.

General Topics of Discussion

- **MOU/IFA – First Impression Update** - Ms. Wood reported all MOU agreements with partners are due on July 1, 2018. She said there has been a lot of discussion about who will greet customers during PY18. WIOA is very clear about the fact that this duty needs to be shared among the partners. They are now looking into having a computerized kiosk to help serve as a receptionist where customers could sign in and be referred to the right person to help them. This will provide consistency. Staff are still in the information-gathering stage for the right technology.
- **ETPL Waiver** - Ms. Dana Wood reported that the State has finally recognized that some training providers are not willing to capture and submit all student data to the State, so they are going to the DOL for a waiver.
- **Geo Fencing Campaign** - Ms. Dana Wood reported that she continues to receive updates regularly from The Palladian Group. Also, they are producing new advertisements for the April 26th Job Fair and those ads are coming out this week.
- **Transportation Demo Update** - Ms. Dana Wood reported we now have 11 people riding the bus to and from work during 2nd and 3rd shifts. It has been challenging logistically to coordinate the rider schedules on one bus that makes a number of different trips. We will have to return about \$80,000 to the State because we probably cannot spend more than \$20,000. We were hampered because we could not serve riders in Cherokee or Union counties because they do not have any DOT approved transportation. This was a Demo grant, so our inability to expend the funds will not hurt us for getting future grants, because we have documented our process and produced some success.
- **Re-Entry Grant Update** - Ms. Wood reported that we have had success with this grant. Training is at the Spartanburg County Detention Center. Our staff person, Valerie, has been connecting the clients with services at SC Works. We have been able to run 3 classes up to this point. We are looking for more grants to keep the project going. Of the clients served: 75% are employed; 80% scored silver or higher on WorkKeys; 93% completed their training; and 90% have received follow-up services upon release.

Other Business & Adjourn

Mrs. Dana Wood reported that we had a successful meeting with Limestone College about professional training feeding into manufacturing programs.

**Items Referred for Board
Action**

The One Stop Committee recommends that the Board approves spending \$14,315.00 for the lobby redesign furniture.

Website Reference

www.upstataworkforceboard.org

AGENDA

ONE STOP COMMITTEE MEETING

April 10, 2018

12:00 noon

SC Works-Upstate

- Welcome Mr. Craig Jacobs
- SC Works Update Ms. Dana Wood
 - Dashboard
 - Just in Time Report
- Financial Report Mr. Brent Bishop
- Lobby Re-Design* Mr. Doug Stephenson
- General Topics of Discussion Ms. Dana Wood
 - MOU/IFA- Director of First Impression Update
 - ETPL Waiver
 - Geo Fencing Campaign
 - Transportation Demo Grant Update*
 - Re-Entry Grant Update
- Other Business & Adjourn

**denotes a voting item*

Next Meeting Date: TBD

Our Mission Statement:

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



Bringing Employers
and
Job Seekers
Together

SC Works Greater Upstate

Monthly Report Card PY17
(March 2018)

DASHBOARD 03/01/2018 through 03/31/2018

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	2671	3113	2707	2690	2105	2135	2621	2396	2413	0	0	0	22851
WIOA Traffic (Spartanburg 149, Gaffney 36, Union 46)	217	307	277	248	174	268	222	231	240				2184
UI Traffic (Spartanburg 383, Gaffney 130, Union 132)	833	846	855	803	762	735	820	645	670				6969
WP Traffic (Spartanburg 942, Gaffney 235, Union 351)	1724	2040	1752	1529	1206	1191	1638	1528	1518				14126
Total Unduplicated Center Traffic	1573	1805	1570	1408	1213	1244	1533	1306	1329	0	0	0	12381
# Scheduled for Orientation	46	69	43	44	23	39	52	39	40	0	0	0	395
# Attended Orientation	28	56	36	36	14	29	37	28	31	0	0	0	295
# of Workshops Offered	4	20	10	16	13	12	13	17	15	0	0	0	120
# Scheduled for Workshops	23	51	16	32	29	32	66	60	56	0	0	0	365
# of Workshop Attendees	18	44	11	16	16	25	51	46	30	0	0	0	257
New ADULT Enrollments	24	31	20	20	9	27	20	21	21				193
New DW Enrollments	0	4	2	2	2	3	3	8	1	0	0	0	25
Total Caseload	293	295	299	304	294	310	286	298	307	0	0	0	253
New ADULTS beginning training**	18	19	18	24	10	25	18	14	18	0	0	0	164
New DWs beginning training**	0	3	1	2	1	1	0	4	2	0	0	0	14
% New Clients vs Clients Entering Trng	75.0%	62.9%	86.4%	118.2%	100.0%	86.7%	78.3%	52.1%	90.9%				84.5%
# of New Job Orders Placed	328	351	320	342	263	217	295	363	358	0	0	0	2835
# of New Jobs Available	591	671	2488	915	1655	1822	832	539	600	0	0	0	10113
# Entered Employment	43	50	20	65	28	34	32	26	70	0	0	0	368

TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Jocelyn Bell - 97
Melika Jones - 45
Nikki Burgess - 73
Rose Cortes - 92

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

**Training figures include activities 215-217,300,301,327, and 328.

CENTER TRAFFIC:

Location PY17 PY18 Change
*Cherokee 412 430 -18
*Spartanburg 1536 1762 -166
Union 465 412 +53

New Trainings by County
Cherokee = 3
Spartanburg = 4
Union = 3

TRAINING PROVIDERS AND PROGRAMS:

Provider Training Program/Number of enrollees
Arabs Welding 1
TDL COL 8
Car. Con COL 1

OUT/NEP Established 1

Highlighted Events and Outreach

March 1st - March 31st

- Kenneth offered eight workshops in Union County on Soft Skills in the workplace. The attendees were students from the CATE Center, and there were over 400 Participants.
- Kenneth visited the Blacksburg Public Library to work in their Resource Room, and provide information about WIOA to clients.
- Devis attended the Spartanburg Housing Authority PCC meeting. Devis spoke about the services offered at SC Works.
- Tracy attended the Career Fair at High Point Academy, and talked to students about the do's and don'ts when completing job applications.
- Kenneth visited Goodwill Job Connection to speak to individuals about the training available through WIOA at SC Works Cherokee County.
- Devis attended the Virginia College Job Fair. Devis met with 9 students, and gave them advice on Resume Creation and Interview skills.
- SC Works team attended the Annual Awards Banquet in Gaffney. Featured key note speaker was Governor McMaster.
- Kenneth and Nikki attended the Union County High School Career Fair. They discussed the various services offered at SC Works and promoted the WIOA Program with over 80 students during the event.

Social Media Outreach:

Facebook: 33 Posts and 15 Likes / YTD 285 Posts
 PY March Post Goal- 22 / PY 17 Goal- 250 Posts
 Twitter: 29 Posts

Community Engagement:

Goal: Spartanburg-6, Cherokee-4, Union-4
 Actual: Spartanburg- 12, Cherokee-7, Union-6

Business Services Focus

- March 2nd - RDBS met with Youth Build to discuss OJT Partnership opportunities. BS attended Greer Chamber First Day luncheon.
- March 6th - RDBS and WB ED met with economic development to discuss sector strategies.
- March 14th - BSC met with Siemens regarding potential OJT youth apprenticeships, and career pathways.
- March 22nd - BSC and RDBS met with FATZ regarding apprenticeship program and Hospitality Job Fair; on the same day BSC participated as speaker for PIQU event, and attended the SCC Visionaries event.
- March 26th - RDBS and BSC attended Magna Grand Opening; RDBS met with SCDOC regarding the BMW Project, and met with WDB and SCDOC regarding Showcase Planning.
- March 29th - RDBS participated on National OJT focus Group with ResCare.

Talent Engagement News:

Center	Job Referrals
Cherokee	222
Spartanburg	1982
Union	171

SC Works WIOA Orientation, WorkKeys, and Workshop Data

WIOA Orientation Attendees:

(Group and One on One Sessions)
 Cherokee - 4
 Spartanburg - 22
 Union - 5

WorkKeys Completed

Spartanburg - 31
 Union - 7

Intensive Workshop Attendance:

30

Training /Support Services Funding PY 17

	Fund Amount	Obligated	Remaining
AD-ITA	320,864	318,749	2,114
AD-OJT	150,000	122,545	27,454
AD-WEP	35,000	24,913	10,086
AD-SS	33,360	23,415	9,944
DWITA	68,637	50,867	17,769
DWSS	6,640	3,807	2,832
WIOA Local	39,149	39,149	0

Enrollment Data

PY 17

March

Union

New Trainings 25 2

Enrollments AD 38 4

Enrollments DW 8 1

Cherokee

New Trainings 16 4

Enrollments AD 37 4

Enrollments DW 3 0

Spartanburg

New Trainings 73 5

Enrollments AD 117 13

Enrollments DW 14 0

OJT's

17 0

Upstate Workforce Board
Profit & Loss Budget vs. Actual
July 2017 through February 2018

