

## AGENDA

### ONESTOP OVERSIGHT COMMITTEE MEETING

Upstate WIB Conference Room

February 19, 2013

NOON

- Welcome Craig Jacobs
- SC Works Dashboard Brenda Connelly
- PY13 RSA/MOU Dana Wood
- Other Business
- One Stop RFP Process Brenda Connelly/Dana Wood  
(Committee Members Only)
- Adjourn

NEXT MEETING:

April 16, 2014

**Upstate Workforce Investment Board  
One Stop  
Committee Summary**

<b>Meeting Date</b>	<i>February 19, 2014 Noon</i>
<b>Contact for Questions and Concerns</b>	Mr. Craig Jacobs - 864.266.1561 Email: <a href="mailto:cjacobs@spencerhines.com">cjacobs@spencerhines.com</a>  Ms. Brenda Connelly - 864.562.4444 Email : <a href="mailto:bconnelly@upstatewib.org">bconnelly@upstatewib.org</a>
<b>Significant Items and Issues Raised</b>	<ul style="list-style-type: none"> <li>• <i>January 2014 SC Works Dashboard</i></li> <li>• <i>PY13 RSA/MOU</i></li> <li>• <i>DEW Issues</i></li> </ul>
<b>Action Taken</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Results and Outcomes</b>	<ul style="list-style-type: none"> <li>• Ms. Brenda Connelly, Upstate WIB OneStop Services Coordinator, shared the SC Works Upstate January 2014 Dashboard with the committee. The dashboard was reviewed and discussed. Mr. Buddy Waters asked if 50 percent attendance for those invited to attend workshops was a normal expectation. Ms. Connelly replied that 50 percent attendance was average. She went on to explain that workshop registrants are called a day before workshops as a reminder to attend.</li> <li>• Ms. Dana Wood, Upstate Workforce Investment Board (Upstate WIB) Program and Project Manager, provided a brief update regarding the PY13 Upstate WIB/SCDEW RSA/MOU. She informed the committee that the RSA/MOU draft was submitted to the SC Department of Employment and Workforce (SCDEW) on December 13, 2013. On January 7, 2014 SCDEW requested a Microsoft Word version of the document so they could note electronic changes or comments. She went on to report that on February 3<sup>rd</sup> SCDEW returned a different document than the one previously submitted to them. Ms. Wood informed SCDEW of the errors and after some investigation it was determined that the SCDEW legal department made track changes that they should not have made to the document. This error delayed the process even further. They offered to reverse the changes and return the document as soon as they could. The corrected document was returned to the Upstate WIB on February 10<sup>th</sup>. The Upstate WIB staff will return the document to SCDEW with some changes/comments and hopes to have the RSA/MOU back soon. Ms. Wood informed the committee that at this time the only issue preventing the document from being signed was the methodology used to determine shared costs for Information Technology (IT)/Supplies. She went on to explain that the Upstate WIB planned to suggest a methodology that would be fair for both parties. She promised to update the committee as needed.</li> </ul>



- In other business, Ms. Connelly informed the committee of some ongoing issues between the Upstate WIB and SCDEW. She explained that since the last OneStop Committee meeting a local employer called the Upstate WIB office expressing concern regarding one of his recently laid off employees. After researching the situation it was discovered that the customer went to the SCDEW Church Street location. The customer reported that he had a very long wait and left that center without any help with his unemployment insurance claim. Ms. Connelly reported that not only could this have damaged an Upstate WIB relationship with a business, but the job seeker also left with a negative opinion of SC Works. She also reported that a meeting took place between a team of Upstate staff and SCDEW staff in late January. The meeting was to continue talks stemming from the December 23, 2013 meeting regarding service delivery in the Upstate. The Upstate WIB suggested a proposal for SCDEW to close the doors at the Church Street office and have the resource area open solely at the SC Works Spartanburg location. This option would allow other SCDEW staff, whose primary job duties do not include interaction with customers, to focus on those duties without interruption. Contrary to the promise made at this meeting, the Upstate WIB had still not heard if SCDEW made a decision regarding the service delivery proposal. Ms. Connelly went on to say that another issue still outstanding is the lack of Vet staff presence in the SC Works Spartanburg center, which is a requirement of the law. There is also an issue with the static Wagner-Peyser staff person not showing up during scheduled times. She explained that there have been promises made to have the required representation in the Spartanburg location, but these promises have not come to fruition, which always seems to be the case. Ms. Connelly also stated that there are still ongoing business services issues that have not been resolved. Mr. Craig Jacobs offered Mr. Grey Parks, SCDEW Regional Area Director, a chance to comment. He reported that there was a meeting scheduled that day to address the business services issues and that the SCDEW RSA/MOU team would meet on Friday to discuss the IT/Supplies methodology. A discussion ensued to address these issues.
- Mr. Craig Jacobs then stated that the meeting would adjourn to an executive session to discuss private matters.

