



UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING

February 17, 2016

12:00 p.m.

Upstate Workforce Board Conference Room

Present:

Mr. Brent Bishop, Upstate Workforce Board
Mr. Shelley Blount, Committee Member
Ms. Betty Guzzo, Committee Member
Mr. Dwayne Hatchett, Upstate Workforce Board

Mr. Craig Jacobs, Committee Chair
Mr. Carter Smith, Committee Member
Ms. Douglas Stephenson, SC Works Upstate
Ms. Kara Tanenbaum, Upstate Workforce Board

Welcome and Opening of Meeting

The meeting was called to order at 12:10 p.m. by Mr. Craig Jacobs, Chair.

Financials

Mr. Brent Bishop, Chief Financial Officer of Upstate Workforce Board, reviewed the SC Works Operating and Rapid Response financials from July 1, 2015 through January 31, 2016. Mr. Bishop noted that the most recent modification (newly obligated funds and the transfer of Dislocated Worker to Adult funds) were included and therefore more accurately reflected in the financial report. The SC Works budget is on track. Mr. Bishop also noted that two Rapid Response IWT grants had ended on January 31, 2016 and two more were ending in March 2016; however, Ms. Johnny-Lynn Crosby was attempting to obtain an extension for one of the grants. There were no additional questions or concerns.

SC Works Update

Mr. Douglas Stephenson, Project Director of Rescare, provided several updates for SC Works:

- Mr. Henry Giles offered to allow SC Works staff utilize space at SCC Cherokee Center for Advanced Manufacturing and Industrial Technologies (CAMIT), at least through June 2016. This will give staff a full time presence in the county until SCDEW and the area finalize/approve the RSAs for PY14 and PY15.
- SC Works is in partnership with UWB, Vocational Rehab and Sgt. Neil Urch of the Spartanburg Detention Center in applying for a Department of Labor grant to establish an actual job center-type service within the detention center.
- The Annual Job Fair will be May 5, 2016. Sponsors have already committed; in past years it has been difficult to obtain them. However, employers have worked with Ms. Crosby and her Business Services team, confident in SC Works- Upstate delivering quality services in a timely, professional manner.
- % of Training Distribution-- number of participants based as of January 31, 2016:
 - 69% -- Manufacturing
 - 14% -- Trades
 - 17% -- Other
- Approximately 70% of training/support services funds has been obligated.
- Rescare-Career Pathways Explorer, effective March 1st, will be utilizing a new personality assessment called Woofound, which provides a better understanding of one's personality and allows better decisions about career direction.
- Able SC held an informative and well-attended Disability Benefits & Employment seminar in the SC Works-Upstate location. Approximately thirty participants from Able SC, Commission for the Blind and Vocational Rehab were in attendance.

- MOU/RSA – A few signed agreements are still needed. Vocational Rehab and Department of Social Services are currently pending at the state level, while SC DEW has not returned their signed agreement. All signatures are required before it can go before the Upstate Workforce Board.

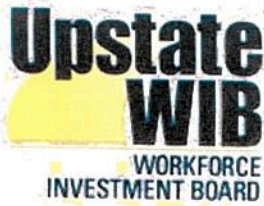
DOL/FOIA Update

Ms. Ann Angermeier, Mr. Curtis Anderson and Ms. Dana Wood met with Attorney Lewis Cromer in Columbia on Wednesday, January 27, 2016. Mr. Cromer agreed to send a letter containing backup documents to the Department of Labor, responding to the SCDEW monitoring response from Ms. Cheryl Stanton, Executive Director.

Adjournment

With no further business, the meeting was adjourned at 12:35 p.m.

Next Meeting Date: Wednesday, March 16, 2016



AGENDA

ONESTOP OVERSIGHT COMMITTEE MEETING

Upstate Workforce Board Conference Room

Wednesday, February 17, 2016

12:00 p.m.

- Welcome Mr. Craig Jacobs
- Financials *(ending January 2015)* Mr. Brent Bishop
- SC Works Update Mr. Doug Stephenson
- DOL/FOIA Update Mr. Craig Jacobs

NEXT MEETING: MARCH 16, 2016

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

58% of PY15	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	1,138,435.23	1,138,435.23	0.00	100.0%
Total Income	1,138,435.23	1,138,435.23	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	0.00	100.00	-100.00	0.0%
Fringes	42,658.55	84,182.84	-41,524.29	50.67%
Indirect Cost	36,350.21	65,790.37	-29,440.16	55.25%
Management Fee	34,151.31	62,613.94	-28,462.63	54.54%
Salaries	229,206.00	393,892.31	-164,686.31	58.19%
Total Administration	342,366.07	606,579.46	-264,213.39	56.44%
Operating Expenses				
Computers and Software	2,592.32	3,775.77	-1,183.45	68.66%
Contract/Consulting Services	960.72	3,000.00	-2,039.28	32.02%
Equipment Rental	2,417.86	3,600.00	-1,182.14	67.16%
Facilities Costs	4,127.23	12,000.00	-7,872.77	34.39%
Mileage	3,377.52	11,900.00	-8,522.48	28.38%
Office Supplies	742.09	6,200.00	-5,457.91	11.97%
Postage	702.01	1,200.00	-497.99	58.5%
Printing Supplies	584.56	2,000.00	-1,415.44	29.23%
Professional Development	150.00	200.00	-50.00	75.0%
Relocation	593.82	1,500.00	-906.18	39.59%
Rent	76,968.69	134,180.00	-57,211.31	57.36%
Telephone	8,179.76	16,200.00	-8,020.24	50.49%
Travel-Out of Town	0.00	100.00	-100.00	0.0%
Utilities	5,781.53	12,000.00	-6,218.47	48.18%
Total Operating Expenses	107,178.11	207,855.77	-100,677.66	51.56%
Supportive Services				
Transportation	5,330.00	15,000.00	-9,670.00	35.53%
Total Supportive Services	5,330.00	15,000.00	-9,670.00	35.53%
Training Expenses				
Instructional Training	119,716.50	309,000.00	-189,283.50	38.74%
Total Training Expenses	119,716.50	309,000.00	-189,283.50	38.74%
Total Expense	574,590.68	1,138,435.23	-563,844.55	50.47%
Net Income	563,844.55	0.00	563,844.55	100.0%

