



Advancing the Future of Business and Community

upstategwb.org

UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING

January 14, 2019

12:00 PM

SC WORKS

Present:

Mr. Craig Jacobs, Committee Chair

Ms. Betty Guzzo, Committee Member

Mr. Brent Bishop, UWB

Mr. Jim Cook, Committee Member

Mr. Carter Smith, Committee Member

Mr. Doug Stephenson, SC Works

Ms. Dana Wood, UWB

Ms. Jan Batzer, UWB

Welcome

The meeting was called to order by Mr. Craig Jacobs at 12:07 p.m.

Financial Report

Mr. Brent Bishop, CFO, presented and reviewed the Budget vs. Actual for July through November 2018. Discussion included: Utility expenses are running a bit high because of the old office in Union County, but they are leveling off. Ms. Dana Wood, Associate Director, added that training expenditures are above 60% -this is good. She reported that the Re-Entry Grant (16RET01) has \$6,159.24 remaining in the training line item. It was not enough to offer a class so it will be returned to the state. The Transportation Grant (16TDG03) is being closed out. The committee was reminded what a challenge it was to utilize the funding. The state IWT, RR grants and the Innovation Grant are in the early stages of spending. There were no questions.

Budget Modification* (voting item)

Mr. Bishop presented a budget modification to increase the ResCare grant by \$192,812.00. The funds are coming from unobligated funding. The majority of the funding is being placed in their training line item. There is also a shift of Dislocated Worker funds to Adult funds. Mr. Jim Cook motioned and Ms. Betty Guzzo seconded the budget modification as presented. It was approved unanimously with no abstentions.

SC Works Update

Mr. Doug Stephenson, SC Works Greater Upstate went over highlights from the Monthly Report Card PY18 Dashboard for December 2018. Information: Traffic was down in all the centers. Truck driving instruction has a good return on investment. Some graduates continue to drive long haul while some change to short haul in this area. Training options vary - one school offers an additional three weeks that provides more driving experience. Mr. Stephenson reminded the committee that numbers for December may be lower than usual due to holidays and inclement weather. Union County customers' response to the new library has been positive. There were no questions.

Obligations vs. Actual

Mr. Stephenson provided results and feedback on the pilot process to try obligating 50% of expected training costs rather than 100% for technical college WIOA participants. Many students attending community college receive Pell and lottery funds and the amount needed from WIOA is reduced. It is hard to estimate how much will be needed, but it will not be 100% of the actual cost of the program. Entering 50% obligation is allowing for less funds to be tied up in the ResCare fund tracking system which in turn creates more funding opportunities for new clients. At this time, 69% of obligated funds have been paid. Ms. Guzzo motioned to continue this internal practice. Mr. Jim Cook seconded the motion. It was approved unanimously with no abstentions.

SCWorks Upstate General Updates

Ms. Dana Wood provided the following information. **Rapid Response Funding.** Approximately \$120,000 is being held by DEW because the local DEW manager hired is pending appointment to the board. The DEW manager is a Greenville County resident and that is not in alignment with county policy, our local bylaws or our local 4-year plan. The county attorneys and the county administrator are assisting in resolving this issue. The governor has been made aware of the situation as well. By the time this is likely resolved, there is little chance that the funds will be able to be utilized since they must be spent by June 30, 2019. The Executive Committee is addressing this issue. **Performance Concerns.** We have concerns with not being able to verify median wage cohorts. There are also other concerns with cohorts from other local areas being included in our local performance. The Executive Committee is aware and is assisting in addressing the concerns. **MOU/IFA.** Spartanburg Community College (SCC) plans to increase rent for the SC Works space on Kennedy Street. The price has not been determined. Partners contribute to the expenses of the center so an increase would have an effect on everyone. The first meeting with partners is scheduled for February 19, 2019. Members are encouraged to attend and participate in the process. **Transportation Demo Grant.** Grant ended on December 31, 2018. There will be a small balance remaining in the grant. The closeout package is being prepared.

Adjournment

With there being no additional business, the meeting was adjourned at 1:10 p.m.

The next meeting will be held February 19, 2019.