Arbor

67% of PY17

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	1,309,265.35	1,309,265.35	0.00	100.0%
Total Income	1,309,265.35	1,309,265.35	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	1,100.00	1,500.00	-400.00	73.33%
Fringes	60,607.26	106,843.74	-46,236.48	56.73%
Indirect Cost	54,120.72	78,460.10	-24,339.38	68.98%
Management Fee	48,006.40	72,009.59	-24,003.19	66.67%
Salaries	291,336.84	430,107.50	-138,770.66	67.74%
Total Administration	455,171.22	688,920.93	-233,749.71	66.07%
Operating Expenses				
Computers and Software	2,566.25	17,085.00	-14,518.75	15.02%
Contract/Consulting Services	16,629.64	33,052.52	-16,422.88	50.31%
Equipment Rental	2,793.45	4,680.00	-1,886.55	59.69%
Mileage	6,578.34	11,000.00	-4,421.66	59.8%
Misc. & Facilities Costs	9,008.27	11,095.08	-2,086.81	81.19%
Office Supplies	3,909.71	6,471.98	-2,562.27	60.41%
Outreach	2,874.47	2,000.00	874.47	143.72%
Postage	407.18	1,050.00	-642.82	38.78%
Printing Supplies	1,286.23	6,320.00	-5,033.77	20.35%
Professional Development	4,514.38	4,190.00	324.38	107.74%
Rent	86,707.90	75,000.00	11,707.90	115.61%
Telephone	9,598.55	13,654.80	-4,056.25	70.29%
Travel-Out of Town	857.78	4,425.00	-3,567.22	19.39%
Utilities	8,835.23	10,320.04	-1,484.81	85.61%
Total Operating Expenses	156,567.38	200,344.42	-43,777.04	78.15%
Supportive Services				
Books, Tools, Uniforms, Fees	4,377.69	4,000.00	377.69	109.44%
Childcare	2,700.00	3,000.00	-300.00	90.0%
Other Emergency Support	964.80	1,000.00	-35.20	96.48%
Transportation	9,197.00	22,000.00	-12,803.00	41.81%
Total Supportive Services	17,239.49	30,000.00	-12,760.51	57.47%
Training Expenses				
Instructional Training	179,423.02	268,200.00	-88,776.98	66.9%
OJT Training	86,700.59	93,000.00	-6,299.41	93.23%
Work Experience	26,822.13	28,800.00	-1,977.87	93.13%
Total Training Expenses	292,945.74	390,000.00	-97,054.26	75.11%
Total Expense	921,923.83	1,309,265.35	-387,341.52	70.42%
Net Income	387,341.52	0.00	387,341.52	100.0%

PY17

Arbor Grants

TOTAL					Current %	67%
	thru February 28, 2018 Expenditures	Budget	Variance	% of Budget		
Re-Entry 16M903RET01-UWB #16RET01 (11-1-18)	\$ 94,687.43	\$ 170,420.00	\$ 75,732.57	55.56%		
Transportation 16TDG03 (12-31-18)	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%		
RR 17M903RRRIWT01-UWB #17RRRIWT05 (7-31-18)	\$ -	\$ 49,980.00	\$ 49,980.00	0.00%		
RR 17M903RRRIWT03-UWB #17RRRIWT09 (8-30-18)	\$ -	\$ 37,725.00	\$ 37,725.00	0.00%		
IWT 17M903IWT03-UWB #17IWT03 (10-31-18)	\$ 2,409.55	\$ 165,000.00	\$ 162,590.45	1.46%		
Totals	\$ 97,096.98	\$ 523,125.00	\$ 426,028.02	18.56%		

Operation Educate Success Stories

- Two semester 3 participants are working for SLOAN, 2 released the last week of March have taken full time positions with Innovative Fibers. The remaining participants have been offered full time employment upon release. EVERYONE from semester 3 has a job offer!
- 1 participant has obtained his GED while incarcerated and desires to further his education once released.
- All semester 3 participants that have been released have initiated contact with Re-Entry Specialist an average of 4 times per week.
- Semester 3 graduate (*name redacted*) has maintained daily contact with his minor children and is working to secure a court mandated visitation /joint custody arrangement. He has also expressed his appreciation for being allowed to participate in Operation Educate on numerous occasions.
- All semester 3 graduates have been offered employment at pay rates of \$12 per hour or higher.
- All semester 3 participants that have been released and are working, have arranged wage garnishments to maintain child support payments.
- Three semester 3 participants have had their SC Drivers Licenses reinstated.

UPSTATE WORKFORCE BOARD YOUTH COMMITTEE MEETING Committee Summary

Meeting Date	April 18, 2018
Contact for Questions and Concerns	<p>Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com</p> <p>Mrs. Vicki Lawson 864.596.2028 Email: lawson@upstateworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Financial Update • Work-based Learning • Youth Program Reports/Dashboards (ACHIEVE Program & The YouthStop) • Youth Program Monitoring • Proposed PY18 Meeting Schedule • RFP Recommendations
Action Taken	Discussion
Results and Outcomes	<p><u>Financials</u> Mr. Brent Bishop reviewed the ACHIEVE and YouthStop program budgets through February 2018. Mr. Bishop stated that both programs are tracking on schedule. Mr. Bishop explained the small modification from the last meeting is not reflected on these financials. The question was asked about why YouthStop does not have indirect costs. Ms. Wood explained that District 6 does not charge indirect costs. She also pointed out that ACHIEVE has an 8% cap on indirect costs.</p> <p><u>Work-based Learning Update</u> Both programs had expenditures in the month of March related to work-based learning. Currently, our local area is at 15.89%, with 20% being the goal to be reached by June 30, 2018. The question was asked about what CDS means on YouthStop's WBL Salary and Fringes. Ms. Angermeier explained it means Career Development Services.</p> <p><u>Youth Program Reports/Dashboards</u> Ms. Vicki Lawson reviewed the <i>Dashboards</i> and <i>Just in Time/Newsletters</i> for each program for February 2018. Mr. Brasington requested that the <i>Dashboards</i> be uniform and reflect the same data for both programs. Ms. Wood stated that reworking the format of the <i>Dashboards</i> can be completed prior to the start of the new program year. The committee agreed that having the same information reported in the same location on the reports would be helpful.</p> <p><u>Youth Program Monitoring</u> Ms. Dana Wood shared that the youth programs were secret shopped for the first time ever. She is awaiting final reports from this, but initial feedback is relatively positive. Once the final reports are received and reviewed, corrective action plans or changes in the programs will be considered.</p> <p><u>Proposed PY18 Meeting Schedule</u> Ms. Vicki Lawson shared that there will not be another youth committee meeting until August 2018. The draft schedule keeps the meetings on Wednesdays. The dates will be emailed to the committee for consideration, and times can be changed. As for location, the committee agreed that rotating the meeting between locations in the community is preferred. Locations will be explored and shared as they become available.</p>

