



Upstate Workforce Board

Meeting Minutes

May 22, 2017

8:30 a.m.

Spartanburg Marriott Hotel

Board Members Present

Mr. Curtis Anderson, Chair
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Jay Coffey
Ms. Tammy Cooley
Mr. Wayne Gregory
Ms. Elizabeth Guzzo
Mr. Carter Smith
Ms. Jennie Thomas
Ms. Marianne Van Fossen
Mr. David Wall
Ms. Martha Young

Board Members Absent

Mr. Ryan Childers
Mr. Jim Cook
Mr. Chuck Ewart
Mr. Robert Faucett
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Cherie Pressley

UWB Staff Present

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

Guests Present

Ms. Kathy Bell
Mr. Isaac Dickson
Mr. Bob Friedman
Ms. Michelle Hawkins
Ms. Helen Merriweather
Mr. Zach Nickerson
Mr. Roger Nutt
Ms. Heather Riggs
Mr. Warren Snead
Ms. Renee Standberry
Mr. Doug Stephenson
Mr. Evander Thomas

Welcome

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:35 a.m.

Approval of Meeting Minutes

The minutes of the March 20, 2017 meeting were reviewed. ***Mr. Wayne Gregory made a motion to accept the minutes as written. Mr. Bill Brasington seconded the motion. There were no abstentions and the motion carried.***

Special Guest Evander Thomas

Mr. Evander Thomas gave a speech about his journey from being a 9th grade student in the YouthStop program to graduating with a registered nursing degree from USC Upstate. He said that before he joined YouthStop, he was potentially headed down the wrong path. He said that he was grateful to Ms. Kathy Bell, Director of YouthStop, for helping him to get on the right path and always being there for him when he needed advice, help with a resume, or the opportunity to practice interview skills. He said that it had

been a long road to his success, but he was grateful to the Upstate Workforce Board for supporting the YouthStop program. He said he hopes to give back and help other young students one day.

One Stop Committee Report

Ms. Betty Guzzo, One Stop Committee member, reported on behalf of the One Stop Committee. The committee met on May 9, 2017. At this meeting, Mr. Doug Stephenson provided updates for the Dashboard and Just in Time Reports. He also gave reports on training and expenditures. Mr. Curtis Anderson commented that the training progress is impressive. Mr. Brent Bishop reported on the budget for SC Works. The figures ran through March, so there will be more adjustments in April, May and June. Ms. Ann Angermeier noted that there have not been many layoffs or closures so staff have transferred funds from Dislocated Worker to the Adult program. The Secret Shopper's report highlighted the need for adequate signage at SC Works in order for clients to find the locations in Cherokee and Spartanburg. The report also included experiences of receiving good service. The committee did have one item for board approval. ***The committee recommended that the Board approve awarding additional local IWT funding to Minghua in the amount of \$1,978.40. The Board voted unanimously to award additional funding to Minghua in the amount of \$1978.40 for local IWT. The motion was passed with no abstentions.***

Executive Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on May 15, 2017. The budget report by Mr. Brent Bishop showed that at the end of March, 61% of the budget had been spent. At the committee meeting, Mr. Brent Bishop presented a Budget Modification, proposing to move money from salaries to cover consulting fees, and transferring funds from vehicle fuel and postage line items to cover repairs for the office van. ***The committee recommended the approval of the Budget modification as written. The Board voted unanimously to approve the budget modification as written. The motion was passed with no abstentions.***

At the committee meeting, Ms. Ann Angermeier presented a marked-up copy of the Injury/Illness Investigation Report policy, showing minor proposed changes. ***The committee recommended the approval of the updated Injury/Illness Investigation Report policy. The Board voted unanimously to approve the updated Injury/Illness Investigation Report policy, with no abstentions.***

Mr. Anderson asked Ms. Ann Angermeier to give a report on the STEM Summer Club of 2017, a program under the Union County Education Task Force. She reported that 20 students from Sims Middle School will participate in the pilot program to build robots, work on math & science skills and go on field trips. Ms. Angermeier thanked local Department of Commerce staff member Ms. Cherie Pressley for the Department giving \$10,000 for the project.

Mr. Anderson reported that the 2006 Dodge Caravan is on its last legs and has been requiring extensive repairs. UWB staff did research and concluded it would be safer and more cost effective to lease a new Ford Explorer for 24 months, at \$615.98 per month with an allowance of 15,000 miles per year. ***The committee recommended the approval of moving forward with the lease agreement for the 2017***

Ford Explorer. The Board voted unanimously to approve moving forward with the lease agreement for the 2017 Ford Explorer. The motion was passed with no abstentions.

Youth Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on May 10, 2017 at the YouthStop. During the meeting, Ms. Kathy Bell reported on the Work Based Learning (WBL) program. This includes paid work experience and job shadowing. The main focus is to give students an opportunity to find out what careers they want to pursue.

Mr. Anderson then presented a Budget Modification request for YouthStop which included moving money from utilities to pay for additional mileage of staff travel to the tri-county area. ***The committee recommended approval of the Budget Modification Request as requested. The Board voted unanimously to approve the Budget Modification Request as presented with no abstentions.***

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on May 16, 2017. The committee held a very successful Disabilities Luncheon, *Breaking down the Barriers*, on May 19th at the SCC Middle Tyger campus. The purpose was to give employers an idea of how simple or complex the accommodations for employees with disabilities can be. The panel discussion featured CEOs from SEW Eurodrive, Green River Cabins, New Prospect Marketing and Kobelco. These companies have made a concerted effort to hire people with disabilities and found they are excellent, committed employees. The 65 attendees learned a lot and expressed surprise at all the resources available to businesses hiring people with disabilities. Ms. Jennie Thomas thanked Ms. Wood for her efforts in coordinating the event. Ms. Thomas yielded the floor to Ms. Wood for additional comments. Ms. Wood thanked the committee and the partners that helped make the event possible.

RFP Update

Ms. Dana Wood reported that the Board had previously voted to approve ResCare as the provider of Adult and Dislocated Worker services in partnership with Greenville County. There were no allocations at the time of this Board meeting. She stated that the board cannot finalize the contract with ResCare until we have a budget. ResCare is rehiring for most positions. Ms. Wood reported that ResCare will work under a Letter of Intent until allocations and a budget are approved. As of now, the board was notified that the Department of Labor has given its data to the SCDEW, so now the State must run the numbers. The Youth programs may also have to operate under a Letter of Intent until allocations and budgets are finalized.

Strategic Planning Meeting June 7th

Board Chairman Curtis Anderson stated that Ms. Angermeier is putting together a list of all UWB staff projects and that Board members will be asked to pick one of the projects and get involved. He said it is time for the Board to roll up their sleeves and get in the trenches. He also reminded members that Ms. MaryAnn Lawrence will be in town June 7th for board strategic planning. He encouraged all members to make plans to attend.

Executive Director Update

Ms. Ann Angermeier, Executive Director, reported that the Project Search graduation was going to be held that evening. She said that 7 out of 8 of the Project Search students got jobs. It has been a wonderful project for the last three years. She also reported that we received the Re-entry Grant awarded by the state. This grant will allow for 18 months of Operation Educate training.

Other Business

Mr. Carter Smith reported that it was time to nominate a new Board Chairman and Vice-Chairman. Mr. Carter Smith asked if there were any nominations. **Mr. Carter Smith made a motion to reappoint Mr. Curtis Anderson as Chairman and Mr. Robbie Faucett as Vice-Chairman. Mr. David Wall seconded the motion. Mr. Smith asked if there were any other nominations. There were none. The board voted to approve the recommendations. There was one abstention: Mr. Curtis Anderson.**

Mr. Anderson reported that Ms. Tammy Cooley is retiring from the Board. He thanked her for her years of service and Ms. Ann Angermeier presented Ms. Cooley with a gift on behalf of the Board.

State Workforce Board member Robert Friedman expressed his appreciation for being invited to attend the Upstate Workforce Board meetings and having the opportunity to learn what is going on in this area. He said that Ms. Ann Angermeier has done a great job of educating people at the state level and getting the Upstate and Greenville workforce boards working together.

Adjournment

With no other business or discussion, the meeting was adjourned at 9:40 a.m.

Next meeting date: September 18, 2017

Upstate Workforce Board Meeting
May 22, 2017 at 8:30 a.m.
Spartanburg Marriott Hotel

8:30 AM

- Welcome
- *Approval of the March 20, 2017 Meeting Minutes

Mr. Curtis Anderson, Chair

8:40 AM

- Special Guest

Mr. Evander Thomas

8:50 AM

- One Stop Committee Report
- *IWT

Ms. Betty Guzzo
One Stop Committee Member

9:00 AM

- Executive Committee Report
- *Budget Modification
- *Injury/Illness Investigation Report Policy Update Approval
- *Approval of New Vehicle Lease

Mr. Curtis Anderson, Chair

9:10 AM

- Youth Committee Report
- *YouthStop Budget Modification

Mr. Curtis Anderson, Chair

9:20 AM

- Disabilities Committee Report

Ms. Jennie Thomas
Disabilities Committee Chair

9:25 AM

- RFP Update

Ms. Dana Wood
Associate Director

9:35 AM

- Strategic Planning Meeting June 7th

Ms. Ann Angermeier
Executive Director

9:40 AM

- Executive Director Update

Ms. Ann Angermeier
Executive Director

9:50 AM

- Other Business and Adjourn

**Action Required*

Next meeting: September 18, 2017 at 8:30 a.m.

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



Upstate Workforce Board

Meeting Minutes

March 20, 2017

8:30 a.m.

Spartanburg Regional Healthcare System Corporate Campus Boardroom

Board Members Present

Mr. Curtis Anderson, Chair
Mr. Wade Ballard
Mr. Bill Brasington
Mr. Jay Coffey
Mr. Jim Cook
Ms. Tammy Cooley
Mr. Robert Faucett
Ms. Elizabeth Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Cherie Pressley
Mr. Carter Smith
Ms. Jennie Thomas
David Wall
Ms. Martha Young

Board Members Absent

Mr. Shelley Blount
Mr. Ryan Childers
Mr. Chuck Ewart
Mr. Wayne Gregory
Ms. Marianne Van Fossen

UWB Staff Present

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

Guests Present

Ms. Kathy Bell
Ms. Rochelle Brown
Ms. Jasmine Buckmire
Mr. Luke Connell
Ms. Johnnie-Lynn Crosby
Mr. Isaac Dickson
Ms. Susan Griffith
Ms. Michelle Hawkins
Mr. Zach Nickerson
Ms. Katherine O'Neill
Mr. Jay Sinsley
Mr. Michael Uhrinek

Welcome

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:40 a.m.

Approval of Meeting Minutes

The minutes of the January 23, 2017 meeting were reviewed. ***Ms. Martha Young made a motion to accept the minutes as written. Mr. Jim Cook seconded the motion. There were no abstentions and the motion carried.***

Marketing Presentation by The Palladian Group

Mr. Luke Connell, Mr. Jay Sinsley and Mr. Michael Uhrinek of The Palladian Group gave a PowerPoint presentation about using Google advertising to promote workforce issues in the Upstate. They used the Spartanburg County website as an example of how they are helping the County to attract businesses and individuals to relocate here. They pointed out that using Google Display, they can target specific people who visit the website and serve them with delineated advertisements or campaigns on specific workforce

needs. This method has been used by companies, but not by county governments. Also, if a person uses a mobile device in the area and connects to the Internet, they can send them an advertisement. It is easier if the person has an Android phone as the person's data is available. If they have an iPhone, it is necessary to buy the data. The Palladian Group has purchased access to iPhone data, so they could make this available to us if we chose to use their advertising services for workforce issues, using predictive analysis based on platform or search usage. Katherine O'Neill, Spartanburg County Administrator, shared that they are using this technology to find new deputies and correctional officers. Carter Smith said that the Economic Futures Group is looking into using the technology for talent recruitment. Chairman Curtis Anderson said we still have a problem with kids in high school thinking that the only avenue to success is going to college. How do we get the word out that you can make \$60,000 a year without going to college? Ms. Angermeier pointed out that we are also having a hard time getting people in the door at SC Works for training. The Palladian Group said they could create Google advertising to solve these issues.

One Stop Committee Report

Mr. Craig Jacobs, Committee Chair, reported on behalf of the One Stop Committee. The committee met on March 6, 2017. Overall the budget for ResCare is in good shape. ResCare has submitted a plan as to how to spend training money. A solicitation was released for \$75,000 worth of Incumbent Worker Training. The Board is working to secure training for Cherokee, Spartanburg and Union SC Works staff to help them improve customer service. ResCare has cut its mileage reimbursement rate to 0.32 per mile, which is much lower than the federal mileage reimbursement rate of 0.54 per mile. The committee discussed the issue and agreed that it was important to make the mileage rate the same as the federal rate in order to retain staff and encourage them to get out in the community and make the necessary business contacts. ***The committee recommended that the Board make it a requirement in ResCare's contract that they refund mileage for their employees at the federal government rate going forward. The Board voted unanimously to make it a requirement in funded contracts that they refund mileage for their employees at the federal rate going forward.***

Executive Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on March 13, 2017. The financials for the Upstate Workforce Board are in good shape and are tracking well. The committee discussed spending on consulting and advertising. They did a review of an updated Financial Reporting policy. ***The committee recommended the approval of the updated Financial Reporting policy. The Board voted unanimously to approve the updated Financial Reporting policy, with no abstentions.***

For the RFP, there was only one proposal, from ResCare, submitted. It is being scored and discussed with our counterparts in Greenville. We will need to take a poll vote later on to approve the awarding of the contract.