Advancing the Future of Business and Community

upstatewib.org

AGENDA

ONE STOP COMMITTEE MEETING

January 14, 2019

12:00 noon

SC Works-Upstate

- | | |
|------------------------------------|---------------------|
| • Welcome | Mr. Craig Jacobs |
| • Financial Report | Mr. Brent Bishop |
| • Budget Modification* | Mr. Brent Bishop |
| • SC Works Update | Mr. Deivis Henao |
| ○ Dashboard | |
| ○ Just in Time Reports | |
| • Obligations vs. Actual | Mr. Doug Stephenson |
| • SC Works Upstate General Updates | Ms. Dana Wood |
| ▪ Rapid Response Funding | |
| ▪ Performance Concerns | |
| ▪ MOU/IFA | |
| ▪ Transportation Demo Grant | |
| • Other Business & Adjourn | |

**denotes a voting item*

Next Meeting Date: February 19, 2019

Our Mission Statement:

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

UPSTATE WORKFORCE BOARD
One Stop Committee Meeting
01/14/2019
12:00 p.m.
SC Works Spartanburg

NAME	ORGANIZATION
1. Dana Wood	Upstate WB
2. Cath Smith	EFG
3. Betty Guygo	HBC Associates, Inc.
4. Jim Cook	Cherokee County Dev Bld.
5. Jan Batzer	UWB
6. Brent Bishop	UWB
7. Doug Stephenson	SC Works Grtr Upstate
8. CRAIG JACOBBS	S/H PROPERTIES
9. Vicki Lane	UWB
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Upstate Workforce Board

Profit & Loss Budget vs. Actual

July through November 2018

Arbor					
42% of PY18		Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		1,250,000.00	1,250,000.00	0.00	100.0%
Total Income		1,250,000.00	1,250,000.00	0.00	100.0%
Expense					
Administration					
Dues, Prof fees, Subscriptions		1,140.00	1,500.00	-360.00	76.0%
Fringes		31,833.82	96,741.78	-64,907.96	32.91%
Indirect Cost		28,038.83	72,019.49	-43,980.66	38.93%
Management Fee		28,552.28	68,525.52	-39,973.24	41.67%
Salaries		178,901.23	428,450.00	-249,548.77	41.76%
Total Administration		268,466.16	667,236.79	-398,770.63	40.24%
Operating Expenses					
Computers and Software		2,070.45	7,500.00	-5,429.55	27.61%
Contract/Consulting Services		688.95	4,500.00	-3,811.05	15.31%
Equipment Rental		920.50	2,500.00	-1,579.50	36.82%
Mileage		3,670.60	11,000.00	-7,329.40	33.37%
Misc. & Facilities Costs		4,458.43	11,900.00	-7,441.57	37.47%
Office Supplies		1,846.71	7,460.71	-5,614.00	24.75%
Outreach		140.00	3,400.00	-3,260.00	4.12%
Postage		132.72	900.00	-767.28	14.75%
Printing Supplies		457.54	2,700.00	-2,242.46	16.95%
Professional Development		310.00	5,000.00	-4,690.00	6.2%
Relocation		588.84	2,500.00	-1,911.16	23.55%
Rent		30,154.15	75,000.00	-44,845.85	40.21%
Telephone		3,671.00	9,000.00	-5,329.00	40.79%
Travel-Out of Town		0.00	2,212.50	-2,212.50	0.0%
Utilities		2,043.50	3,340.00	-1,296.50	61.18%
Total Operating Expenses		51,153.39	148,913.21	-97,759.82	34.35%
Supportive Services					
Books, Tools, Uniforms, Fees		11,569.67	26,000.00	-14,430.33	44.5%
Childcare		0.00	2,500.00	-2,500.00	0.0%
Transportation		7,460.00	16,500.00	-9,040.00	45.21%
Total Supportive Services		19,029.67	45,000.00	-25,970.33	42.29%
Training Expenses					
Instructional Training		176,704.66	293,850.00	-117,145.34	60.13%
OJT Training		33,525.72	85,000.00	-51,474.28	39.44%
Work Experience		1,242.33	10,000.00	-8,757.67	12.42%
Total Training Expenses		211,472.71	388,850.00	-177,377.29	54.38%
Total Expense		550,121.93	1,250,000.00	-699,878.07	44.01%
Net Income		699,878.07	0.00	699,878.07	100.0%