	<p>Ms. Lawson stated that as we approach the new program year, she will be focusing on meeting with the current youth programs for ideas the committee can work on. These will include recruiting new community business members and searching for youth-related events, grants and projects for the committee to take on. One of these projects is the Construction Career Fair, with a possible date of the Spring of 2019.</p> <p><u>RFP Recommendations</u></p> <p>Mr. Curtis Anderson shared that after the review committee met and discussed the three proposals that had been submitted, two of the proposals scored well above the third. The proposed action is to approve the budgets as proposed, but to ensure clear goals are set.</p> <p>Ms. Cherie Pressley made a motion to approve the review committee's recommendation which will be revealed at the full Board meeting. Ms. Theresa Perry seconded the motion. The motion passed unanimously with no further discussion.</p> <p><u>Other Business</u></p> <p>Ms. Dana Wood shared with the committee that at the February meeting, it was asked that both ACHIEVE and YouthStop share their additional funding sources and amounts. Since that meeting, Ms. Wood has received this information from each program. Moving forward, the grants will require the programs to share this information in the form of a report. YouthStop currently receives a \$25, 000 Community Block Grant. ACHIEVE receives a small grant for counselling services and currently has a grant pending for new vans. The committee suggested that this information be available on the <i>Dashboards</i>.</p> <p>Ms. Theresa Perry asked if the youth programs are participating in the upcoming R.D. Anderson Career Fair. Ms. Wood stated the programs are informed of career fairs and are encouraged to share the information with their participants. Mr. Anderson requested a copy of the career fair flyer be emailed to him.</p>
Items Referred for Board Action	<p>The Youth Committee accepted the recommendation of the RFP Review Committee and in turn will recommend two programs for funding.</p>
Website Reference	<p>www.upstateworkforceboard.org</p>

AGENDA
YOUTH COMMITTEE MEETING
April 18, 2018
8:30 a.m.
BTC Building – 1st Floor Conference Room

- Welcome Mr. Curtis Anderson
- Financial Update Mr. Brent Bishop
- Work-based Learning Mr. Brent Bishop
- Youth Program Reports/Dashboards Ms. Vicki Lawson
 - USC Upstate ACHIEVE Program
 - The YouthStop
- Youth Program Monitoring Ms. Dana Wood
 - Secret Shopping Reports
- Proposed PY18 Meeting Schedule Ms. Vicki Lawson
 - Focus changes
 - Meeting with youth programs
- RFP Recommendations Mr. Curtis Anderson
- Other Business & Adjourn

Next Meeting Date: TBD

Our Mission Statement:

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

ACHIEVE
Profit & Loss Budget vs. Actual
July 2017 through February 2018

ACHIEVE 67% of PY17		Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		364,476.00	364,476.00	0.00	100.0%
Total Income		<u>364,476.00</u>	<u>364,476.00</u>	<u>0.00</u>	<u>100.0%</u>
Expense					
Indirect Costs		14,154.25	20,905.46	-6,751.21	67.71%
Instructional Trng. & Sup. Svs.		7,781.10	43,030.21	-35,249.11	18.08%
Operating Expenses		15,212.17	30,592.08	-15,379.91	49.73%
Staff Salaries & Fringe Benefit		166,159.62	253,533.25	-87,373.63	65.54%
Work Based Learning		3,460.63	16,415.00	-12,954.37	21.08%
Total Expense		<u>206,767.77</u>	<u>364,476.00</u>	<u>-157,708.23</u>	<u>56.73%</u>
Net Income		<u>157,708.23</u>	<u>0.00</u>	<u>157,708.23</u>	<u>100.0%</u>