PY15
Arbor: Rapid Response Grants

Grant	TOTAL				Current %	58%
	thru January 31, 2016 Expenditures	Budget	Variance	% of Budget		
Rapid Response IWT #14RRIWT15 (1/31/16)	\$ 38,050.00	\$ 45,850.00	\$ 7,800.00	82.99%		
Rapid Response IWT #14RRIWT16 (1/31/16)	\$ 41,950.00	\$ 60,950.00	\$ 19,000.00	68.83%		
Rapid Response IWT #14RRIWT17 (3/28/16)	\$ 38,400.00	\$ 78,445.00	\$ 40,045.00	48.95%		
Rapid Response IWT #14RRIWT18 (3/1/16)	\$ 25,950.00	\$ 42,950.00	\$ 17,000.00	60.42%		
IWT 15M903IWT01-UWIB #15IWT03 (8/31/16)	\$ -	\$ 54,504.00	\$ 54,504.00	0.00%		
Totals	\$ 144,350.00	\$ 282,699.00	\$ 138,349.00	51.06%		

Just In Time Report

Highlighted Events and Outreach

January 1st - January 31st

Highlighted Happenings:

On January 8th, Lajuna conducted two training sessions for Vocational Rehabilitation staff from Spartanburg, Cherokee, and Union. The training was on how to better utilize SC Works Online System (SCWOS) and some networking tools to better serve their clients.

Lajuna and Meika conducted a rapid response session on the 12th with HR Manager, Ava Cooley of ADS in Cherokee County. The closure effects 105 employees. On the 14th Meika conducted two orientation sessions with 65 employees to discuss WIOA and workshops offered through SC Works.

On the 13th Lajuna participated in the Quarterly Family Self-Sufficiency/Homeownership/Connections Program Coordinating Committee meeting at the CC Woodson Community Center.

Maria and Meika attended the Hispanic Alliance meeting on the 15th hosted by Arcadia Elementary. Arcadia Elementary offers a variety of services to students and their parents. One program offers students breakfast, lunch and dinner. Another offers an adult education program and parenting classes that include free child care. Nancie Strover from DHEC spoke about their new Diabetes Prevention Program in Spartanburg. Wofford College, USC Upstate, Vocational Rehabilitation, Mary Black Foundation, Upstate Family Resource Center, and PASO's were among the organizations present.

Nancy, Kenneth, and Meika assisted the BST in supporting a Cooper Standard Automotive recruitment event. They provided screening assistance and event management at events in Duncan and Gaffney. 257 candidates attended the recruitment event on January 19th in Duncan and 47 attended the event in Gaffney on the 20th. Overall, Cooper Standard was very pleased with the candidates and was very appreciative of the support provided by SC Works Upstate.

On January 21st, Kenneth went to the Goodwill Job Connection on Asheville Highway to conduct an on-site Resume Pro workshop. There were five people in attendance.

Business Services Focus

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

The date of the SC Works Spartanburg Annual Job Fair will be Thursday, May 5, 2016 at the Spartanburg Community College Downtown Campus. Our goal is to recruit 50 employers to participate. Michelin North America Inc. is excited about sponsoring the event.

On January 14th, three members of the Upstate BST attended a very informative Business Intelligence Training Seminar, hosted by Spartanburg Community College and facilitated by the Center for Regional Economic Competitiveness. The training has better equipped our team to provide local, current labor market data to industry, upon request.

South Carolina Vocational Rehabilitation (SCVR) was the guest speaker for the community/business partner meeting held on January 22nd at SC Works Spartanburg. Thank you to SCVR for a fantastic partnership!

On the 29th, Johnnie-Lynn and Dwayne Hatchett, Workforce Solutions Manager with the Upstate Workforce Board, facilitated a series of workshops for local K-12 Career Counselors/Teachers at the Education and Economic Development Act/ Career and technology education (EEDA/CATE) Winter Conference.

A graduate of Operation Educate was hired at Martex Fiber at \$11 an hour in January. Since his hire date, he has been promoted once and will be promoted again next week! After his second promotion, he will be earning \$12 an hour. Martex Fiber is very pleased and contacted the BST this week to see about interviewing another Operation Educate graduate!

2016 is already promising to be a year of economic growth.

Talent Engagement News: January 1st - January 31st

Center	Job Referrals
Gaffney	42
Spartanburg	12
Union	33

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

WIA Orientation Attendees:
(Group and One on One Sessions)
Cherokee - 7
Spartanburg - 24
Union - 7

WorkKeys Completed 1/1 - 1/31
Spartanburg - 50
Union - 4

Intensive Workshop Attendance: 25

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

Adult ITA Funding	232,181.25
Obligation Remaining	56,482.44
Adult Support Services	12,000.00
Obligation Remaining	6,750.00
DW ITA	76,818.75
Obligation Remaining	31,587.25
DW Support Services	3,000.00
Obligation remaining	743.00

Percentage of Training Distribution
Manufacturing 69%
Trades 14%