Youth Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on March 2017 at the YouthStop. Tracking is going well for the monthly budgets. There was a Work-based Learning update. Numbers are still low, but both the ACHIEVE and YouthStop programs assured Board

staff that they will spend their WBL funds before the year is out. SCDEW issued the monitoring report, and there were no disallowed costs. One social security number was found, but it was on an external document. It was noted that our youth expenditures are higher than the state average. Our response highlighted the reasons. First of all, there is a tremendous expense in transporting students. Secondly, the programs are very intense and offer many things that other programs in the state do not offer.

Mr. Anderson presented a Budget Modification request. Highlights include moving money to professional development to allow staff to attend the Spring SETA Conference and attend training with SC THRIVE.

The committee recommended approval of the Budget Modification Request as requested. The Board voted unanimously to approve the Budget Modification Request with no abstentions.

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on March 14, 2017. The committee is firming up plans for an Employer Event which will train business leaders about removing the barriers to employing people with disabilities. The date has been set for Friday, May 19, 2017 from noon to 1:30 p.m. They are working on how to establish educational credits for HR staff. They will be looking for speakers and panelists who have already been successful in employing people with disabilities. The committee is developing a list of businesses to contact. They will blast out the news through the Chamber of Commerce. The HR Association will be a partner and promote the event. They are trying to secure Senator Tim Scott as the keynote speaker.

OSP/IWT Update

Ms. Dana Wood reported that only one proposal was received for One Stop Operator/Service Provider, although other potential bidders had expressed an interest. The review committee will score the proposal. A poll vote will be held for the Board to approve the proposal. Some areas will need to be negotiated, including staff positions, after a cost analysis is completed. Ms. Wood also reported that for IWT, SC Works notified Cherokee, Greer, Spartanburg & Union Chambers of Commerce, SCC, the Economic Futures Group, SCMEP, the Upstate Alliance and Ten at the Top. SC Works has also sent press releases to local newspapers in all three counties. The deadline was Friday and 16 applications were received for over \$245,000. Only \$75,000 is available. The state had repurposed \$600,000 for IWT, so the Board will be granted up to \$38,734 in additional funds for IWT. Ms. Johnnie-Lynn Crosby assured board members that the ranking process will be much simpler this time around.

Executive Director Update

Ms. Ann Angermeier, Executive Director, reported that we need to do a Strategic Planning session. The last one was held before the WIOA law was implemented. Ms. Angermeier will meet with Board Chairman Curtis Anderson to get a Strategic Planning session scheduled.

Adjournment

With no other business or discussion, the meeting was adjourned at 10:02 a.m.

Next meeting date: May 22, 2017

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

Meeting Date	May 7, 2017 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 (ending March 2017) • IWT • Re-Entry Grant • Transportation Demo Grant • Secret Shopping • Union Staff Training • RFP
Action Taken	Voted to recommend that the Upstate Workforce Board provide additional funding to Minghua in the amount of \$1978.40 for local IWT.
Results and Outcomes	<p><u>Dashboard/Just In Time Reports</u> Mr. Doug Stephenson provided an update to the Committee, referencing the April 2017 Dashboard and Just In Time reports. SC Works is changing the process of collecting information to reflect more accurately center traffic and the services being given to clients. Mr. Stephenson provided many other updates regarding training and expenditures. Ms. Wood reported that they were able to get approval from the State to do a pilot series of Employability Workshops so potential staff can be trained on safety standards, work ethic, and industry specific information. Attendees will get a certificate of participation. Cooper Standard is assisting with training SC Works Upstate staff. This is considered a Business Services function. If successful, this can be done across multiple industries. Ms. Wood reported 2 company closures that could result in an increase of Dislocated Workers.</p> <p><u>Financials (ending March 2017)</u> Brent Bishop reported on the budget for SC Works. He presented two versions of the budget, one with Business Services Team (BST) and one without. The training money is getting spent quickly. BST is calling companies every week about OJT, and the expenditures will be reflected in the next report. Overall everything is tracking well. Computer spending is only at 33%, but Mr. Stephenson said they have ordered two interactive White Boards to use in the centers and that should use up some of this money. Committee member Betty Guzzo asked about the effectiveness of the advertising trucks. Ms. Wood reported that it is hard to track this.</p> <p><u>SC Works Upstate General Updates</u></p> <ul style="list-style-type: none"> • IWT Ms. Dana Wood reported that this is an item that we needs the committee's approval. We are requesting permission to increase the Minghua local IWT grant in order to cover 90% of the costs associated with the Lean Six Sigma course. The grant was recently approved for \$11,996. The additional \$1978.40 will allow the grant to cover 90% of the training costs. The money used will come from the local formula training funds and would put the new grant amount at \$13,974.40. Minghua will cover 10% of training expenses. Ms. Betty Guzzo made a motion and Mr. Craig Jacobs seconded the motion to recommend that the Board approve awarding

an additional \$1978.40. The motion was carried unanimously with no abstentions.

- **Re-Entry Grant**

Ms. Dana Wood reported we were awarded the Re-Entry grant. We have started the grant and the staff person is in place. It is going well.

- **Transportation Demo Grant**

Ms. Wood reported we now have the opportunity to apply for a new grant: a Transportation Demo Grant. They are awarding 6 grants at \$100,000 to workforce boards to work with state designated transportation agencies. We chose the Spartanburg County Transportation "Dial-a-Ride." They serve people outside city limits. It has to be used to transport people to and from work. We will focus on 2nd and 3rd or weekend shifts which is when these vehicles will be more available. We are targeting employers that are close to each other. Seeing when shifts begin and end, and coordinating schedules. The grant is due June 1.

- **Secret Shopping**

Ms. Wood reported Secret Shopping was complete in Cherokee and Spartanburg. Ms. Wood summarized the reports. Overall, the experience was good in both locations. The challenges noted for both locations were related to difficulty finding the locations. She stated she would continue to work with SC Works to correct this issue.

- **Union Staff Training**

Ms. Wood reported that Mr. Donny Kauffman conducted training for SC Works Staff as a result of the Union Secret Shopper Report. He covered personality profiles and customer service training. He said the group was very engaged and asked for additional training.

- **RFP**

Ms. Wood reported that the board is in negotiations with ResCare Workforce Services. Everything is being held up because of having no budget and not knowing the allocations. Positions have already been posted and staff are starting to apply internally. They won't make any offers until they have allocations. Ms. Angermeier said it has never been this late before.

Future Meeting Dates

Ms. Dana Wood presented the new Board and Committee meeting dates for the 2017-2018 Program Year.

Other Business & Adjourn

Mr. Stephenson said that rural libraries have fewer staff than they need, so if SC Works can provide written instructions for clients visiting the libraries. Mr. Kenneth Taylor made up laminated sheets telling people they can contact SC Works. Mr. Craig Jacobs reported he cannot attend the next Board meeting. Betty Guzzo agreed to report on his behalf.

**Items Referred for
Board Action**

The OneStop Committee recommends that the Board approve awarding an additional \$1978.40 to Minghua for local IWT.

Website Reference

www.upstaterworkforceboard.org

AGENDA

ONE STOP COMMITTEE MEETING

May 9, 2017

12:00 noon

SC Works-Upstate

- Welcome Mr. Craig Jacobs

- SC Works Update Mr. Doug Stephenson
 - Dashboard
 - Just In Time Reports
 - Fund Utilization

- Financials *(ending March 2017)* Mr. Brent Bishop

- SC Works Upstate General Updates Ms. Dana Wood
 - IWT *
 - Re-Entry Grant
 - Transportation Demo Grant
 - Secret Shopping
 - Union Staff Training
 - RFP

- Future meeting dates Mr. Craig Jacobs

- Other Business & Adjourn

**denotes a voting item*

Next Meeting Date: August 22, 2017

Our Mission Statement:

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

SC Works Upstate

Monthly Report Card PY16
(April 2017)

Bringing Employers
and
Job Seekers
Together

DASHBOARD 04/01/2017 through 04/30/2017



	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	1845	1771	1601	1224	998	1339	2224	2329	2544	2083	0	0	18158
WIOA Traffic (Spartanburg 184, Gaffney 39, Union 40)	84	129	92	56	57	82	113	108	199	263			1183
UI Traffic (Spartanburg 355, Gaffney 108, Union 76)	140	121	85	102	80	453	596	566	537	539			3219
WP Traffic (Spartanburg 1044, Gaffney 238, Union 244)	1618	1519	1424	1066	861	1004	1568	1655	1812	1516			14043
Total Unduplicated Center Traffic	1037	1055	981	715	572	919	1432	1411	1505	1335	0	0	10963
# Scheduled for Orientation	57	62	41	41	32	23	69	89	52	60	0	0	526
# Attended Orientation	42	43	29	23	26	13	45	51	23	35	0	0	330
# of Workshops Offered	32	28	25	31	26	45	17	14	20	16	0	0	254
# Scheduled for Workshops	35	54	68	65	13	30	26	46	76	35	0	0	448
# of Workshop Attendees	21	23	54	56	6	25	21	31	65	22	0	0	324
New ADULT Enrollments	12	23	13	7	12	6	19	27	23	19	0	0	161
New DW Enrollments	3	4	5	1	3	2	7	5	8	5	0	0	43
Total Caseload	253	257	268	194	197	194	204	214	238	251	0	0	253
New ADULTS beginning training	7	15	9	7	8	2	10	19	14	8	0	0	99
New DWs beginning training	0	0	3	2	1	0	1	1	2	3	0	0	13
% New Clients vs Clients Entering Trng	46.7%	55.6%	66.7%	112.5%	60.0%	25.0%	42.3%	62.5%	51.6%	45.8%			56.9%
# of New Job Orders Placed	230	325	232	246	233	192	248	320	386	322	0	0	2734
# of New Jobs Available	787	1054	748	789	512	370	949	573	3051	767	0	0	9600
# Entered Employment	85	57	91	77	20	63	13	9	22	59	0	0	496

TALENT DEVELOPMENT SPECIALISTS CASELOADS:***

CENTER TRAFFIC

TRAINING PROVIDERS AND PROGRAMS

Nancy Wilson - 101
Melka Jones - 79
Nikki Burgess - 71

Location
*Cherokee
*Spartanburg
Union

PY16
352
1451
280

PY15
0
1254
596

Change
+352
+197
-316

Provider
TDI
Adult Ed
Arclabs

Training Program/Number of enrollees
CDL
GED
Welding

4
1
1

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

Spartanburg offices merged on 12/9/16
New Gaffney Office numbers starting 2/1/17

OIT/WEP
OIT/WEP
Established

2
1

New Trainings by County

Cherokee = 2

Spartanburg = 3

Union = 1

Highlighted Events and Outreach

Lajuna attended the Spartanburg Housing Authority Supportive Services Explosion. The event focus was to meet new staff members, participating partners and clients. Lajuna shared various programs and services of SC Works.

Katherine participated in a Family Fun Day to share WIOA information as well as other resources available at all 3 SC Works locations; pamphlets were distributed. There were over 75 attendees

Kenneth and Lajuna set up a table at Vocational Rehabilitation's Transition Alliance Family Night. It was a chance for families with children identified with a learning disability, to learn more about organizations that offer assistance. Students ageing out of school were also encouraged to attend.

Meika participated in the screening of Gaffney High School students for Operation Workforce Training that will be offered at Spartanburg Community College. There were 3 employers and 33 students in attendance.

Kenneth conducted a workshop at Cherokee Adult Education on general career readiness preparation. Kenneth discussed dressing for success, interviewing, and completing a job application. Kenneth concluded with talking about the training services available through the WIOA. There were 10 people in attendance.

Nancy and Doug had a follow up meeting discussing progress for SCC NCCER training of Northside residents who will continue with Work Experience at Northside or Spartanburg Regional Health System. Six possible WIOA participants are to be considered.

Katherine participated in the Strategic Planning for sustainable initiatives to create a healthy, active and engaged Union County community. There were 19 participants including the Union County's Supervisor.

Kenneth went to the Union campus of Spartanburg Community College for the Sims Middle School Career Day. Kenneth conducted a workshop on the importance of Soft Skills, highlighting communication and teamwork. There were 27 students and 5 instructors present for the session.

Several staff attended a DISH Network briefing and tour of facility. During the month of April, SC Works Upstate staff participated in and were certified in Mental Health First Aid Training through SC Thrive.

Kenneth and Junell set up a table at the Probation, Pardon, & Parole Job Fair at C.C. Woodson Community Center. The job fair targeting those with a criminal background. Kenneth discussed WIOA training with several clients throughout the day. 103 people engaged with the SC Works booth.

SC Works was a part of the Charles A. Judge Jr. Memorial Stand Down, which provides resources to homeless veterans.

All three centers conducted monthly Community Partner Meetings and staff engaged with 9 local libraries to see if services could be provided.