50% Obligation Trial- Sep 2018 thru Feb 2019

Area	TDS	State ID	Fund	Training Provider	Program	Start Date	Program Term	Total Commitment	Original Obligation	Second Obligation	De-Obligations	Reason De-Ob (Pell, Ed Lot, drop
Spart	Jocelyn	3005909	DW	GTC	Nursing	7/23/2018	1 term		874.00		spent all	
Spart	Jocelyn	2302503	A	GTC	CDL	8/3/2018	1 term		1044.00		spent all	
Spart	Jocelyn	3382412	A	GTC	Surgical Tech	8/20/2018	1 yr		2954.00	2500.00	spent all	
Cherokee	Meika	279086	A	GTC	Computer Tech	8/20/2018	2 Yr		1960.00		Paid \$1457.00	Dropped out
Spart	Jocelyn	2180076	A	GTC	Mechanical Eng	8/20/2018	2 yr		2746.00		Paid \$2728.00	Dropped out
Spart	Rose	2985827	A	SCC	Medical Assist	8/20/2018	1 yr		1203.00		paid \$0	Pell
Union	Nikki	1755063	DW	SCC	Welding	8/20/2018	1 yr		2530.00	3220.00	spent all	
Union	Nikki	3059014	DW	SCC	Automotive Tech	8/20/2018	2 yr		3000.00		spent \$720	Pell
Union	Nikki	2359365	A	SCC	Mechatronics	8/20/2018	SS		1610.00		spent all	
Union	Nikki	2283109	DW	SCC	Mechatronics	8/20/2018	2 yr		3448.00	2530.00	spent all	
Cherokee	Meika	177160	A	SCC	Accounting	8/20/2018	2 yr - SS		Only books			
Union	Nikki	3343075	A	SCC	Industrial Elect	8/20/2018	2 yr		Only books			
Spart	Jocelyn	184753	A	SCC	Med Tech	8/20/2018	1 yr		Only books			
Spart	Jocelyn	3058669	A	SCC	Pharmacy	8/20/2018	1 yr		3000.00	1500.00	spent \$1926.41	
Spart	Rose	3381933	A	SCC	Automotive Tech	8/20/2018	2 yr		3000.00		spent \$639.00	Lottery
Spart	Rose	160276	A	SCC	Accounting	8/20/2018	2 yr		3000.00		spent \$1433.00	Dropped class
Spart	Rose	191839	DW	GTC	Med Sonography	1/8/2018	2 yr		3000.00		spent \$894.00	Pell
Spart	Rose	3355201	A	SCC	Pharmacy	5/14/2018	1 yr		2444.00		Paid \$0	Pell

Start 50%

SC Works Greater Upstate

Monthly Report Card PY18
(December 2018)

(Cherokee, Spartanburg, and Union)

Bringing Employers
and
Job Seekers
Together



DASHBOARD 12/01/2018 through 12/31/2018

	1st Quarter	AUG	SEP	2nd Quarter	NOV	DEC	3rd Quarter	FEB	MAR	4th Quarter	MAY	JUN	TOTAL
JUL													
Total Center Traffic	2920	2621	1752	1974	1730	1662	0	0	0	0	0	0	12659
WIOA Traffic (Spartanburg 106, Gaffney 26, Union 16)	282	324	207	270	187	148							1418
UI Traffic (Spartanburg 344, Gaffney 248, Union 94)	1236	805	606	673	735	686							4741
WP Traffic (Spartanburg 600, Gaffney 187, Union 174)	1706	1614	1064	1122	936	961							7403
Total Unduplicated Center Traffic	1657	1415	1001	1130	1008	972	0	0	0	0	0	0	7183
# Scheduled for WIOA Orientation	72	57	41	53	27	37	0	0	0	0	0	0	287
# Attended WIOA Orientation	38	37	23	40	22	26	0	0	0	0	0	0	186
# of Workshops Offered	18	18	20	19	15	17	0	0	0	0	0	0	107
# Scheduled for Workshops	66	73	78	85	58	44	0	0	0	0	0	0	404
# of Workshop Attendees	34	38	60	60	33	25	0	0	0	0	0	0	250
New ADULT Enrollments	25	25	16	20	12	13							111
New DW Enrollments	4	4	3	3	1	3	0	0	0	0	0	0	18
Total Caseload	317	325	318	313	298	288	0	0	0	0	0	0	
New ADULTS beginning training**	29	17	12	22	10	7	0	0	0	0	0	0	97
New DWs beginning training**	1	6	3	3	0	0	0	0	0	0	0	0	13
% New Clients vs Clients Entering Trng	103.4%	79.3%	78.9%	108.7%	76.9%	43.8%							81.8%
# of New Job Orders Placed	320	377	328	354	296	226	0	0	0	0	0	0	1901
# of New Jobs Available	1414	1241	2279	2050	754	817	0	0	0	0	0	0	8555
# Entered Employment	45	36	30	16	8	51	0	0	0	0	0	0	186

TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Jocelyn Bell - 73
Melika Jones - 53
Nikki Burgess - 83
Rose Cortes - 79

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 PY18 PY17 Change
Cherokee 403 363 +40
Spartanburg 995 1234 -360
*Union 264 479 -215

New Trainings by County

Cherokee = 2
Spartanburg = 1
Union = 1

TRAINING PROVIDERS AND PROGRAMS:

Provider Training Program/Number of enrollees
SCC CDL 3
TDI CDL 1

OTI/WEP Established 1 for December/20 YTD

*Union relocated to Library on 9/11/2018

Highlighted Events and Outreach

December 1st - December 31st

- 12/4 Kenneth attended the Community Indicators update where information was shared about various statistics regarding the populace of Cherokee County.
- 12/5 Nikki attended the monthly TASC Team meeting for Union County. There were several community members in attendance. The Team discussed the strategic plan and objectives for the year.
- 12/5 Kenneth attended the monthly CUS meeting where information was shared about the upcoming Point in Time Count for the Homeless population in the Upstate.
- 12/5 Doug attended Connecting Our Future - TATT hosted event with concerned workforce and employer representatives to discuss public/private transportation options for Upstate region in near/far future.
- 12/7 Devis and Meika conducted mock interviews for 60 students at Gaffney High School.
- 12/17 Kenneth visited the Spartanburg Detention Center to provide an overview of Interviewing Techniques to the Operation Educate class. Kenneth also discussed WIOA funded training for in demand jobs in the Upstate.
- 12/18 Meika visited Copeland Academy and presented information on WIOA training and services offered by SCWorks. There 9 students in attendance.
- 12/19 Devis attended the World Relief quarterly Meeting. Updates for the program were shared, and conversations about services/obstacles were discussed.

Social Media Outreach (Cumulative):

279 Social Media Posts and 123 Facebook Likes
PY18 December Goal- 124 Posts and 102 Likes

Community Engagement:

Goal: Spartanburg-6, Cherokee-4, Union-4
Actual: Spartanburg-8, Cherokee-4, Union-5

Business Services Focus

- **RDBS attended the business engagement workgroup meeting at SCDEW in Columbia.**
- **Core team sector strategy meeting was held on December 4th.**
- **Ben attended Apprenticeship Carolina Event.**
- **Sharron attended Economics of Apprenticeship Event.**

Enrollment Data PY18 December

<u>Union</u>		
New Trainings	16	1
Enrollments AD	17	3
Enrollments DW	5	0
<u>Cherokee</u>		
New Trainings	10	2
Enrollments AD	31	3
Enrollments DW	0	0
<u>Spartanburg</u>		
New Trainings	57	1
Enrollments AD	63	7
Enrollments DW	13	3
OJT's	20	1

IWT State Funding	IWT State Spent
\$297,255	\$0

"There are no secrets to success. It is the result of preparation, hard work, and learning from failure."
Colin Powell

Talent Engagement News

Center	SCWOS Job Referrals	Employment - October
Cherokee	91	+268
Spartanburg	923	+1,063
Union	83	+85

**SC Works WIOA Orientation, WIN,
and Workshop Data
Since last J.I.T.**

WIOA Orientation Attendees:

(Group and One on One Sessions)