YouthStop
Profit & Loss Budget vs. Actual
July 2017 through February 2018

YouthStop 67% of PY17		Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		417,630.17	417,630.17	0.00	100.0%
Total Income		417,630.17	417,630.17	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		7,561.08	20,158.50	-12,597.42	37.51%
Operating Expenses		51,428.85	75,161.23	-23,732.38	68.43%
Staff Salaries & Fringe Benf.		200,330.64	307,310.44	-106,979.80	65.19%
Work Based Learning		4,728.25	15,000.00	-10,271.75	31.52%
Total Expense		264,048.82	417,630.17	-153,581.35	63.23%
Net Income		153,581.35	0.00	153,581.35	100.0%

UWB Work-based Learning Requirement											
P17 Youth Allment	\$ 858,631.00										
20% Requirement for Work Experience	\$ 163,726.20										
ACHIEVE budget for:											
Work Experience/Training	\$ 16,415.00										
Staff Salary/Fringe	\$ 54,758.18										
OJT											
Pre-apprenticeship											
Job Shadowing											
	\$ 71,173.18										
YouthStop budget for:											
Work Experience	\$ 15,000.00										
CW - CDS Wages & Fringes	\$ 78,703.56										
OJT											
Pre-apprenticeship											
Job Shadowing											
	\$ 93,703.56										
Total Currently Budgeted	\$ 164,876.74										
Remaining Needed	\$ (1,150.54)	\$ 2,122.47	\$ 5,581.56	\$ 13,802.84	\$ 14,333.08	\$ 15,568.67	\$ 13,915.69	\$ 16,986.27	\$ 23,238.47	\$ 130,040.48	15.88%



USC Upstate **ACHIEVE** Program **Progress Report PY17** July 1, 2017--June 30, 2018

Resumes **WorkKeys** **Training** **GED Classes**
Job Internships--OJTs **Mobile Meals**

1/31/2018

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	5	8	6	10	9	6	7	3					59
Pending Applications	4	4	4	3	3	4	6	5					33
Eligible WIOA Applicants	2	3	3	3	2	3	3	4					23
Referrals to other agencies	8	7	6	4	4	5	2	3					39
Carryover (Prev. Yr)	29	NA	NA	40	NA	NA	NA	NA					NA
New Enrollments	1	2	2	3	3	1	2	3					23
New enlmtnts BSD--rdg and/or math	1	1	2	3	3	0	1	2					13
Total Active End of Quarter	NA	NA	35	NA	NA	37	NA	NA					NA
Total Served (New, CO)	30	32	34	37	40	41	43	46					NA
Exiters entering Follow-Up-2nd/4th	0	0	15	0	0	13	0	0					28
Placed in Empl/College/Adv Trng	0	0	10	0	0	12	0	0					22
GEDs Earned	3	1	0	1	0	2	0	3					10
Occupational Credentials Earned	20	0	4	0	0	0	0	0					24
Attaining LUN in at least 1 subj	0	1	2	1	2	2	2	1					11
WorkKeys Earned	1	1	2	1	2	2	2	1					12
Resumes	3	3	1	2	3	3	2	2					19
Work Experiences Completed	1	0	0	1	1	1	0	3					7
Driver's Ed	0	0	0	0	0	0	0	0					0

Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

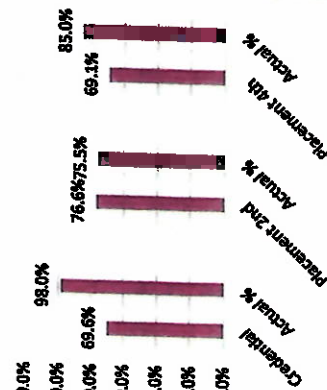
1/31/2018

Cost Category	Budget	YTD Expense	YTD %
Staff/Fringe	\$ 198,775.07	\$118,309.20	
Operating	\$ 30,592.08	\$ 15,212.17	
Indirect	\$ 16,524.81	\$ 10,326.22	
Instructional Trng	\$ 13,950.00	\$ 4,198.00	
Supportive Services	\$ 29,480.21	\$ 3,184.23	
Youth Incentives	\$ 1,600.00	\$ 398.87	
Work-Based Learning	\$ 75,553.83	\$ 55,139.08	
Total	\$ 366,076.00	\$206,767.77	56.48%

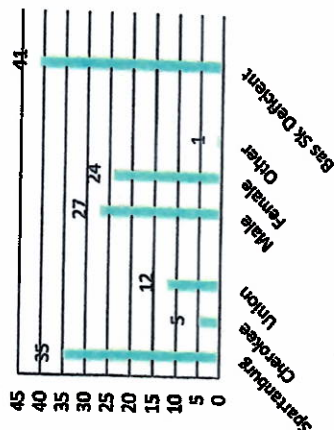
Accruals:
\$8,571.20

PY17

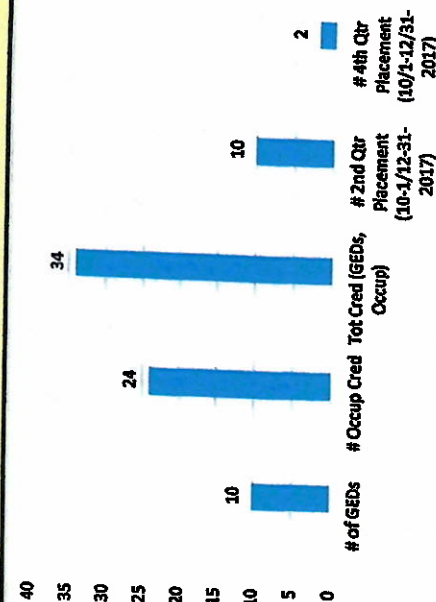
(Oct 1, 2017-- Dec 31, 2017)