On April 13, 2017, SC Works Upstate business services staff hosted an incumbent worker training grant signing session with 15 local companies. \$136,209 was awarded in

incumbent worker training funds to the following businesses: Aerospace Energy Systems, Benore Logistics Systems Inc,

Benteler Automotive, Carolina Microwave, Davis Services, Duer Carolina Coil, Haemonetics Corporation, Hi-Tech Machining, Iljin USA Corp, Integrated Combustion Solutions, Minghua USA, Rhe Tech Engineered Plastics, SEW Eurodrive, T3R Holdings, INC, DBA PuroClean, and Timken-Tyger River

On April 14th, the Regional Business Solutions Team visited DISH Network for a plant tour and met with the HR and Quality department to discuss the workforce needs of the company.

On April 17th, Johnnie-Lynn met with Greer Chamber President and Greer High School to finalize plans to host the regional job fair. The event scheduled for June 29, 2017 will focus on serving employers in Greenville and Spartanburg counties. Job fairs for Cherokee and Union are planned for Fall 2017.

Johnnie-Lynn met with Cooper Standard multiple times to develop the framework for an upcoming employability workshop series, requested by the employer. On April 20th, Johnnie-Lynn, Doug and SCDEW Area Director, Diana Goldwire met with Cooper Standard to finalize the outline for the upcoming employability workshop series. The series will focus on soft skills, and entry level safety and quality content. The pilot series is scheduled to kick off in early June 2017.

Johnnie-Lynn and Ann Angermeier participated in a 2 day session highlighting the best practices in education, economic and workforce development here in Upstate South Carolina. Multiple companies and agencies from Indiana visited and were impressed with the economic and workforce development strategies here in the Upstate.

Social Media Outreach:

Facebook= 28 posts and 16 new likes

Goal= 110 New Likes Current= 205 New Likes

Twitter= 27 posts and 5 new followers

Goal= 25 New Followers Current= 38 New Followers

Community Engagement:

Goal: Spartanburg- 6, Cherokee- 4, Union- 4

Actual: Spartanburg-12, Cherokee-5, Union-14

Talent Engagement News:

Center	Job Referrals
Spartanburg	1,966
Union	119
Cherokee	211

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

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

Spartanburg -27
Union -3
Cherokee -6

WorkKeys Completed:

Spartanburg -21
Union -3

Intensive Workshop Attendance: 22

Training/Support Services Funding

(Movement of funds reflected)

Adult ITA Funding	\$340,216.75
Obligation Remaining	\$114,600.77
Adult OJT	\$34,400.00
OJT Obligated	\$41,683.75
WEP Obligated	\$4,800.00
Adult Support Services	\$12,612.25
Obligation Remaining	\$587.25
DW ITA Funding	\$120,763.18
Obligation Remaining	\$80,568.67
DW Support Services	\$3,982.82
Obligation remaining	\$2,822.82

2016-17 WIOA enrollment totals by month

Month	Adult	Dislocated Worker
July	12	3
August	23	4
September	13	5
October	7	1
November	12	3
December	6	2
January	18	7
February	27	5
March	25	5
April	19	5
May		
June	162	40

5/2/17 PY 16 Total Goal 168 36
(6/30/17)

SC WORKS

UPSTATE

Spartanburg Office

Program year 16-17	Adult—103	Program year 16-17	55
New Enrollments	DW—34	New Trainings	
As of 5-1-17			
Percentage of Upstate	68%	Percentage of Upstate	70%
New Enrollment		New Training	

SC WORKS

UPSTATE

Gaffney Office

Program year 16-17	Adult—25	Program year 16-17	9
New Enrollments	DW—2	New Trainings	
As of 5-1-17			
Percentage of Upstate	13%	Percentage of Upstate	11%
New Enrollment		New Training	

Upstate Workforce Board

Profit & Loss Budget vs. Actual

July 2016 through March 2017

Arbor

75% of PY16

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	1,535,308.25	1,535,308.25	0.00	100.0%
Total Income	1,535,308.25	1,535,308.25	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	700.00	1,500.00	-800.00	46.67%
Fringes	72,611.36	103,832.44	-31,221.08	69.93%
Indirect Cost	60,445.42	81,167.70	-20,722.28	74.47%
Management Fee	67,469.70	84,441.95	-16,972.25	79.9%
Salaries	378,955.81	448,016.28	-69,060.47	84.59%
Total Administration	580,182.29	718,958.37	-138,776.08	80.7%
Operating Expenses				
Computers and Software	12,443.63	37,398.48	-24,954.85	33.27%
Contract/Consulting Services	21,142.60	29,500.00	-8,357.40	71.67%
Equipment Rental	2,596.35	4,500.00	-1,903.65	57.7%
Mileage	11,883.97	14,000.00	-2,116.03	84.89%
Misc. & Facilities Costs	8,806.16	13,406.00	-4,599.84	65.69%
Office Supplies	3,410.86	8,250.00	-4,839.14	41.34%
Outreach	425.07	7,000.00	-6,574.93	6.07%
Postage	346.84	1,500.00	-1,153.16	23.12%
Printing Supplies	1,038.03	2,250.00	-1,211.97	46.14%
Professional Development	3,941.49	10,000.00	-6,058.51	39.42%
Relocation	1,415.73	2,000.00	-584.27	70.79%
Rent	91,738.83	131,670.40	-39,931.57	69.67%
Telephone	10,506.28	19,800.00	-9,293.72	53.06%
Travel-Out of Town	3,136.41	3,500.00	-363.59	89.61%
Utilities	7,836.81	11,800.00	-3,963.19	66.41%
Total Operating Expenses	180,669.06	296,574.88	-115,905.82	60.92%
Supportive Services				
Transportation	3,480.00	56,068.75	-52,588.75	6.21%
Total Supportive Services	3,480.00	56,068.75	-52,588.75	6.21%
Training Expenses				
Instructional Training	129,975.66	421,506.25	-291,530.59	30.84%
OJT Training	3,086.25	37,400.00	-34,313.75	8.25%
Work Experience	4,525.00	4,800.00	-275.00	94.27%
Total Training Expenses	137,586.91	463,706.25	-326,119.34	29.67%
Total Expense	901,918.26	1,535,308.25	-633,389.99	58.75%
Net Income	633,389.99	0.00	633,389.99	100.0%

Upstate Workforce Board Profit & Loss Budget vs. Actual July 2016 through March 2017

Arbor with BST

75% of PY16

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	1,738,848.26	1,738,848.26	0.00	100.0%
Total Income	1,738,848.26	1,738,848.26	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	700.00	1,500.00	-800.00	46.67%
Fringes	72,611.36	131,296.81	-58,685.45	55.3%
Indirect Cost	60,445.42	97,935.37	-37,489.95	61.72%
Management Fee	67,469.70	95,636.65	-28,166.95	70.55%
Salaries	378,955.81	566,519.55	-187,563.74	66.89%
Total Administration	580,182.29	892,888.38	-312,706.09	64.98%
Operating Expenses				
Computers and Software	12,443.63	37,898.48	-25,454.85	32.83%
Contract/Consulting Services	21,142.60	30,200.00	-9,057.40	70.01%
Equipment Rental	2,596.35	4,500.00	-1,903.65	57.7%
Mileage	11,883.97	25,340.00	-13,456.03	46.9%
Misc. & Facilities Costs	8,806.16	14,706.00	-5,899.84	59.88%
Office Supplies	3,410.86	9,500.00	-6,089.14	35.9%
Outreach	425.07	7,000.00	-6,574.93	6.07%
Postage	346.84	1,500.00	-1,153.16	23.12%
Printing Supplies	1,038.03	2,250.00	-1,211.97	46.14%
Professional Development	3,941.49	12,000.00	-8,058.51	32.85%
Relocation	1,415.73	2,000.00	-584.27	70.79%
Rent	91,738.83	140,670.40	-48,931.57	65.22%
Telephone	10,506.28	22,320.00	-11,813.72	47.07%
Travel-Out of Town	3,136.41	4,500.00	-1,363.59	69.7%
Utilities	7,836.81	11,800.00	-3,963.19	66.41%
Total Operating Expenses	180,669.06	326,184.88	-145,515.82	55.39%
Supportive Services				
Transportation	3,480.00	56,068.75	-52,588.75	6.21%
Total Supportive Services	3,480.00	56,068.75	-52,588.75	6.21%
Training Expenses				
Instructional Training	129,975.66	421,506.25	-291,530.59	30.84%
OJT Training	3,086.25	37,400.00	-34,313.75	8.25%
Work Experience	4,525.00	4,800.00	-275.00	94.27%
Total Training Expenses	137,586.91	463,706.25	-326,119.34	29.67%
Total Expense	901,918.26	1,738,848.26	-836,930.00	51.87%
Net Income	836,930.00	0.00	836,930.00	100.0%

PY16

Arbor: Rap sponse Grants

PY16

Arbor Grants

Grant	thru March 31, 2017 Expenditures	TOTAL		Current %	75%
		Budget	Variance		
Rapid Response IWT #16RRIWT09 (6-30-17)	\$ -	\$ 49,720.00	\$ 49,720.00		
IWT 16M903IWT01-UWIB #16IWT03 (9-30-17)	\$ -	\$ 80,113.00	\$ 80,113.00		0.00%
IWT 16M903IWT02-UWIB #16IWT03-02 (4-1-18)	\$ -	\$ 38,734.00	\$ 38,734.00		0.00%
Totals	\$ -	\$ 129,833.00	\$ 129,833.00		0.00%



Donny Kauffman
donny@cultivateservices.com

11 Mountain Vista Rd.
Taylors, SC 29687
864-230-3207

Summary for training at Union Training.

04/14/2017

The training at Union went very well. We covered the topics in the proposal: Personality profiles, Communication styles, listening skills, principles of excellent customer service and seeing things from the customers perspective. Although each topic had a time of its own, I incorporated concepts and examples of all throughout the presentation using the personality profiles as a base for everything.

The personality profile assessment was a success. The group really seemed to like it and they were able to make connections between working with other employees and customers. Throughout the training I gave several personal examples as well as real-life situations to help the group make a practical connection with the material.

On two different occasions there was a time for a group activity. One activity was to divide them up into similar personality styles to allow them to share what they were learning. They were very engaged and participated above expectations.

The other activity was helping them see things from the customers perspective. We all went outside and re-entered the building trying to evaluate everything from the eyes of a first time customer. This was a great exercise. Several things stood out and the group began to ask questions like, "why is that board here?", doesn't this area feel a little congested?, etc... There were actually good suggestions made about how the room could be set up a little differently to provide a better customer experience. We made the changes there on the spot.

Other observations:

- The group was very engaged and suggested that more training like this should be done. Several even commented that this type of thing would be good for the administrative staff.
- Comments were made about future opportunities to meet at some level to help with continued implementation of principles and things learned. Possibly even regular staff meetings.
- More interaction between different locations would be helpful.

I conducted an evaluation of the training at the end. This is a summary of the responses: 8 out of 12 participating.

- 1) Quality of training. Scale of 1-10. 1 worst and 10 best. Five gave it a 10 and three gave it a 9
- 2) Rate the presenter: Five gave me a 10 and three gave me a 9.
- 3) Liked best: Personality profiles and fun, engaging interaction with the group.



The JOHN MAXWELL

Upstate

WORKFORCE BOARD

Advancing the Future of Business and Community

2017-2018 MEETING DATES

BOARD

- September 18, 2017
- November 20, 2017
- January 22, 2018
- March 19, 2018
- May 21, 2018

ONE STOP COMMITTEE

- August 22, 2017
- October 10, 2017
- December 5, 2017
- February 20, 2018
- April 10, 2018

DISABILITIES COMMITTEE

- August 31, 2017
- October 26, 2017
- December 14, 2017
- February 22, 2018
- April 26, 2018

YOUTH COMMITTEE

- August 16, 2017
- October 18, 2017
- December 6, 2017
- February 7, 2018
- April 18, 2018

EXECUTIVE COMMITTEE

- August 28, 2017
- October 23, 2017
- December 11, 2017
- February 26, 2018
- April 30, 2018

All meetings begin at 8:30 a.m. *except for the One Stop Committee meetings which begin at noon.*
Location will be provided prior to meeting date.



AGENDA

YOUTH COMMITTEE MEETING

May 10, 2017

8:30 a.m.