Cherokee - 3
Spartanburg - 21
Union - 2

WIN Tests Completed

Spartanburg - 26
Union - 7

Intensive Workshop Attendance:
25

Training/Support Services Funding PY 18

	Fund Amount	Obligated	Remaining
AD-ITA	241,947	238,034	3913
AD-OJT	50,002	49,999	2
AD-WEP	1,242	600	642
AD-SS	33,930	32,909	1,020
DW/ITA	85,657	69,531	16,125
DW-SS	11,070	11,017	52
DW OJT	10,000	0	10,000

PY18 1st Quarter

Performance Measure	Negotiated Goals	1st Quarter	% of Goal	1st Q Rolling	% of Goal
Adult Employment Rate 2nd Quarter After Exit	76.8%	75.4%	98.2%	77.5%	100.9%
Adult Employment Rate 4th Quarter After Exit	73.0%	71.4%	97.8%	83.3%	114.1%
Adult Median Earnings 2nd Quarter After Exit	\$5,644	\$5,159	91.4%	\$5,889	104.3%
Adult Credential Attainment Within 4 Quarters After Exit	51.9%	70.0%	134.9%	80.5%	155.1%
DW Employment Rate 2nd Quarter After Exit	80.1%	100.0%	124.8%	87.5%	109.2%
DW Employment Rate 4th Quarter After Exit	76.0%	100.0%	131.6%	95.8%	126.1%
DW Median Earnings 2nd Quarter After Exit	\$7,100	\$ 5,479	77.2%	\$ 7,151	100.7%
DW Credential Attainment within 4 Quarters After Exit	48.6%	25%	51.4%	42.9%	88.3%
Youth Employment Rate 2nd Quarter After Exit	76.6%	87.0%	113.58%	89.7%	117.1%
Youth Employment Rate 4th Quarter After Exit	69.0%	76.2%	110.4%	80.0%	115.9%
Median Earnings (baseline - no local measure)	N/A	\$ 1,330.00	N/A	\$ 1,509.00	N/A
Youth Credential Attainment within 4 Quarters After Exit	68.1%	60.00%	88.1%	61.80%	90.7%

more than 100% of the goal (exceeds)
between 90%-100% of the goal (meets)
less than 90% of the goal (failing)

Measureable Skills Gains				
Adult	n/a	23.9		43.8
DW	n/a	5		28.6
Youth	n/a	22.2		65.3

PY18 1st Quarter

Performance Measure	Negotiated Goals	1st Quarter	% of Goal	1st Q Rolling	% of Goal
Adult Employment Rate 2nd Quarter After Exit	76.8%	75.4%	98.2%	77.5%	100.9%
Adult Employment Rate 4th Quarter After Exit	73.0%	71.4%	97.8%	83.3%	114.1%
Adult Median Earnings 2nd Quarter After Exit	\$5,644	\$5,159	Dana Wood: was 3,958	\$5,889	Dana Wood: was 4528
Adult Credential Attainment Within 4 Quarters After Exit	51.9%	70.0%	134.9%	80.5%	155.1%
DW Employment Rate 2nd Quarter After Exit	80.1%	100.0%	124.8%	87.5%	Dana Wood: was 89.2
DW Employment Rate 4th Quarter After Exit	76.0%	100.0%	131.6%	95.8%	Dana Wood: was 100%
DW Median Earnings 2nd Quarter After Exit	\$7,100	\$ 5,479	77.2%	\$ 7,151	Dana Wood: was 8415
DW Credential Attainment within 4 Quarters After Exit	48.6%	25%	51.4%	42.9%	Dana Wood: was 100
Youth Employment Rate 2nd Quarter After Exit	76.6%	87.0%	113.58%	89.7%	Dana Wood: was 88.9
Youth Employment Rate 4th Quarter After Exit	69.0%	76.2%	110.4%	80.0%	115.9%
Median Earnings (baseline - no local measure)	N/A	\$ 1,330.00	Dana Wood: was 982	1,509.00	Dana Wood: was 1330
Youth Credential Attainment within 4 Quarters After Exit	68.1%	60.00%	88.1%	61.80%	90.7%

more than 100% of the goal (exceeds)
between 90%-100% of the goal (meets)
less than 90% of the goal (failing)

Measureable Skills Gains			
Adult	n/a	23.9	43.8
DW	n/a	5	28.6
Youth	n/a	22.2	65.3