Demographics of Total Served--46 (Follow-up not included) PY17 7/1/17--02/10/18



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



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

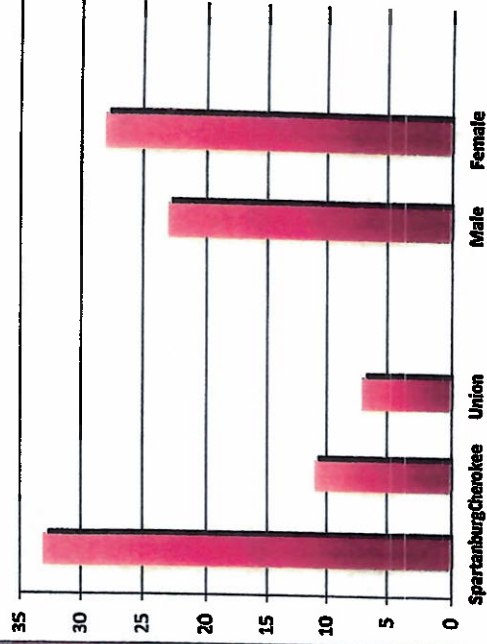
WIOA Measures are preliminary and based on applicable quarters.



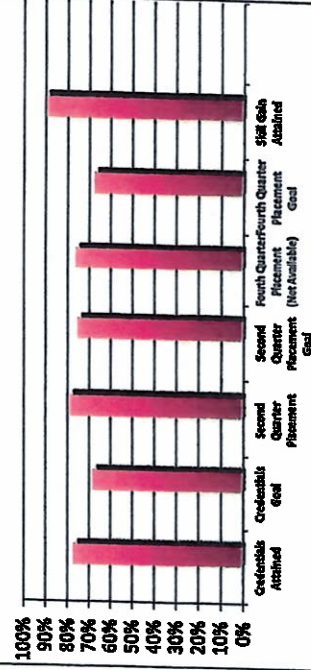
DASHBOARD (Rolling Progress)

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
# Of informational contacts	26	61	57	48	32	16	35	47					322
# Of applications received	3	2	10	3	4	3	2	3					30
# Of academically eligible	3	2	10	3	4	2	2	3					29
# Of eligible WIOA applicants	n/a	0	5	n/a	3	2	1	3					14
# Of referrals to other agencies	2	6	0	3	0	4	1	0					16
# Of carryovers (Prev. Yr or Mo)	n/a	36	36	38	43	44	46	47					47
# Of new enrollments	0	0	2	5	1	2	1	4					15
% Of Enrollment Benchmark	n/a	65%	69%	78%	80%	84%	85%	91%					91%
Total active end of month	36	36	38	43	44	46	47	51					51
# Of ex-ls entering follow-up	0	0	0	14	0	0	0	0					14
# Placed in emp/college/adv trng	13	7	4	12	0	0	0	4					40
# Of diploma's/credentials earned	0	0	0	13	0	3	0	4					20
# WorkKeys platinum earned	0	0	0	0	0	0	0	0					0
# WorkKeys gold earned	0	0	0	0	0	0	0	0					0
# WorkKeys silver earned	0	3	1	3	4	0	0	0					11
# WorkKeys bronze earned	0	0	0	0	0	2	0	0					2

The YouthStop™ Demographics



Performance



Total Saved YTD 51 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 228,607	\$ 149,568	66%	65%
Operating	\$ 75,161	\$ 51,429	66%	68%
Instructional Training	\$ 10,990	\$ 5,941	66%	54%
Work Based Learning	\$ 93,704	\$ 55,491	66%	59%
Supportive Service/Incentives	\$ 9,169	\$ 1,620	66%	18%
Total	\$ 417,631	\$ 264,049	66%	63%

Invoices through: 2/28/2018

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

Entrepreneurial Training in Gaffney

February 1, 2018—February 28, 2018

PARTICIPANT LEADERSHIP DEVELOPMENT

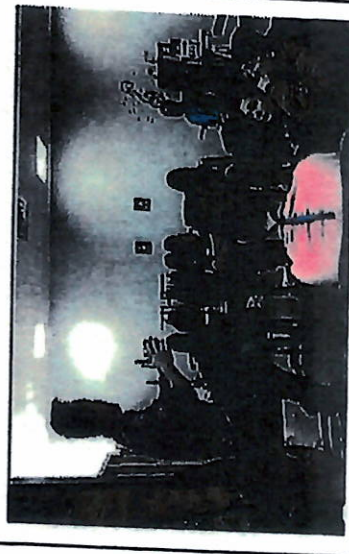
- Participants have been busy developing résumés and practicing workplace skills. They are preparing for Job Internships and learning soft skills.
- The counselors, Brad Peterson, Cheryl Owens and Jayna Patel, continued group and individual counseling throughout the month.
- Students/Staff continued the community based service through delivering Mobile Meals.
- Feb 27—Participants and staff went to the bGEN incubator in Gaffney. Participants were enthralled with the presentation.