YouthStop

- | | |
|--|---------------------|
| ▪ Welcome | Mr. Curtis Anderson |
| ▪ Financial Update | Mr. Brent Bishop |
| ▪ Work-based Learning Update | Mr. Brent Bishop |
| ▪ Youth Program Reports/Dashboards <ul style="list-style-type: none">○ USC Upstate ACHIEVE Program○ The YouthStop | |
| ▪ YouthStop Program Budget Modification | Mr. Brent Bishop |
| ▪ PY 2018 Schedule | Ms. Simone Mack-Orr |
| ▪ Ronnie Rice Event | Ms. Simone Mack-Orr |
| ▪ Other Business & Adjourn | |

Next Meeting Date: August 16, 2017

Our Mission Statement:

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

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

Meeting Date	May 10, 2017
Contact for Questions and Concerns	<p>Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com</p> <p>Ms. Simone Mack-Orr – 864.596.2028 Email: mack@upstateworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Monthly Financials • Work-based Learning Update • Youth Program Reports/Dashboards (ACHIEVE Program & The YouthStop) • YouthStop Program Budget Modification • PY 2018 Schedule • Ronnie Rice Event
Action Taken	Discussion
Results and Outcomes	<p><u>Financials</u> Mr. Brent Bishop reported that both YouthStop and the ACHIEVE programs are tracking very well. He reviewed the budgets through March 2017. Mr. Bishops biggest concern is seeing so much funding remaining in the Work-based learning so close to the end of the program year.</p> <p><u>Work-based Learning Update</u> In the absence of Mr. Bishop both organizations were able to give their Work-based learning update. Helen Merriweather, of ACHIEVE stated that they have a lot that has been used and they have another \$12,000 in progress and scheduled up to June 15th for completion. Ms. Michelle Hawkins of YouthStop state that they are tracking to finish in June as well. She stated that during the school year their focus is on academics and training and they schedule their work-based learning near the end of the school year.</p> <p><u>Youth Program Reports/Dashboards</u> Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the <i>Just in Time</i> report and the Dashboard for March/April. Ms. Merriweather has a lot of pending enrollments for the remaining program year. She explained that because the GED is taken in parts, depending on when the student completes the entire test determines when credentials are met. So GEDs are not counted until the student fully completes all parts. Measureable skills gains don't have requirements or performance measures, so the goal is to just continue with measurement tools such as the TABE testing, On-the-job training and other credentialed skills. A question was raised about the indirect costs being low, but Ms. Merriweather stated that the University has a habit of bringing it current by</p>

the end of the program year.

Ms. Michelle Hawkins, Program Coordinator of The YouthStop, reviewed the *Just in Time* reports and Dashboards for March/April. Ms. Hawkins highlighted the new work-based learning and OJT opportunities with an electrician, the Union Daily Times as well as a Dental Hygiene Instructor. Ms. Hawkins stated that they also have 1 student starting in the welding program and 2 students that are interested in sonography. The YouthStop will have graduates from all 3 areas served via Adult Education and from Broome and Dorman High School.

YouthStop Budget Modification:

Mr. Brent Bishop reviewed the budget modification requested by the YouthStop Program. The YouthStop™ requested a modification to expend funds for their first an on-the-job training experience in Union County. The \$2,000 shift does not reflect any adjustment in the total budget and allows funds to stay in the direct services to participant's category. The request to move \$1,000 from utilities to staff travel will cover additional mileage for staff serving participants in the tri-county area. A poll was vote was taken due to lack of attendance.

PY 2018 Schedule

Ms. Mack-Orr included the updated committee meeting dates for the upcoming 2017-2017 calendar year.

Ronnie Rice Event

Ms. Simone Mack-Orr told the committee that she will be putting together an event on Gangs & Drugs with motivational speaker, Ronnie Rice in June. This event will be open to YouthStop and Achieve students ages 16-24 as well as counselors in our community.

Other Business

The committee held further discussion on the importance of soft skills and employees coming into manufacturing are not physically prepared to stand for long periods of time. Mr. Anderson suggested that schools of all levels look into implement standing desks.

**Items Referred for
Board Action**

The Youth Committee recommends that the Upstate Workforce Board approve the YouthStop Modifications by poll vote.

Website Reference

www.upstateworkforceboard.org

ACHIEVE
Profit & Loss Budget vs. Actual
July 2016 through March 2017

ACHIEVE					
75% of PY16		Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		387,740.41	387,740.41	0.00	100.0%
Total Income		387,740.41	387,740.41	0.00	100.0%
Expense					
Indirect Costs		6,561.90	20,004.89	-13,442.99	32.8%
Instructional Trng. & Sup. Svs.		44,389.63	73,779.39	-29,389.76	60.17%
Operating Expenses		23,459.07	37,051.00	-13,591.93	63.32%
Staff Salaries & Fringe Benefit		172,887.82	234,595.13	-61,707.31	73.7%
Work Based Learning		5,411.78	22,310.00	-16,898.22	24.26%
Total Expense		252,710.20	387,740.41	-135,030.21	65.18%
Net Income		135,030.21	0.00	135,030.21	100.0%

YouthStop

Profit & Loss Budget vs. Actual

July 2016 through March 2017

YouthStop					
	75% of PY16	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		453,958.73	453,958.73	0.00	100.0%
Total Income		453,958.73	453,958.73	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		5,946.82	38,270.50	-32,323.68	15.54%
Operating Expenses		58,910.45	76,307.23	-17,396.78	77.2%
Staff Salaries & Fringe Benf.		224,383.00	324,381.00	-99,998.00	69.17%
Work Based Learning		3,887.89	15,000.00	-11,112.11	25.92%
Total Expense		293,128.16	453,958.73	-160,830.57	64.57%
Net Income		160,830.57	0.00	160,830.57	100.0%

USC Upstate ACHIEVE Program
Progress Report PY16
July 1, 2016--June 30, 2017



3/31/2017

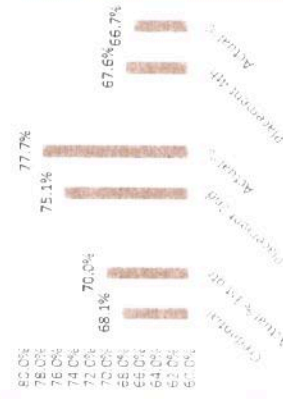
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	12	19	10	7	5	12	7	9				89
Pending Applications	5	6	5	4	4	5	5	3	2				39
Eligible WIA Applicants	1	4	5	4	2	2	2	2	2				24
Referrals to other agencies	3	2	3	4	2	4	2	4	7				31
Carryover (Prev Yr)	20	NA	NA	33	NA	NA	39	NA	NA				NA
New Enrollments	2	2	3	3	5	1	4	7	2				29
New enrlmnts BSD-rdg and/or math	1	0	1	1	3	1	0	2	2				11
Total Active End of Quarter	NA	NA	31	NA	NA	31	NA	NA	41				NA
Total Served (New CO)	22	24	27	30	35	36	40	47	41				NA
Exiters entering Follow-Up 2nd/4th	0	0	18	0	0	14	0	0	16				48
Of those exiting the # Employed or in Advanced Training at Enrollment	0	0	0	0	0	2	0	0	2				4
Placed in Emp/College/Adv Trng	0	0	13	0	0	9	0	0	11				33
GEDs Earned	1	0	1	0	1	3	2	2	0				10
Occupational Credentials Earned	0	0	5	5	0	0	0	0	6				16
Entering as BSD in rdg and/or math	15	0	1	1	3	1	0	2	2				25
Attaining LUN in at least 1 subj	13	1	0	0	1	0	2	2	0				19
WorkKeys Earned	1	1	4	3	5	2	2	2	2				22
Resumes	5	4	3	5	4	3	5	3	5				37
Work Experiences Completed	0	0	0	0	1	3	1	0					5
Drivers Ed	0	2	0	1	1	1	0	0	2				7

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

3/31/2017

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 234,595.13	\$ 178,904.30	76.3%
Operating	\$ 37,051.00	\$ 22,471.60	60.65%
Instructional Trng/Sup Services	\$ 73,779.39	\$ 47,456.14	64.32%
Work-Based Learning	\$ 22,310.00	\$ 5,411.80	24.26%
Indirect	\$ 20,004.89	\$ 7,043.20	35%
Total	\$ 387,740.41	\$ 261,287.04	67.39%

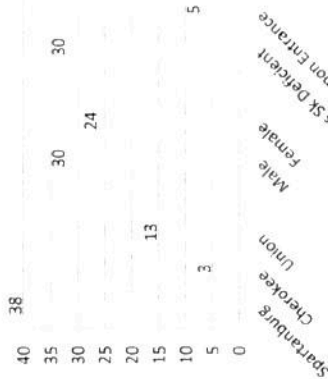
PY16 2nd Qtr
(Oct 1, 2016-- Dec 31, 2016)



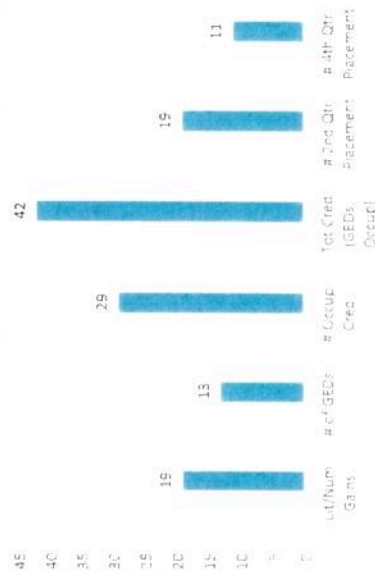
WIAA Measures are preliminary and based on applicable quarters

Demographics of Total Served--54
(Follow-up not included)

PY16
7/1/16-04/10/17



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



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

USC Upstate ACHIEVE Program

Progress Report PY16

July 1, 2016--June 30, 2017

4/30/2017

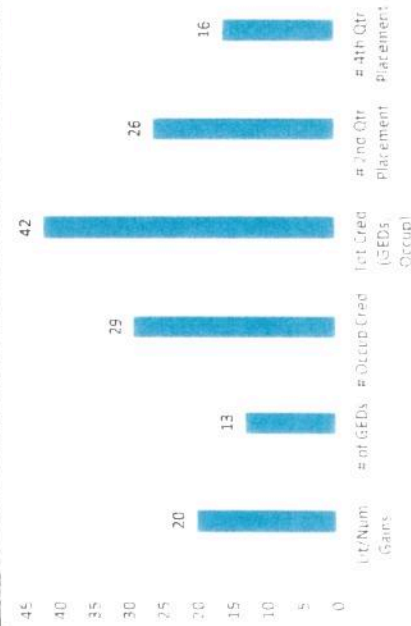
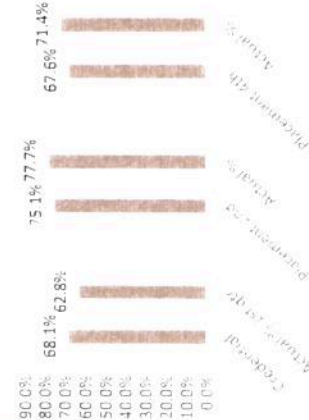
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	12	19	10	7	5	12	7	9	9			88
Pending Applications	5	6	5	4	4	5	5	3	2	6			45
Eligible WIA Applicants	1	4	5	4	2	2	2	2	2	3			27
Referrals to other agencies	3	2	3	4	2	4	2	4	7	3			34
Carryover (Prev. Yr)	20	NA	NA	33	NA	NA	39	NA	NA	41			NA
New Enrollments	2	2	3	3	5	1	4	7	2	0			29
New enrlmts BSD--rdg and/or math	1	0	1	1	3	1	0	2	2	0			11
Total Active End of Quarter	NA	NA	31	NA	NA	31	NA	NA	41	37			NA
Total Served (New, CO)	22	24	27	30	35	36	40	47	41	41			NA
Exiters entering Follow-Up-2nd/4th	0	0	18	0	0	14	0	0	16	0			48
Of those exiting the # Employed or In Advanced Training at Enrollment	0	0	0	0	0	2	0	0	2	0			4
Placed in Emp/College/Adv Trng	0	0	13	0	0	9	0	0	12	0			34
GEDs Earned	1	0	1	0	1	3	2	2	0	0			10
Occupational Credentials Earned	0	0	5	5	0	0	0	0	6	0			16
Entering as BSD in rdg and/or math	15	0	1	1	3	1	0	2	2	0			25
Attaining L/N in at least 1 subj	13	1	0	0	1	0	2	2	0	1			20
WorkKeys Earned	1	1	4	3	5	2	2	2	2	4			26
Resumes	5	4	3	5	4	3	5	3	5	4			41
Work Experiences Completed	0	0	0	0	1	3	1	0	1	3			9
Drivers Ed	0	2	0	1	1	1	0	0	2	0			7

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

3/31/2017

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 234,595.13	\$ 178,904.30	76.3%
Operating	\$ 37,051.00	\$ 22,471.60	60.65%
Instructional Trng/Sup Services	\$ 73,779.39	\$ 47,456.14	64.32%
Work-Based Learning	\$ 22,310.00	\$ 5,411.80	24.26%
Indirect	\$ 20,004.89	\$ 7,043.20	35%
Total	\$ 387,740.41	\$ 261,287.04	67.39%

PY16 3rd Qtr
(Jan 1, 2017-- Mar 31, 2017)



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

WIOA Measures are preliminary and based on applicable quarters

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

March 1, 2017---March 31, 2017

Participant Leadership Development

- The participants have been busy developing résumés and practicing workplace skills, including WorkKeys. They are preparing for Work Experiences and learning soft skills.
- Participants and staff continued the on-going service learning project of delivering Mobile Meals (MM).
- The counselors, Jayna Patel and Brad Peterson, did group workshops throughout the month. The counselors are provided through grants from the Episcopal Church of the Advent and the United Way Youth Philanthropy.
- March 6-10, six youth received a CellBotics certification credential.
- On March 13, participants toured SCC Main Campus and USC Upstate, where they ate lunch with college students in the University cafeteria.