Items Referred for Board Action	None
Website Reference	<a href="http://www.upstatewib.org">www.upstatewib.org</a>



# SC Works Upstate

Monthly Report Card PY13  
(January 2014)

Bringing Employers  
and  
Job Seekers  
Together



DASHBOARD 01-1-2014 through 01-31-2014

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Total Center Traffic	5484	4673	5787	4810	5705	7572	7118						41149
Total Unduplicated Center Traffic	3565	3037	3762	3998	3607	4068	3316						25353
# Scheduled for Orientation	89	52	85	52	79	53	106						516
# Attended Orientation	63	31	69	33	50	43	67						356
# of Workshops Offered	30	102	26	54	61	65	63						401
# Scheduled for Workshops	77	246	180	183	281	267	282						1516
# of Workshop Attendees	61	152	95	86	149	139	133						815
New ADULT Enrollments	23	10	16	9	22	23	22						125
New DW Enrollments	2	3	0	0	1	2	1						9
Total Caseload	422	377	361	333	330	327	327						2477
Total NEW ADULT Training Activities Started Current Month													
215 Pre-Employment	3	30	19	14	9	35	38						148
300 Occupational	0	27	14	5	2	1	14						63
301 On the Job Training	0	0	0	0	0	2	0						2
327 GED	2	1	0	0	0	1	0						4
328 Non-ETPL	0	0	0	0	0	0	2						2
Total NEW DW Training Activities Started Current Month													
215 Pre-Employment	0	9	2	0	5	7	6						29
300 Occupational	2	14	4	1	1	0	4						26
301 On the Job Training	0	0	0	0	0	0	0						0
327 GED	0	1	0	0	0	0	0						1
328 Non-ETPL	0	0	0	0	0	0	1						1
Adults Beginning Training Current Month													
DWs Beginning Training Current Month	7	23	14	6	4	16	26						96
% New Clients vs Clients Entering Trng	44.0%	215.4%	112.5%	77.8%	21.7%	76.0%	139.1%						98.1%
# of New Job Orders Placed	168	132	100	96	91	95	132						814
# of Jobs New Jobs Available	1935	454	1509	1235	246	832	1502						7713
# Entered Employment	239	56	69	128	144	236	195						1067

## CAREER CONSULTANT CASELOADS:

Jean Knox - 35  
Dineitha Salmon - 65  
Sheila Anderson - 85  
Nancy Wilson - 76  
Queen Bratton - 66

## CENTER TRAFFIC:

Location  
Cherokee  
Spartanburg  
Union

PY13  
1873  
4182  
1063

PY12  
3679  
3563  
2173

Change  
-1806  
+619  
-1110

## TRAINING PROVIDERS AND PROGRAMS

Provider  
Arc Labs  
Virginia College  
Piedmont Tech  
TDI  
USC-U  
SCC

## Program/Enrollees

Welding (3)  
Pharmacy Tech (1), Business Admin (1)  
Cardiology Tech (1)  
CDL License (1)  
Pharmacy Tech (1)  
Mechanics (5), Computer Tech (1), Medical Asst. (2),  
Welding (1), Machine Tool (1), PCT (3), Engineering (1)

## UPSTATE WORKFORCE INVESTMENT BOARD

# OneStop Oversight Committee Meeting

# February 19, 2014

## Upstate WIB Conference Room

[illegible]

Upstate Workforce Investment Board  
Purchasing Policy & Procedures

PURCHASING CHECK LIST FORM

Staff member name: Brenda Connelly

Today's date: 2/19/2014

Vendor name: Jason's Deli

Billing Address: PO Box 4869 Dept. 271, Houston, TX 77210

Amount of invoice: \$83.15

For Accounting Use Only:

Project

Account

Amount

☒ Meeting/event related Invoice: OneStop Committee Meeting

☒ Sign-in sheet

☒ Agenda

Name of Meeting/Purpose

☐ Purchases over \$999.99:

Description

☐ Quotes attached - see policy for requirements

☐ Travel reimbursements:

Description

☐ Agenda

☐ Receipts (taped on single sheets of paper)

☐ Travel approval received

☐ Travel expense report included

☐ Outreach or other items: PROOF is attached and contains appropriate E/O & Financial Regulations