STAFF DEVELOPMENT

- Feb 7—Helen Merriweather attended the UWB Youth Committee meeting for updates and discussions. Work-Based Learning was a topic of discussion.
- Feb 7—Janis Hendrickson attended the United Way Safety Net meeting and heard Kelly Schlossin from The Haven speak.
- Feb 8—Helen Merriweather attended the UWB Grantee meeting for updates and reports.
- Feb 15—Helen Merriweather attended the 80th Annual Greer Chamber banquet. The table was hosted by the Upstate Workforce Board.
- Feb 16—Helen Merriweather attended the SC Works Spartanburg partnership meeting.
- Feb 19—Helen Merriweather attended and gave ACHIEVE overview at the UWB Orientation for new member Evander Thomas.
- Feb 19—Helen Merriweather met with Women Giving for Spartanburg to discuss Program needs for the grant request. Upstate Foundation board members were present.
- Feb 20—Ranee Standberry and Helen Merriweather attended the PY18 MOU/IFA meeting to discuss and receive information for next contract's SC Works Center expenses. A great deal of discussion concerned the new position, the DFI, Director of First Impressions.
- Feb 23—Helen Merriweather attended the Spartanburg Youth Council meeting and heard Taylor Dockter speak about the Forrester Center Impact Spartanburg grant.
- Feb 26—Helen Merriweather attended the Mary Black Foundation Community Advisory Board meeting to discuss upcoming initiatives for pregnancy prevention.
- Feb 28—Ranee Standberry attended the SC Works Union Partnership meeting. Discussions concerning homelessness were the main topic.

Until a few months ago, ACHIEVE had never heard of the bGEN incubator located in downtown Gaffney. There is a photographer, a music lesson studio and a contractor, to mention a few of the twelve startup businesses.

Participants listened intently as Brian Ziegelhefer enthralled them with how the bGEN was formed and how Timken gave funds to enhance the grant that birthed the incubator.



Pre-Enrollment testing and WIOA Orientation every Thursday at 12:30pm at ACHIEVE location.

Cherokee and Union County testing by appointment: Call to schedule.

ACHIEVE is co-located with SC Works Spartanburg at the SCC Downtown Campus.

<https://www.uscupstate.edu/outreach/achieve>

Upcoming Events

Participants will have the opportunity to participate in the second PY17 CellBotics training March 19-23.

While the Upstate Workforce Board funds ACHIEVE, ACHIEVE is administered USC Upstate. Upstate oversees the grant and operates as ACHIEVE's fiscal agent.

UPSTATE

Tours, Trainings etc.

Five participants began driver's education training in February. The lack of a driver's license is a barrier to academic and workplace achievement for many participants.

Participants are continuing a variety of work-based learning activities, including paid work experiences. In addition, work readiness sessions are held regularly. The program, which is delivered over a two-week period, is designed to teach soft skills and is required for each participant prior to entering a paid work experience. The curriculum includes demonstrating initiative and flexibility, dressing for the workplace, exhibiting an appropriate attitude, maintaining good oral and written communication, practicing conflict resolution, and using effective job search strategies.



Briana Lopez, a participant from Cherokee County, toured Winthrop University to learn about programming, admissions and financial aid

Staff Development

Kathy E. Bell and Michelle W. Hawkins attended the Upstate Workforce Board Youth Committee meeting on February 7, 2018, at The YouthStop™ site. Each local youth grantee gave an update on programming. Discussion included ideas for improving engagement and advocacy efforts for local youth initiatives.

Kathy E. Bell and Michelle W. Hawkins attended the Upstate Workforce Board Grantee meeting on February 8, 2018, at the BTC building. Topics included performance, state reporting issues, and eligibility.

Sam Etheredge, Michelle W. Hawkins and Shannon D. Wilkins represented The YouthStop™ at a luncheon for Spartanburg County Adult Education on February 13, 2018. The event highlighted partnerships and efforts by adult education in the Spartanburg community.

Entrepreneurship Training

Several participants from the YouthStop™ attended entrepreneurship training on February 23, 2018. The workshop was led by Ben Hall, a former tight end for Byrd's High School, Clemson University, and the Tennessee Titans. After retiring from football, Hall is now the owner/operator of Big Ben's Desserts in Wallford, SC. Hall advised participants to choose a career that allows them to pursue genuine interests that fall in line with natural aptitude and training. He discussed aspects of market research, creating a working business plan, securing financing, logistics, and human resources. Hall answered participant questions and provided feedback on business ideas.