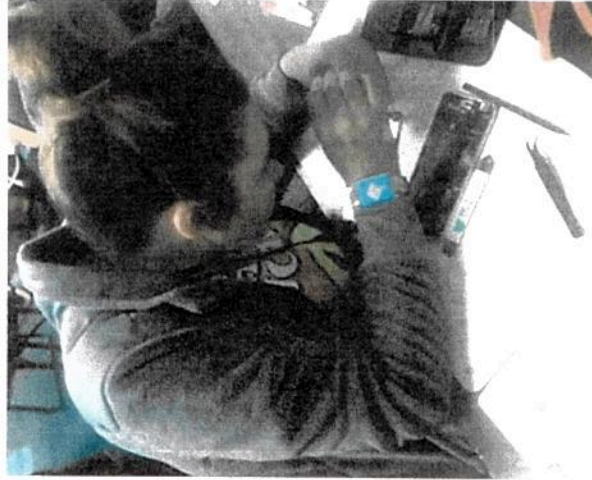
Staff Development

- On March 3, staff attended the monthly In-House partner meeting to get updates of Center events and discuss any issues.
- On March 8, Helen Merriweather attended the Upstate Workforce Board Youth Committee quarterly meeting to give program reports and discuss future projects.
- On March 9, Helen Merriweather attended the Grantee meeting for updates and discussion.
- On March 20, Susan Griffith attended the Upstate Workforce Board quarterly meeting.
- On March 20-22, Helen Merriweather and Rane Standberry attended the SETA conference (Southeastern Employment Training Association).
- On March 23, Helen Merriweather attended the United Way Vista Americorp information session.
- On March 23, Helen Merriweather attended the Spartanburg Transition Advisory quarterly meeting held at Vocational Rehab.
- On March 27, Helen Merriweather participated in the Mary Black Foundation CAB grant committee meeting for a recap of the second year of the teen pregnancy prevention grant.
- On March 28, Susan Griffith attended the SC Works Union partner meeting. The theme of the meeting was to dress inappropriately for work.
- On March 28-29, ACHIEVE staff, Janis Hendrickson, Rane Standberry and Nita Dale (GED instructor for ACHIEVE provided by Adult Ed) received certification with SC Thrive Mental Health Training.
- On March 30, Susan Griffith and Helen Merriweather attended the quarterly Youth Services meeting in Columbia.
- On March 31, Helen Merriweather attended the SCC Visionary Banquet, courtesy of the Upstate Workforce Board.

Just In Time Report

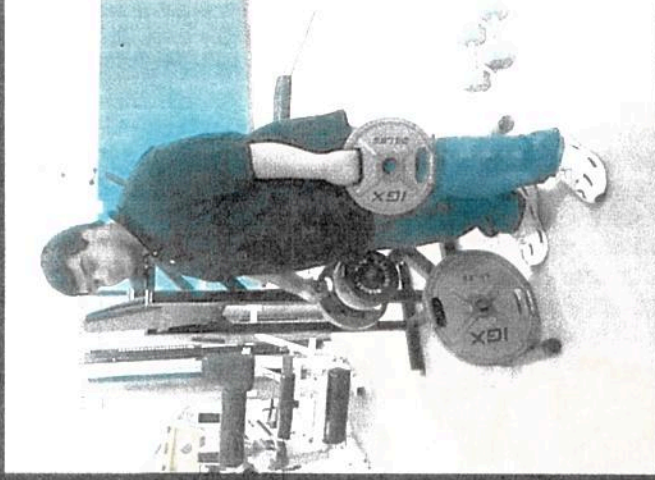
CellBotics Owner, Nicole Russell, Brings the CellBotics Class To ACHIEVE

For the third consecutive year, CellBotics Performance and Training Center founder, owner and instructor, Nicole Russell, held a weeklong CellBotics class where selected ACHIEVE participants train to repair cellphones and other electronics. Ms. Russell brings her equipment on Monday morning and trains each day through Friday. Each participant receives a credential to become a Master Repair Technician. Entrepreneurship is an important aspect of the training. Brittney Beach (below) is working to repair a cracked glass on a cellphone.



Work Based Learning USC Union

Hunter Jones working for Athletics Dept



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.

www.uscupstate.edu/academics/achieve-
(864) 764-1977 (TTY:711)

April 1, 2017---April 30, 2017

Participant Leadership Development

- The participants have been busy developing resumes and practicing workplace skills, including WorkKeys. They are preparing for Work Experiences and learning soft skills.
- Participants and staff continued the on-going service learning project of delivering Mobile Meals (MM).
- The counselors, Jayna Patel and Brad Peterson, did group workshops throughout the month. The counselors are provided through grants from the Episcopal Church of the Advent and the United Way Youth Philanthropy.
- On April 11, the Fatherhood Coalition visited to share testimonies and services which they offer to our participants.
- On April 12, participants toured Palmetto Beauty School to learn about careers in cosmetology as well as offer tips for presentation of oneself in a job interview.

Staff Development

- On April 4, the ACHIEVE staff participated with the SC Works Center training beginning with a Re-entry Simulation and concluding with resource information sharing among partners.
- On April 12, Ranees Standberry attended the United Way Safety Net meeting.
- On April 21, ACHIEVE staff attended the SC Works Spartanburg partner meeting.
- On April 24, Helen Merriweather participated in the Mary Black Foundation CAB grant sub-committee meeting on Positive Youth Development to plan for the teen pregnancy prevention grant.
- On April 25, Susan Griffith attended the SC Works Union partner meeting.
- On April 26, ACHIEVE staff met with the Upstate Workforce Board and ACHIEVE's co-partner, The YouthStop, to plan the Youth Employer Banquet.
- On April 28, Helen Merriweather attended the Spartanburg Youth Council meeting, which met in the teen area in the library. Information was given for summer youth opportunities from several community organizations.

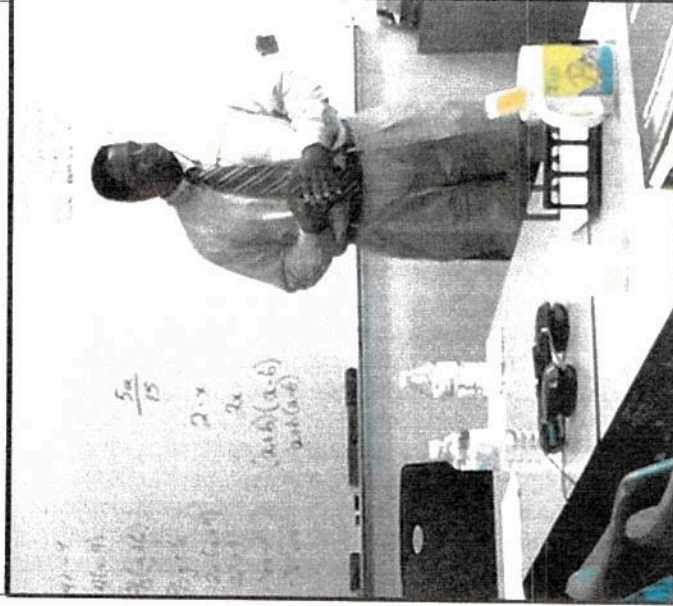
Outreach

- On April 13, ACHIEVE participated in an outreach event hosted by the Spartanburg Transition Advisory committee for disabilities. The event was held at Spartanburg Vocational Rehabilitation.

Fatherhood Coalition and ACHIEVE Strengthen Their Partnership

For years, Upstate Fatherhood Coalition and ACHIEVE have referred to each other as partners, working toward the same goal to offer intensive support to those in need in the community. On April 11, Upstate Fatherhood Coalition brought several of its participants to share testimonies of the change that UFC is bringing to their lives. Current ACHIEVE participants are now aware of the services that the UFC can add to their own lives or someone they may know. ACHIEVE and UFC staff were able to meet each agencies newer employees and plan future outreach events together.

Below, Andre McCullough, the Upstate Fatherhood director, introduces on of UFC participants who shared his story.



Work Based Learning Spartanburg YMCA

Below, Chris Blanchard sets up the Y fields for a tee-ball game.



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.

www.uscupstate.edu/academics/achieve-
(864) 764-1977 (TTY:711)

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	16	41	27	54	45	20	32	15	53	41			344
# Of applications received	0	11	4	2	3	13	4	5	6	7			55
# Of academically eligible	0	2	2	2	2	13	4	5	5	7			42
# Of eligible WIOA applicants	0	n/a	2	2	2	n/a	4	3	3	5			21
# Of referrals to other agencies	6	3	6	3	4	2	6	12	6	4			52
# Of carryovers (Prev. Yr or Mo)	26	26	26	29	31	32	32	33	38	41			41
# Of new enrollments	0	0	3	2	1	0	1	5	3	3			18
% Of Enrollment Benchmark	54%	54%	60%	64%	64%	64%	65%	75%	82%	90%			90%
Total active end of month	26	26	29	31	32	32	33	38	41	44			45
# Of exiters entering follow-up	22	0	0	0	0	1	0	0	0	2			25
# Placed in emp/college/adv. trng	n/a	12	9	12	5	23	0	0	0	2			63
# Of diploma's earned	20	3	0	0	0	0	0	0	0	2			25
# WorkKeys platinum earned	0	0	0	0	0	0	0	0	0	0			0
# WorkKeys gold earned	0	0	0	0	0	0	0	0	0	0			0
# WorkKeys silver earned	0	1	0	2	2	0	0	3	0	4			12
# WorkKeys bronze earned	0	0	0	0	0	0	1	0	0	1			2

Total Served YTD 45 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 232,215	\$ 174,686	82%	75%
Operating	\$ 76,307	\$ 60,612	82%	79%
Instructional Training	\$ 27,350	\$ 4,259	82%	16%
Work Based Learning	\$ 107,166	\$ 80,945	82%	76%
Supportive Service/Incentives	\$ 10,921	\$ 1,968	82%	18%
Total	\$ 453,959	\$ 322,470	82%	71%

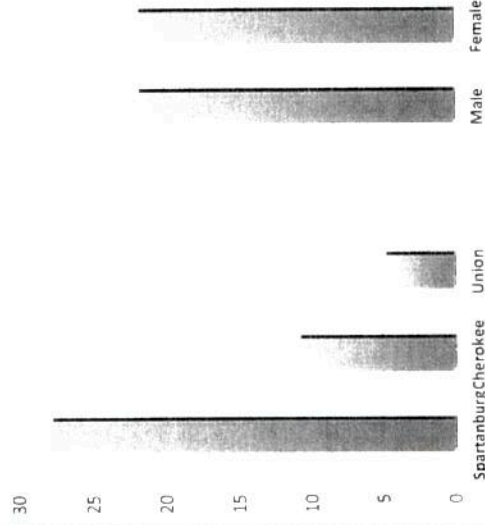
Invoices through: 4/30/2017

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

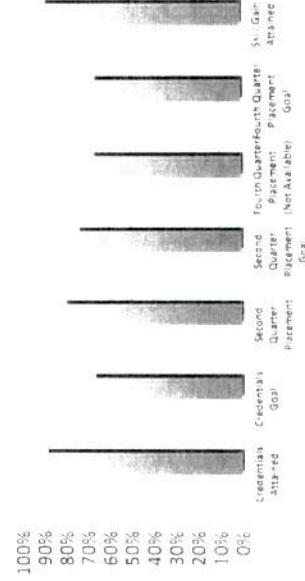
Funded by the Upstate Workforce Board--Administered by Spartanburg County School District No. 6



The YouthStop™ Demographics



PY16 3rd Quarter



Odds 'n Ends ...

Two students earned forklift credentials from Spartanburg Community College during April. Both of the participants have an interest in careers in construction and manufacturing.

A series of leadership development workshops were held during April. Participants attended "Workplace Conflict: How to Move Forward," "Social Media and Work," "Making Good Choices for the Future," and "Work In Progress: Improving Every Day."

The YouthStop™ has completed a contract for an On-the-Job Training activity for a participant in Union County. This will mark the first time that the program has sponsored an OJT. The participant will begin work in April at the Union Daily News.

Participants toured the campus of Spartanburg Methodist College in April. The focus was on admission policies, financial aid options, and steps in the enrollment process.

Staff Development

James R. Cox attended the SC Works Spartanburg Partner meeting in Union County on April 25, 2017. The group heard a speaker from United Housing Connections, who discussed what the program does for individuals and/or families who are homeless. The first priority is to get the client into a shelter. After an evaluation, if individuals and/or families qualify, they are placed into permanent or temporary housing paid for by United Housing Connections.

Sam Etheredge attended a training entitled "Adolescent Adult Parenting Inventory" on April 21, 2017, in Charleston, South Carolina.

Michelle W. Hawkins attended the Spartanburg Youth Alliance meeting on April 28, 2017, at the Spartanburg County Library. The meeting focused on summer activities and events for teens in Spartanburg County. Presentations were given by the Boys and Girls Club, Spartanburg County Parks and Recreation, and the MCA.



Participants continue to be engaged in diploma-track academics through The YouthStop™ programming. Academics are done on-site at adult education centers in Gaffney, Spartanburg, Union and Woodruff. Students who have been re-enrolled and "recovered" into a secondary school in Spartanburg County are served on-site in The YouthStop™ lab or at Dorman High School.