☐ Other: (description)

Reviewed by: Review Date:

Delivery

Connelly, Brenda  
145 N. Church St.  
504  
Spartanburg, SC 29301  
(864) 596-2028  
Customer Visits: 1

Promise Time: 12:00 PM

Sort Label: 14

Jason's Deli #124  
1450 W.O. Ezell Blvd  
(864)-574-0202

Connelly, Brenda

Host: TERN5  
Cashier: Tiwana  
Connelly, Brenda  
8:08 AM  
150005  
Order Type: Delivery

Traditional Sand Tray 8 60.00  
Roast Beef  
Oven Roasted Turkey Breast  
Ham  
Sweet Tea - gallon 9.99  
MEMO 0.00  
Plates, Forks, Napkins (8 utensils) 0.00  
Plates, Forks, Napkins (8 utensils) @ 0.00 per utensil (MAN WT) 0.00  
Plates Forks and Napkins 7.00  
DELIVERY FEE 7.00  
Subtotal 76.99  
Tax 6.16  
Delivery Total 83.15  
PROJECT RCVBL # 83.15

TAKE OUR SURVEY, PICK A PRIZE!  
COOKIE or \$2 OFF delivery  
www.jasonsdeli.com



**Invoice:**

Date Order Placed: 2/18/2014  
Delivery Date Time: **2/19/2014 12:00 PM**

Del' - To: 145 N. Churcyh St. #504  
Spartanburg, SC 29301

Driver's Name:  
Delivery Instructions:

Customer PO #:

Ordered By: Connelly, Brenda (864) 596-2028



aronline.jasonsdeli.com

**Invoice Number: 140218124070056**

**Questions or Comments**

409-838-1976

customer.service@jasonsdeli.com

UPSTATE WORKFORCE INV BRD - SPARTANBURG CO (CN: 00484SD)  
Attn: Connelly, Brenda  
102 COMMERCE ST  
SPARTANBURG, SC 29304

Jason's Deli - SSC  
1450 W.O. Ezell Blvd  
Spartanburg, SC 29301  
(864) 574-0202

**Customer Name: UPSTATE WORKFORCE INV BRD - SPARTANBURG CO**

Menu Items Purchased:

Quantity	Item	Description	Each	Amount
1	TRAD SAND 8	Traditional Sand Tray 8	60.00	60.00
	Options:	Roast Beef; OvenRoasted Turkey Breast; Ham		
1	SWEET TEA GAL	Sweet Tea - gallon	9.99	9.99
1	MEMO	MEMO	0.00	0.00
	Options:	1130/12**ML**		

\*\*\* Item list continued on next page \*\*\*

Please initial tip \_\_\_\_\_

Subtotal	<b>\$76.99</b>
Tax	\$6.16
Delivery Fee	\$0.00
<b>Order Total</b>	<b>\$83.15</b>
Added Tip	_____
<b>Grand Total</b>	_____

*Claine Stephens*  
Customer Signature

Actual Delivery Time  
(Customer enter & initial)

Printed Name

Thank you for being a Jason's Deli Customer

Due Upon Receipt --- Please pay from this invoice.

**Payment Method:**

Corporate Account

**Charged Amount Due** \$83.15

**Site: Jason's Deli - SSC**

**Date: 2/19/2014**

**Invoice #: 140218124070056**

**Customer PO #:**

**Customer Account No.00484SD**

Visit aronline.jasonsdeli.com for online payment, invoice copies, account history, or questions.

To pay by check: Jason's Deli  
P. O. Box 4869 Dept 271  
Houston, Texas 77210-4869



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Date Order Placed: 2/18/2014  
Delivery Date Time: **2/19/2014 12:00 PM**  
Deliver To: 145 N. Churcyh St. #504  
Spartanburg, SC 29301  
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Delivery Instructions:  
Customer PO #:  
Ordered By: Connelly, Brenda (864) 596-2028



aronline.jasonsdeli.com

**Invoice Number: 140218124070056**

**Questions or Comments**

409-838-1976

customer.service@jasonsdeli.com

**Customer Name: UPSTATE WORKFORCE INV BRD - SPARTANBURG CO**

Menu Items Purchased (Continued):

<u>Quantity</u>	<u>Item</u>	<u>Description</u>	<u>Each</u>	<u>Amount</u>
8	Utensils (8 Utensils)	Plates, Forks, Napkins (8 Utensils)	0.00	0.00
	Options:	Plates Forks and Napkins		
1	DELIVERY FEE	DELIVERY FEE	7.00	7.00
	Options:	Delivery \$7		

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