Entrepreneurship is one of the 14 required elements for WIOA youth programming.

The YouthStop™
"Where Academic Preparation and Career Readiness Meet"

360 East Main Street

Spartanburg • South Carolina • 29304

864.585.4433 • 864.583.4050 (F) • TRY: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	April 27, 2018, at 9:00 a.m.
Contact for Questions and Concerns	<p>Ms. Jennie Thomas, Committee Chair – 864.249.8030 Email: jthomas@scvrd.state.sc.us</p> <p>Ms. Dana Wood – 864.596.2028 Email : wood@upstateworkforceboard.org</p>
Action Taken	<i>Discussion and Planning</i>
Results and Outcomes	<p><u>Welcome and Introductions</u> Ms. Jennie Thomas, Committee Chair, welcomed committee members.</p> <p><u>Event Overview (review program outline)</u> Ms. Dana Wood led a discussion about the agenda for the Invisible Disabilities in the Workplace event scheduled for May 11th. The event program will feature the agenda on the front and a list of biographies of all the speakers on the back. There will be several booths open during the registration period from 11:00 a.m. to 11:30 a.m., including one for Veterans.</p> <p><u>Vendor Discussion</u> Ms. Dana Wood said that there are a good number of vendors lined up, including ABLE SC, The Charles Lea Center, Vocational Rehabilitation, Veterans, and Mental Health. Ms. Sandy Jordan volunteered to assist Ms. Wood with a handout about vendors. Ms. Wood said she had not heard back from the HR Association about getting education credits for the event.</p> <p><u>Update on ADA Facility Recommendations</u> Ms. Dana Wood shared with the committee that she has been very fortunate to have landlords who have been very receptive to all of the facility recommendations that have been requested. For the Upstate Workforce Board offices, our building manager has already installed new door knobs, added automatic flushers in the restrooms, and adjusted the door tensions. A meeting has been scheduled with the landlord of the SC Works Cherokee office. For the SC Works Spartanburg office, Ms. Wood has spoken to SCC on multiple occasions. SCC had already determined that the parking lot slope was off, due to the fact that the contractor never followed through on changes identified during the construction process. It will cost anywhere from 10 to 14 thousand dollars to fix the grade, but SCC is committed to making the correction. There are plans to move from the SC Works Union location, so we did not want to spend money on changes to that building. Ms. Wood reiterated that we have made great progress in making sure our buildings are accessible to all who use our services.</p> <p><u>Closing</u> Ms. Jennie Thomas gave her thanks to the committee for taking up this issue. She also thanked Ms. Dana Wood for taking the initiative on this and many other projects. Finally, she asked committee members to remember to thank Mr. Craig Jacobs for his sponsorship of the event.</p> <p><u>Other Business and Adjourn</u> With no further business, the meeting was adjourned at 9:30 a.m.</p>
Items Referred for Board Action	None
Website Reference	www.upstateworkforceboard.org



**Upstate Workforce Board
Disabilities Committee Meeting**

**April 27, 2018
9:00 a.m.
The Bryant Center**

Facilitated by Ms. Jennie Thomas, Committee Chair

9:00 AM

Welcome & Introductions

9:05 AM

Event Overview (review program outline)

9:25 AM

Vendor Discussion

9:45 AM

Update on ADA Facility Recommendations

10:00 AM

Adjourn

**Next Meeting Date:
August 30, 2018**



Invisible Disabilities in the Workplace

Friday, May 11, 2018

11:30 a.m. - 1:00 p.m.

Spartanburg Community College Tyger River Campus

11:00 a.m.	Registration/Vendor Booth Visitation	
11:30 a.m.	Lunch (Midway BBQ)	
11:30 a.m.	Welcome	Ms. Jennie Thomas, Disabilities Committee Chair
11:35 a.m.	Introduction of Speakers	Moderator, Mr. Chuck Ewart, The Ewart Group
11:40 a.m.	Mental Health	Ms. Tricia Williams, Greer Area Mental Health
11:45 a.m.	PTSD Presentation	Mr. Craig Burnett, INSERT
12:00 p.m.	Asperger's, Autism and Intellectual Disabilities	Dr. Joe Ryan, Clemson LIFE
12:20 p.m.	Depression/Anxiety	Dr. Lorell Gordon, Gordon Consulting and Counseling
12:35 p.m.	Occupational Therapy	Ms. Tanya Lambert, SC Vocational Rehabilitation
12:45 p.m.	Q&A	Mr. Chuck Ewart, The Ewart Group
1:00 p.m.	Closing Remarks	Mr. Chuck Ewart, The Ewart Group

Thank you to our sponsor:

Mr. Craig Jacobs, Spencer Hines Properties



Special thanks to the Upstate Workforce Board's Disability Committee for planning today's event.

Union County Carnegie Library Renovation 2018