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

360 East Main Street

Spartanburg • South Carolina • 29304

864.585.4433 • 864.583.4050 (F) • TTY: 711

"An equal opportunity
employer/program"

"Auxiliary aids and services available
upon request to individuals with
disabilities"

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

Meeting Date	May 15, 2017 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"> • Financials (ending March 2017) • Budget Modification • Policies Review <ul style="list-style-type: none"> ○ Injury/Illness Investigation Report Policy • Transgender Bathroom Equal Opportunity • RFP Update • Training Update • STEM Summer Club of 2017 • New Vehicle Lease
Action Taken	<p>Motion to approve the Budget modification.</p> <p>Motion to recommend the Board approve the updated Injury/Illness Investigation Report Policy.</p> <p>Motion to approve the lease of a 2017 Ford Explorer</p>
Results and Outcomes	<p><u>Financials</u></p> <p>Mr. Brent Bishop, Chief Financial Officer of the Upstate Workforce Board presented the Budget for July 2016 through March 2017. As of the end of March 2017, which is $\frac{3}{4}$ of the way through the year, we have spent 61% of our budget. Staff reported that there will be additional expenditures this quarter which will help increase the expenditure rate. It was noted that having some carry-over money for the next program year is a good thing.</p> <p><u>Budget Modification</u></p> <p>Mr. Bishop presented a budget modification request that included moving monies from salaries to consulting to cover a short-term professional administrative trainer, and transferring funds from vehicle fuel and postage line items to cover repairs to the office van. \$25,000 is also being moved from the Dislocated Worker Program to the Adult Program which was already approved by the Board. When SC Works is serving more adults than dislocated workers, it is important for the UWB office to mirror that trend. Mr. Craig Jacobs made a motion to approve the Budget Modification as written. Mr. David Wall seconded the motion. The motion was passed unanimously with no abstentions.</p> <p><u>Policies Review</u></p> <p>Ms. Angermeier presented the committee with a marked-up copy of the Injury/Illness Investigation Policy, showing the changes, most of which are minor, such as changing WIB to UWB. The Board voted unanimously to approve the revised Injury/Illness Investigation Policy and to present this policy to the Board for their approval. There were no abstentions.</p>

It was decided by the board, not to make a policy on Cost Reimbursement for Missed Events, but rather to issue a memorandum informing board members, staff and grantees that if they sign up to attend non-required events, like Chamber of Commerce annual meetings, and miss more than one event without giving sufficient notice, they will be ineligible to attend future events.

Transgender Bathroom Equal Opportunity

This item is to inform committee members about state directives for transgender bathroom requirements. No action was taken.

RFP Update

Ms. Dana Wood reported that she is still in negotiations and will be until we have our local allocations. We cannot finalize a budget without allocations. We also cannot sign a contract with ResCare until we have a budget. The current contract ends on June 30, 2017. Allocations from the state has never been this late before. ResCare is willing to work from a Letter of Intent. This is easier than writing a grant for 3 months. All ResCare staff positions, except for those held by Doug Stephenson, Pam Morris and Johnnie-Lynn Crosby, have been posted for rehiring.

Training Update

Ms. Dana Wood reported that SC Works has made a very good turn-around on training. They heard the Board's message and responded with positive actions. There is now very little money left in individual training accounts for adults and dislocated workers.

STEM Summer Club of 2017

Ms. Ann Angermeier reported that we are sponsoring a summer camp for 7th and 8th graders in Union County. It is a pilot program which will serve 20 students. They will build robots or drones, using math and science skills, and also go on field trips. The program will run for 4 weeks in June and July. Ms. Angermeier is currently raising funds for the project.

New Vehicle Lease

Ms. Dana Wood reported that the 2006 Dodge Caravan is on its last legs and has been requiring extensive repairs. Staff recommend that we lease a new Ford Explorer which would be safer and more reliable for staff to drive. For a 24 month lease, the cost would be \$615.98 per month with an allowance of 15,000 miles per year.

Mr. David Wall made a motion to move forward with the lease agreement for the 2017 Ford Explorer. Mr. Wade Ballard seconded the motion. The motion was passed unanimously with no abstentions.

Other Business

Ms. Angermeier presented the meeting dates for the 2017-2018 committee and board meetings. She reported that Ms. Tammy Cooley will be retiring Adult Education and stepping down from the board on June 30, 2017.

Items Referred for Board Action

The Committee recommends approval of the Budget Modification as presented. The Committee recommends approval of the updated Injury/Illness Investigation Report policy. The Committee recommends approval of moving forward with the lease agreement for the 2017 Ford Explorer.

Website Reference

www.upstateworkforceboard.org

AGENDA
EXECUTIVE COMMITTEE MEETING
May 15, 2017
8:30 a.m.
Ford & Harrison LLP.

- | | |
|--|---------------------|
| • Welcome | Mr. Curtis Anderson |
| • Financials <i>(ending March 2017)</i> | Mr. Brent Bishop |
| • Budget Modification | Mr. Brent Bishop |
| • Policies Review | Ms. Ann Angermeier |
| • Transgender Bathroom Equal Opportunity | Ms. Ann Angermeier |
| • RFP Update | Ms. Dana Wood |
| • Training Update | Ms. Dana Wood |
| • STEM Summer Club of 2017 | Ms. Ann Angermeier |
| • New Vehicle Lease | Ms. Dana Wood |
| • Other Business & Adjourn | Ms. Ann Angermeier |

Next Meeting Date: August 28, 2017

Our Mission Statement:

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

Upstate Workforce Board

Profit & Loss Budget vs. Actual

July 2016 through March 2017

Upstate WB

75% of PY16

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants Received	618,700.00	618,700.00	0.00	100.0%
1 · Program Income	12,000.00	12,000.00	0.00	100.0%
Total Income	630,700.00	630,700.00	0.00	100.0%
Gross Profit	630,700.00	630,700.00	0.00	100.0%
Expense				
91010 · Salaries and Fringes	268,784.17	396,871.41	-128,087.24	67.73%
92004 · Dues and Publications	4,435.79	6,600.00	-2,164.21	67.21%
92500 · Mileage	3,777.68	8,400.00	-4,622.32	44.97%
92510 · Professional Development	7,315.18	16,000.00	-8,684.82	45.72%
92700 · Office Supplies	5,487.53	9,000.00	-3,512.47	60.97%
92704 · Copier	3,566.84	5,000.00	-1,433.16	71.34%
92705 · Advertising and Promo	20,421.95	30,000.00	-9,578.05	68.07%
93121 · Printing	812.16	1,200.00	-387.84	67.68%
93145 · Postage and Delivery	64.25	800.00	-735.75	8.03%
93300 · Rent Expense	30,135.42	40,455.00	-10,319.58	74.49%
93452 · Consulting/Contracts	23,061.12	71,228.59	-48,167.47	32.38%
93500 · Vehicle Manpower/Overhead	1,379.70	1,000.00	379.70	137.97%
93501 · Vehicle Parts	576.00	700.00	-124.00	82.29%
93502 · Vehicle - Fuel, Oil, Lub	366.44	4,000.00	-3,633.56	9.16%
93600 · Telephone Expense	4,754.98	9,000.00	-4,245.02	52.83%
95000 · Miscellaneous Expense	2,259.27	4,000.00	-1,740.73	56.48%
97000 · Special Projects	6,749.48	8,179.00	-1,429.52	82.52%
99308 · Computer and Software	4,615.86	17,266.00	-12,650.14	26.73%
99680 · Miscellaneous Equipment	0.00	1,000.00	-1,000.00	0.0%
Total Expense	388,563.82	630,700.00	-242,136.18	61.61%
Net Ordinary Income	242,136.18	0.00	242,136.18	100.0%
Net Income	242,136.18	0.00	242,136.18	100.0%

WORKFORCE INNOVATION AND OPPORTUNITY ACT

UPSTATE WORKFORCE INVESTMENT AREA GRANT BUDGET SUMMARY

Service Provider Upstate WB Contract #: 16M103Q1-UWB
Modification #: Two
Project/Activity WB Office Funding Source WIOA

TOTAL BUDGET PROPOSED

Staff Salaries & Fringe Benefits	\$396,871.41	\$389,090.41	Less \$7,781.00 - Moving from Salaries to Consulting to cover short-term professional administrative trainer. * \$25,000 is shifting from Dislocated Worker Program to Adult Program - already approved - adjustment to better reflect staff work levels.
Indirect Costs	Included in Salaries	Included in Salaries	
Dues-Professional	\$6,600.00	\$6,600.00	
Mileage	\$8,400.00	\$8,400.00	
Professional Development	\$16,000.00	\$16,000.00	
Office Supplies & Expense	\$9,000.00	\$12,000.00	Increasing by \$3,000.00 to cover some upgrades and year-end supply needs.
Copier Expense	\$5,000.00	\$5,000.00	
Advertising/Promotional	\$30,000.00	\$30,000.00	
Printing	\$1,200.00	\$1,200.00	
Postage	\$800.00	\$700.00	Less \$100.00 to cover Vehicle Parts.
Rent - Spartanburg (WIB)	\$40,455.00	\$40,455.00	
Contract/Consulting Services	\$71,228.59	\$76,009.59	Increasing by \$4,781.00 - Net effect of \$7,781.00 increase from Admin. Salaries and \$3,000.00 being shifted to Prog. Office Supplies.
Vehicle Manpower/Overhead	\$1,000.00	\$2,800.00	Increasing by \$1,800.00 to cover repairs to current office van. (Money is coming from Vehicle - Fuel)
Vehicle Parts	\$700.00	\$1,300.00	Increasing by \$600.00 to cover repairs to current office van. (Money is coming from Vehicle - Fuel and Postage)
Vehicle - Fuel, Oil, Lub	\$4,000.00	\$1,700.00	Less \$2,300.00 to cover repair related expenses for office van.
Telephone/Fax	\$9,000.00	\$9,000.00	
Miscellaneous Expense	\$4,000.00	\$4,000.00	
Special Projects	\$8,179.00	\$8,179.00	
Computers/Software	\$17,266.00	\$17,266.00	
Miscellaneous Equipment	\$1,000.00	\$1,000.00	
TOTAL GRANT COST	\$630,700.00	\$630,700.00	

UPSTATE WORKFORCE BOARD
Injury/Illness Investigation Report Policy

The following information is intended to serve as a guide to help in case of an on the job injury or illness.

Purpose:

To make available the Injury/Illness Investigation Report required by Spartanburg County in case an injury or illness occurs while on the job.

Background:

Spartanburg County Policies and Procedures.

Action:

In the event of an injury/illness occurring while on the job, the proper paperwork must be filled out completely for Spartanburg County. These forms are attached for your convenience. As soon as an injury is reported, please advise the Executive Director and Chief Financial Officer (CFO) immediately. The CFO should complete the attached required documents immediately after the accident and forward to Spartanburg County. A copy should be maintained in the Upstate Workforce Board office files. Paperwork and notification should be completed even if employee refuses medical care.

Update: 3/4/2015 to change policy number from P-18 to P-12. DLW

Update: 3/27/2017 to correct logo and name, as well as Associate Director to Chief Financial Officer. BAB

THE POLICIES ABOVE ARE NOT A CONTRACT, EXPRESSED OR IMPLIED. EMPLOYMENT IS AT-WILL.

UPSTATE WORKFORCE INVESTMENT BOARD

Injury/Illness Investigation Report Policy

The following information is intended to serve as a guide to help in case of an on the job injury or illness.

Purpose:

To make available the Injury/Illness Investigation Report required by Spartanburg County in the case of an injury or illness occurs while on the job.

Background:

Spartanburg County Policies and Procedures.

Action:

In the event of an injury/illness occurring while on the job, the proper paperwork must be filled out completely for Spartanburg County. These forms are attached for your convenience. As soon as an injury is reported, please advise the Executive Director and Associate Director immediately. The Associate Director should complete the attached required documents immediately after the accident and forward to Spartanburg County. A copy should be maintained in the Upstate Workforce Investment office files. Paperwork and notification should be completed even if employee refuses medical care.

Update: 3/4/2015 to change policy number from P-18 to P-12. DLW



County of Spartanburg
Workers' Compensation
REFUSAL of TREATMENT

Date: _____ Employee Name: _____

As of the above noted date, I am hereby notifying Spartanburg County of an injury that occurred on (date) _____ I injured (body parts) _____ during this accident. I initially reported this injury to my supervisor on (date) _____.

The aforementioned accident did occur while I was employed with Spartanburg County and while performing my assigned duties.

At this time, a representative of Spartanburg County has requested that I be medically evaluated by Spartanburg County's preferred health care provider. However, I **DECLINE** to be medically evaluated for the above injury. I understand that by signing this document any future claims regarding this injury will require a medical evaluation by the Spartanburg County health care provider as noted below. I also understand that should I decide to seek medical treatment for this injury, I must immediately notify my supervisor and go to the below listed provider.

Spartanburg Regional Occupational Health
8311 Warren H. Abernathy Highway (Highway 29 just past Target)
Spartanburg, SC 29301
864/562-5100

*Note: Should the condition become life threatening,
you should seek appropriate emergency medical care.*

STATEMENT: I have read the above information and it is a factual and true statement. I authorize any physician, hospital, or health care provider to release and furnish any, and all, medical records or other information pertaining to the above listed condition.

Employee Signature

Supervisor/Witness Signature

Date

Date

SPARTANBURG COUNTY
WORKERS' COMPENSATION
PRESCRIPTION PAYMENT AUTHORIZATION FORM

Pharmacist:

This is a temporary workers' comp Rx payment authorization form. Please submit the prescription using the processing information listed below.

Please contact CPS Customer Care at (866) 429-1116 if you have any questions.

To transmit a prescription claim, please use the following information:

Processing information

Processor: EHO (Employer Health Options)
Bin #'s: NDC = 004527 (most pharmacies use this number)
Envoy/WebMD = 003241
CVS Condor Code = 15721
Walgreen's Bin # = ehwc
Eckerd's/Rite Aid Condor Code = 2185

(These specific pharmacy chains require special numbers to transmit prescriptions. All major chains and most independent pharmacies accept this plan.)

Version: 5.1

Patient Information

Last Name: _____

First Name: _____

Group#: 59100 Sex: Male [☐] Female [☐]

ID#/ SS#: SP _____

D.O.B.: ____ / ____ / ____

Prior Authorization #: _____ **(retain this # for future use)**

Date Sent:

**Pharmacist you must see county ID in order to fill
the prescription!!!**

Disclaimer: The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.

MEDICAL AUTHORIZATION AND CONSENT TO RELEASE INFORMATION

TO ANY HOSPITAL OR DOCTOR CONCERNED:

The undersigned person hereby consents to and by this authorization or any photocopy thereof, hereby authorizes the release to my employer or any agent or designee of my employer and my employer's insurance carrier and/or third party administrator, of any and all medical reports, histories, findings, prognosis, bills, information and other documents relating to any medical treatment, hospitalization, prescription drugs or other medical services or supplies, including psychiatric treatment or treatment for alcoholism or drug abuse of such patient.

The undersigned understands that my employer and its agents, designees and insurance carrier/third-party administrator, may from time to time, find it necessary to obtain information verbally from my treating health care providers and such contact is hereby authorized.

The undersigned person(s) understands and hereby acknowledges that the information above or certain portions thereof may be protected from disclosure without this signed authorization of federal and state privacy and confidentiality laws. A photocopy of this authorization will serve as an original.

Name: _____

Claim#: _____

SSN#: _____

Date of Birth: _____

Patient – Please print name

Patient – Signature

Date

Return this form to:
Ariel Third Party Administrators, Inc.
P.O. Box 212159
Columbia, S.C. 29221
Claims: (855)222-6369 or (803)365-0050 Fax: (803)365-0098

**Spartanburg County
Workers' Compensation Authorization**

The injured employee should present this form to the doctor, hospital or clinic when reporting for an appointment.

This form, provided by Spartanburg County, authorizes the first visit and first prescription related to the accident described below. The Risk Manager/Benefits Specialist should give initial authorization. The Claims Administrator, ARIEL Third Party Administrators, must give further authorization. Their phone number is 1-855-222-6369. Claims Adjusters and their extensions are:
Kelly Benson, ext. 154 **Crystal Jeffcoat, ext 153**

If the ARIEL is unavailable, please call the Spartanburg County's Benefits Specialist,
Joy Rinehart at 864-596-3543

Employee: _____	Department: _____
DOB: _____	Social Security #: _____
Accident Date: _____	Type of Injury: _____
Contact /Supervisor: _____	Phone #: _____

Send bills and medical reports (including release to return to work) to:
ARIEL Third Party Administrator, LLC
Post Office Box 212159
Columbia, SC 29221
(P) 1-855-222-6369 (F) 1-855-328-9307

RETURN TO WORK

(To be completed by Doctor after employee's examine)

Medical Clinic or Office: _____ Phone: _____

Date of First Treatment: _____ Diagnosis: _____

Date of Accident and Description of Accident Per Employee: _____

Please advise:

- * Employee **IS ABLE** to return to regular duties at this time: _____
- * Employee **IS ABLE** to return to work with the following restrictions: _____
- * Employee **IS UNABLE** to return to work until: _____

Projected Dates of Return to: **Regular Duties:** _____ **Light Duties:** _____

Next Appointment Date/Time: _____

9 What actions have been or will be taken to remove Direct Causes? List all items in sequence	By Whom	When
10 What actions have been taken to remove the Basic Causes? List steps that will be taken to remove the Basic Causes to help prevent similar accidents in the future	By Whom	When

**If the employee was injured in a motor vehicle accident, please complete the below
Motor Vehicle Accident Investigation Supplement**

Employee/driver name		Department
Vehicle make/model/year		Vehicle mileage
Did police report state that employee contributed to the accident? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was employee cited? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which violation was cited?	
Was employee drug tested? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was employee wearing a seat belt? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How could the employee have avoided the accident?	Did the employee receive sanctions? If yes, list sanctions	
Has this employee had previous motor vehicle accidents in county vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe briefly.		When was the last motor vehicle record reviewed for this driver?
Has this employee taken a defensive driving class? If yes, what was the name of the class and when was it taken?		

Investigated By: _____ Date: _____

DIRECT CAUSES			BASIC CAUSES		
UNSAFE ACTS		UNSAFE CONDITIONS	WORK SYSTEM		
<input type="checkbox"/>	Lack of skill or knowledge	<input type="checkbox"/>	Inadequate guards or protection	<input type="checkbox"/>	Inadequate hiring/placement practices
<input type="checkbox"/>	Failure to follow operating or maintenance procedure/method	<input type="checkbox"/>	Defective tools, equipment, machine or vehicle	<input type="checkbox"/>	Inadequate enforcement of work rules and procedures
<input type="checkbox"/>	Failure to use guards provided	<input type="checkbox"/>	Congested work area/roadways	<input type="checkbox"/>	Inadequate job instruction/training
<input type="checkbox"/>	Failure to use personal protective equipment	<input type="checkbox"/>	Unsafe floors, ramps, stairways, platforms	<input type="checkbox"/>	Inadequate safety procedures
<input type="checkbox"/>	Making safety devices inoperable	<input type="checkbox"/>	Poor housekeeping	<input type="checkbox"/>	Inadequate preventive maintenance
<input type="checkbox"/>	Operating vehicle, equipment or machine at unsafe speed or in an unsafe manner	<input type="checkbox"/>	Hazardous atmosphere: gases, dust, fumes, vapors	<input type="checkbox"/>	Inadequate environmental control program
<input type="checkbox"/>	Using known defective equipment	<input type="checkbox"/>	Hazardous chemicals/substances	<input type="checkbox"/>	Inadequate job planning methods
<input type="checkbox"/>	Operating without authority	<input type="checkbox"/>	Inadequate warning system	<input type="checkbox"/>	Improper layout or design of work area
<input type="checkbox"/>	Improper lifting, lowering or carrying technique	<input type="checkbox"/>	Fire or explosion hazards	<input type="checkbox"/>	Unsafe design or construction of tools, equipment or machine
<input type="checkbox"/>	Taking unsafe position	<input type="checkbox"/>	Improper material storage	<input type="checkbox"/>	Inadequate medical monitoring
<input type="checkbox"/>	Influence of alcohol or drugs	<input type="checkbox"/>	Inadequate ventilation	<input type="checkbox"/>	Inadequate supervision
<input type="checkbox"/>	Physical or mental limitations	<input type="checkbox"/>	Excessive noise	<input type="checkbox"/>	Other—explain in detail
<input type="checkbox"/>	Unaware of hazards	<input type="checkbox"/>	Inadequate illumination	<input type="checkbox"/>	
<input type="checkbox"/>	Unsafe act of non-employee	<input type="checkbox"/>	Poor road conditions		
<input type="checkbox"/>	Other—explain in detail	<input type="checkbox"/>	Limited visibility		
<input type="checkbox"/>		<input type="checkbox"/>	Adverse weather		
<input type="checkbox"/>		<input type="checkbox"/>	Other—explain in detail		
				INDIVIDUAL	
				<input type="checkbox"/>	Pre-existing physical condition
				<input type="checkbox"/>	Physical impairment due to drug use
				<input type="checkbox"/>	Employee insubordination or dishonesty

**SOUTH CAROLINA COUNTIES WORKERS' COMPENSATION TRUST
ACCIDENT INVESTIGATION FORM**

1. Member: Spartanburg County Government	2. Employee Name:
3. Department:	4. Exact Location:
5. Date and Time of Accident	6. Date Reported:
7. Please describe clearly how the accident occurred	

CONTINUED ON NEXT PAGE

ACORD 101

WORKERS' COMPENSATION - FIRST REPORT OF INJURY OR ILLNESS

EMPLOYER (NAME & ADDRESS INCL. ZIP)
Spartanburg County
Post Office Box 5666
Spartanburg, South Carolina 29301

CARRIER CLAIM NUMBER

REPORT PURPOSE CODE

JURISDICTION

JURISDICTION CLAIM NUMBER

LOCATION CODE

Department Administration

SIC CODE

EMPLOYER FEIN

57-6000401

EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)

PHONE #

CARRIER/CLAIMS ADMINISTRATOR

Association of Counties
PO Box 8207
Columbia, SC 29202-8207

POLICY PERIOD

TO

CLAIMS ADMINISTRATOR (NAME, ADDRESS, & PHONE NO.)
Ariel Third Party Administrators, Inc.
PO Box 212159
Columbia, SC 29221
1-855-222-6379

CHECK IF APPLICABLE

☐ SELF INSURANCE

CARRIER FEIN

POLICY/SELF-INSURED NUMBER

ADMINISTRATOR FEIN

AGENT NAME & CODE NUMBER

EMPLOYEE/WAGE

NAME (LAST FIRST MIDDLE)

ADDRESS (INCL. ZIP)

DATE OF BIRTH

SOCIAL SECURITY NUMBER

DATE HIRED

STATE OF BIRTH

SEX

☐ MALE☐ FEMALE☐ UNKNOWN

MARITAL STATUS

☐ UNMARRIED SINGLE/DIVORCED☐ MARRIED☐ SEPARATED☐ UNKNOWN

OCCUPATION/OBJ TITLE

EMPLOYMENT STATUS

☐ F/T☐ P/T

NCCI CLASS CODE

VOLUNTEER

☐ YES ☐ NO

INMATE

☐ YES ☐ NO

(W)

OF DEPENDENTS

DAYS WORKED/WEEK

FULL PAY FOR DAY OF INJURY

DID SALARY CONTINUE?

☐ YES☐ NO☐ YES☐ NO

OCCURRENCE/TREATMENT

DID EMPLOYEE

GO AWAY

FROM WORK

IN FACT NAME (SUPERVISOR) PHONE NUMBER

DATE OF INJURY/ILLNESS

TIME OF OCCURRENCE

LAST WORK DATE

DATE EMPLOYER NOTIFIED

DATE DISABILITY BEGAN

TYPE OF INJURY/ILLNESS

PART OF BODY AFFECTED

PART OF BODY AFFECTED

ALL EQUIPMENT MATERIALS OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED

WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED

INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE

EMPLOYEE OR MADE THE EMPLOYEE ILL

CAUSE OF INJURY CODE

RETURNED TO WORK

IF FATAL GIVE DATE OF DEATH

WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?

WERE THEY USED?

HOSPITAL (NAME & ADDRESS)

INITIAL TREATMENT

☐ NO MEDICAL TREATMENT☐ MINOR BY EMPLOYEE☐ MINOR CLINIC/HOSP☐ EMERGENCY CARE☐ HOSPITALIZED - 24 HRS☐ FUTURE MAJOR MEDICAL TREATMENT ANTICIPATED

PHYSICIAN UTILIZED?

☐ YES ☐ NO ☐ N/A

PHYSICIAN NAME & PHONE NO.

ADMINISTRATOR NOTIFIED

DATE PREPARED

PREPARED'S NAME & TITLE

PHONE NUMBER

SEE BACK FOR IMPORTANT STATE INFORMATION/SIGNATURE

REPRINTED WITH PERMISSION OF IATA

© ACORD CORPORATION 1993

Field #	Field Name	Required Y/N	Explanation
36	Date Employer Notified	Y	Date employee reported injury to his/her supervisor
	Date Disability Began	Y	Do not leave blank. If employee is continuing to work, indicate N/A
38	Contact Name/Supervisor	Y	
39	Type of Injury/Illness	Y	Type = sprain/strain, laceration, contusion, etc.
4	Part of Body Affected	Y	Include Left/Right, if applicable
41	Did Injury/Illness Occur on Employer's Premises	N	
42	Will Employer Provide Modified Duty?	Y	Will employer provide modified duty if authorized by the physician?
43	Part of Body Affected	Y	See #39. Use if more than one body part is injured.
44	Department or Location where accident occurred	N	
45	All equipment employee was using when accident occurred	N	
46	Specific activity employee was engaged in	N	
47	Work process employee was engaged in		
48	How Injury or Illness occurred	Y	Be as specific as possible
49	Cause of Injury Code	N	
	Date Returned to Work	Y	Do not leave blank. If employee is continuing to work, put the date of injury or "continuing". If unknown, put
51	Date of Death	N	
52/53	Were Safeguards provided	N	
54	Physician/Health Care	Y	Include phone number, if known
55	Hospital Name	Y	If applicable
56	Initial Treatment	Y	Check one
57	Panel Physician Utilized	Y	Did employee utilize the designated physician? Y/N. If emergency or after hours injury, indicate N/A.
58	Witness Name/Phone	Y	If applicable
59	Date Administrator Notified	Y	Date First Report sent to Companion TPA
60	Date Prepared	Y	Date the First Report is completed by the employer/supervisor
61	Preparer's Name	Y	Name of person completing First Report
62	Phone Number	Y	Telephone number of person completing First Report

FIRST REPORT OF INJURY FIELD DESCRIPTIONS

Field #	Field Name	Required Y/N	Explanation
1	Employer Name/Address	Y	This is complete on the electronic First Report
1a	Department Code	Y	Drop down selection box on the electronic First Report
2	SIC Code	Y	This is complete on the electronic First Report
3	Employer FEIN	Y	This is complete on the electronic First Report
4	Location Code	N	This is complete on the electronic First Report
5	Employer Location Address	N	
6	Employer Phone Number	Y	This is complete on the electronic First Report
7	Carrier/Claims Administrator	Y	Association of Counties. This is complete on the electronic First Report
8	Policy Period	N	
9	Claims Administrator	Y	Ariel TPA. This is complete on the electronic First Report
10	Self-Insurance	N	
11	Policy/Self-Insured Number	N	
12	Agent Name/Code Number	N	N/A
13	Employee Name	Y	Please avoid nicknames. Use name that appears on paycheck.
14	Date of Birth	Y	
15	Social Security Number	Y	
16	Date Hired	Y	
	State of Hire	Y	Also required if injured worker is a Volunteer
8	Employee Address	Y	
9	Employee Sex	Y	
0	Marital Status	N	Not required, but helpful if known
1	Occupation/Job Title	Y	
2	Employment Status	N	Does employee work Full-time or Part-time?
3	Volunteer	Y	Was the Volunteer worker injured while performing his/her volunteer duties?
	Inmate	Y	Was the Inmate injured while performing work for the
	Employee Phone Number	Y	Need some contact number if employee does not have home telephone
	Number of Dependents	N	Not required, but helpful if known
	NCCI Class Code	Y	Refer to listing
	Wage Rate	N	Not required, but helpful if known
	Wage Period	N	Applies to #27
	Number of Days worked per week	N	
	Full Pay for Day of Injury/Did Salary Continue	N	
	Time Employee Work Began	N	
	Date of Injury/Illness	Y	Must have a date. If unknown, give an approximate date.
	Time of Occurrence	Y	If known
	Last Work Date	Y	If employee is continuing to work, indicate "continuing"

Worker's Compensation Reporting Supervisor Check-List

- _____ **Conduct accident investigation**
 - _____ **Obtain signed medical authorization form**
 - _____ **Send injured worker for medical treatment**
(employee takes blank medical form for physician to complete)
 - _____ **Send injured worker to network pharmacy**
(employee takes blank prescription form to pharmacy)
 - _____ **Complete internal incident/investigation report**
 - _____ **Complete "First Report of Injury"**
 - _____ **Email Injury Report to Terry Booker and Joy Rinehart within 24 hours of accident.**
(include supporting documentation)
-

- Submitting the First Report of Injury is NOT an admission of a compensable accident.
- Contact Terry Booker and/or Joy Rinehart with any suspicions or concerns surrounding the accident.
- Send the injured worker to the designated medical facility. Use Emergency Rooms for "true" emergencies only.
- Submit the police report on ALL incidents involving MVA's.
- DO NOT authorize medical treatment beyond the first visit. Refer calls for authorization to Companion.

Attachment 2

Further Guidance Regarding Forms of Sex Discrimination Against LGBT Individuals

Entities in the public workforce systems are prohibited from discriminating on the basis of sex based stereotypes, including stereotypes about how persons of a particular sex are expected to look, speak, or act. Examples of unlawful discrimination include, but are not limited to, the following practices:

- Denial of access to, or otherwise subjecting the individual to adverse treatment in accessing aid, benefits, services, or training, under a WIA/WIOA Title I-financially assisted program or activity because of that individual's failure to comply with gender norms and expectations for dress, appearance and/or behavior, including wearing jewelry, make-up, high-heeled shoes, suits, or neckties.
- Treating an individual adversely because the individual identifies with or is perceived to identify with a gender different from the individual's sex assigned at birth, or the individual has undergone, is undergoing, or is planning to undergo, sex reassignment surgery or other processes or procedures designed to facilitate the adoption of a sex or gender other than the individual's assigned sex at birth.
- Subjecting or otherwise permitting an individual to be subjected to adverse action or harassment and/or physical threats following disclosure that the individual was going to marry a same-sex partner or otherwise not conform to society's sex-role expectations by being in a relationship with a person of the same sex.
- Subjecting an individual to harassment in the form of "homophobic gestures," "homosexual mannerisms," and verbal mocking using "very feminine or very masculine voices."
- Denying transgender employees access to the bathrooms used by the gender with which they identify.

Protection of Transgender Persons

Because of persistent employment discrimination against transgender persons,¹² it may be more difficult for workforce system customers who are transgender to find jobs. To that end, and in

12 See, e.g., Injustice at Every Turn: A Report of the National Transgender Discrimination Survey, National Center for Transgender Equality, National Gay and Lesbian Task Force (2011), available at <http://endtransdiscrimination.org/report.html>; Documented Evidence of Employment Discrimination & Its Effects on LGBT People, The Williams Institute, (2011), available at <http://williamsinstitute.law.ucla.edu/wp-content/uploads/Sears-Mallory-Discrimination-July-2011.pdf>.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I—financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I—financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

Stephani Frese, EO Officer, SCDEW, Post Office Box 908, Columbia SC 29202

or

**Director, Civil Rights Center (CRC), U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210**
or electronically as directed on the CRC website at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

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

Meeting Date	May 16, 2017 at 8:30 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@upstaterworkforceboard.org</p>
Action Taken	<i>Discussion and Planning</i>
Results and Outcomes	<p><u>Welcome and introductions of new members</u></p> <ul style="list-style-type: none"> Ms. Jennie Thomas, Committee Chair, welcomed committee members. <p><u>Employer Event Discussion</u></p> <ul style="list-style-type: none"> Ms. Wood provided the group with a draft agenda for the event Friday. The committee reviewed the agenda and made a few recommendations for changes. The group then reviewed the proposed questions for the panelist. No changes were made. Ms. Sandy Jordan shared a list of state and national resources. It was decided to include this with the agenda the day of the event. It was also recommended that a survey be sent out to the attendee's for feedback. The committee continued discussion regarding final plans for the event. <p><u>Other Business</u></p> <ul style="list-style-type: none"> Ms. Wood shared the meeting schedule for PY17. <p><u>Adjournment</u></p> <ul style="list-style-type: none"> With no further business, the meeting was adjourned at 9:20 a.m.
Items Referred for Board Action	None
Website Reference	www.upstaterworkforceboard.org



**Upstate Workforce Board
Disabilities Committee Meeting**

Tuesday, May 16, 2017

8:30 a.m.

The Bryant Center

Facilitated by Ms. Jennie Thomas, Committee Chair

8:30 AM

Welcome & Introductions

8:40 AM

Employer Event Discussion

- Review Draft Agenda
- Review Employer Panel Questions
- Review list of attendees
- Finalize times for set up

9:20 AM

Next Year's Meeting Schedule

9:25 AM

Other Business and Adjourn

Next Meeting Date: Thursday, August 31, 2017

Breaking Down Barriers: Disability Employment

Friday, May 19, 2017

12:00 p.m. - 1:30 p.m.

Spartanburg Community College Tyger River Campus

- 12:00 p.m. Lunch (Midway BBQ)
- 12:15 p.m. Welcome Ms. Jennie Thomas, Disabilities Committee Chair
- 12:20 p.m. ADA and Accommodations Ms. Sandy Jordan, ABLE SC
- Accommodation Examples Mr. Jonathon Cruce, SCVRD
- 12:45 p.m. Panel Discussion Moderator, Mr. Chuck Ewart, The Ewart Group
- Business Panelists: *(see the back for more information)*
- Mr. Rainer Blickle- SEW Eurodrive
- Mr. John Curry – New Prospect Marketing
- Ms. Debi Davis- SEW Eurodrive
- Mr. Wayne Gosnell – Green River Log Cabins
- Mr. Eric Holland - Kobelco Construction Machinery USA
- 1:25 p.m. Closing Remarks Mr. Chuck Ewart, The Ewart Group

Special thanks to the

Upstate Workforce Board's Disability Committee,

South Carolina Vocational Rehabilitation Department's staff, ABLE SC and Spartanburg SHRM

for their assistance in planning today's luncheon.



Speaker Bio's:

Mr. Rainer Bickle operates SEW Eurodrive a family-owned international company alongside his father and brother. Rainer was born in Mauldin, SC. He received his education at Winthrop University, graduating in 2010. Rainer began working at SEW in the Marketing Department, and has since moved into the position of Industry Accounts Manager. Rainer is married with one son, who joined their family two months ago.

Mr. Jonathon Cruce is overeducated. He has a BS in Liberal Arts from Erskine College, a BS in Mechanical Engineering from Clemson University, a MS in Biomedical and Rehabilitation Engineering from Wright State University, and is a CERTIFIED FINANCIAL PLANNER™ professional. He has been working in the Rehabilitation Engineering field for 17 years. He currently works for the South Carolina Vocational Rehabilitation Department. Jonathan has been a technical consultant for web site accessibility, toy adaptation, and home office ergonomics. He has too many hobbies, including traditional artist blacksmithing, sailing, woodworking, and computer programming. He's an Eagle Scout, a tinkerer, and a Maker - often referred to as "MacGyver" or "Q" by colleagues.

Mr. John Curry grew up in Upstate, South Carolina. He attended school in the Greenville/Spartanburg area before studying business and graduating from Furman University with a Bachelor's degree in Business Administration. Passionate about marketing and brand awareness, John developed a strategic partnership with NASCAR, while working in Marketing and PR with a nationally recognized chemical manufacturer. His career with New Prospect Contact Center began in 2005. Since that time, John and a talented, close-knit team have worked to develop and grow the business exponentially.

Ms. Debi Davis was born in upstate New York, lived in Germany for 2 years and then moved to Charlotte, NC when she was 11. She graduated from Independence High School (Charlotte) and attended UNC - Charlotte. She moved to Boiling Springs, SC around 12 years ago. She has worked in the HR/Payroll field for over 25 years and have been with SEW Eurodrive since January 2015.

Mr. Chuck Ewart is highly sought-after as a speaker, strategic planner, meeting facilitator, workshop and seminar presenter, and CEO search consultant. Ewart has addressed more than 2000 groups in 43 states and several foreign countries over the past 34 years. He serves as the Chair of the Upstate Workforce Futures Corporation. He is also a member of Upstate Workforce Board.

Mr. Wayne Gosnell serves as Plant Manager at Green River Log Cabins. He has been in the Manufacturing business over 26 years, 22 years of this has been with a larger scale Modular Manufacturer serving 9 southeast states. The first seventeen years he served as the Plant Engineer and Vice President of operations. Wayne also has Quality Control and Waste Control experience.

Mr. Eric Holland is the Human Resources Manager for Kobelco Construction Machinery USA., which manufactures hydraulic excavators for sale in the North and South American markets. He has a B.S. in Mathematics from Pennsylvania State University and a M.S. in Industrial Technology from Purdue University. Eric has worked in the Spartanburg area for Timken, Spartanburg Water, JTEKT, and now, Kobelco in various Human Resource leadership, training and corporate roles.

Ms. Sandy Jordan is the Director of Employment Programs at Able South Carolina where she coordinates and facilitates the direction of the SC Disability Employment Coalition and the SC Employment First Initiative. Sandy has vast knowledge and experience in the world of disability employment providing 10 years of career supports and guidance to individuals with disabilities. She holds a Master's in Rehabilitation Counseling from the University of South Carolina. She is a current Certified Rehabilitation Counselor and Global Career Development Facilitator. Sandy feels that employment is essential to an individual's life and loves to work with businesses to help them tap into a skilled and diverse workforce. Sandy can be reached at 864-235-1421, ext. 110 or sjordan@able-sc.org

Thank you for joining us.

Breaking Down Barriers: Disability Employment Luncheon

Panel Questions:

These questions are designed to function for just employers. If there are employees with disabilities present on the panel, these questions are rephrased in parentheses where appropriate.

1. Where does your interest in disability employment come from?
2. Before actively seeking to find qualified candidates for positions with disabilities, what were some of the concerns you had? (What concerns have you heard from employers about having people with disabilities on the job?)
3. What lessons have you learned about hiring people with disabilities? (What have you learned as an employee with a disability about disability in the workplace?)
4. Have you seen any unexpected benefits to hiring people with disabilities? e.g. change in workplace culture, positive impact on clients/customers, etc.
5. What advice do you have for employers with an interest in hiring more inclusively?
6. How has hiring individuals with disabilities affected your Workers Comp and other insurance premiums?
7. Were there any unexpected costs that businesses should be aware of?

Panel Structure:

After a short time to get everyone seated with lunch, there will be a presentation by ABLE SC that will last 25-30 minutes. The panel discussion will follow that opening and will be moderated by Chuck Ewart. There will be around 40-45 minutes for discussion.