



## **UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING**

**October 16, 2018**

**12:00 p.m.**

**SC Works Spartanburg**

### **Present:**

Mr. Craig Jacobs, Chair

Mr. Carter Smith, Committee Member

Ms. Betty Guzzo, Committee Member

Mr. Brent Bishop, UWB

Ms. Dana Wood, UWB

Mr. Shelley Blount, Committee Member

Mr. Doug Stephenson, SC Works

Mr. Jim Cook, Committee Member

Mr. Radice Banks, American Credit

Mr. Deivis Henao, SC Works

Ms. Johnnie-Lynn Crosby, SC Works

Ms. Vicki Lawson, UWB

### **Welcome**

The meeting was called to order at 12:00 p.m. by Mr. Craig Jacobs, Committee Chair.

### **SC Works Update**

Mr. Deivis Henao reported that SC Works Spartanburg had 1,001 unduplicated customers in September. Union numbers were down because of move to the new location. Currently, Mr. Deivis Henao and Mr. Kenneth Taylor are collaborating with the housing authority to provide workshops on soft-skills and resume-building. They are planning computer classes in a partnership with the Spartanburg County Library System. Ms. Dana Wood reported the On-The-Job Training program is making great strides so far this program year. Mr. Craig Jacobs asked for more details regarding the Union move and if there has been an increase in traffic. Mr. Henao stated the move was completed over the first couple of weeks of September. Mr. Henao does believe the new location will increase center traffic in Union.

### **Modification Request**

Ms. Dana Wood shared that SC Works had the opportunity to retain Ms. Johnnie-Lynn Crosby as the Regional Business Solutions Manager. This opportunity came with a salary increase of approximately \$10,000 per year. This increase would be shared with the Greenville office, with the Upstate amount being \$4,747.13. **Mr. Jim Cook made a motion to approve the budget modification as written. Mr. Shelley Blount seconded the motion. Motion passed**

**unanimously.** Because of the timing of the request, Ms. Dana Wood will poll vote the Upstate Workforce Board by email.

### **Financial**

Mr. Brent Bishop reported on the budget for SC Works as well as the status of all other ResCare grants through September. He mentioned that the utilities line item is still the only item that looks concerning on the statement. This is because the old SC Works Union location's utilities cost much more in the first 2 months of the year. The lower costs in the new location will allow this to even out over the remainder of the program year. Overall everything is tracking well, including training. Mr. Bishop shared that the first of PY18 Rapid Response grants is expected to be fully expended. Ms. Dana Wood reported that the Rapid Response grants are applied for and awarded directly from the state with no local control. Other grants listed are specific to the UWB. Re-entry ends November 1 and there are still outstanding invoices. She estimates that there will be approximately \$5,000 left at closeout. The new Workforce Innovation Grant will sustain the re-entry program until 2020. Ms. Wood reported that a new technology grant from the state is not listed on the grants spreadsheet. This grant was awarded to provide technology upgrades at the SC Works centers and will be reflected on the next financial report.

### **Re-Entry Program**

Ms. Dana Wood reported the current re-entry grant is nearing the end. Currently, the program has produced the following results:

- Participants are earning an average of \$14.08/hr.
- Program started with one employer partner and now has 7.
- Original participant projection was 32, the program has impacted 51 individuals
- 30/51 scored Silver or better on WorkKeys, 6/51 Bronze, 15 need to re-test
- 36/43 were released and are working
- 27/29 received occupational credentials
- 9/11 completed LEAN Manufacturing and OSHA training
- 9/9 received soft-skills training
- 37/43 are in active follow-up with the Re-entry Specialist

The new Workforce Innovation Grant will serve approximately 138 individuals. 90 will receive soft-skills training. The remainder of the individuals will receive occupational skills training. The program will contain a virtual reality component. Ms. Wood reported that Ms. Lisa Hannon requested we meet with Cherokee County to offer similar programming. She mentioned that they have space limitations in Cherokee for classroom activities. Mr. Jim Cook asked how the program is working from the jail's perspective. Ms. Wood reported the jail is active in the screening process and ensuring that participants share housing. This allows them to work on homework and study together.

### **IWT**

Ms. Johnnie-Lynn Crosby reported the PY18 IWT allocation should be available at the end of October. It was decided to do an early solicitation. Our local area received 13 applications. 12 from Spartanburg and 1 from Union County. The Upstate Workforce Board staff in conjunction with the Regional Business Service Director, changed the process to include a scoring/ranking system and condensed the information onto a spreadsheet for the committee to review (per the committee's feedback from previous solicitations). Mr. Craig Jacobs asked if there were any exclusions this round. Ms. Crosby stated there were none. Ms. Crosby also reported there are other companies interested and if there is additional funding available they will do another solicitation in the spring. Mr. Jacobs asked if the committee was in agreement with this method of scoring/ranking. All agreed. Mr. Jacobs suggested that in the future, the company applications be placed on the Board Resource section of the website so that any committee members can reference them if needed. **Mr. Shelley Blount made a motion to approve the proposed IWT rankings. Ms. Betty Guzzo seconded the motion. Motion passed by all.** The motion will be presented to the UWB at the November meeting while waiting for the official allocation.

### **Other Business**

No other business discussed.

### **Adjournment**

With no further business, the meeting was adjourned at 1:09 p.m.

**The next meeting will be held on December 4, 2018, at 12:00 p.m.**

**AGENDA**  
**ONE STOP COMMITTEE MEETING**  
**October 16, 2018**  
**12:00 noon**  
**SC Works-Upstate**

Welcome	Mr. Craig Jacobs
SC Works Update	Mr. Deivis Henao
▪ Dashboard	
▪ Just in Time Report	
Financial Report	Mr. Brent Bishop
Re-Entry Grant Closeout	Ms. Dana Wood
IWT Recommendations	Ms. Johnnie Lynn Crosby
Other Business & Adjourn	

*\*denotes a voting item*

**Next Meeting Date: December 4, 2018**

*Our Mission Statement:*  
*To Advance the Future of Business and Community*



# SC Works Greater Upstate (Cherokee, Spartanburg, and Union)

Monthly Report Card PY18  
(September 2018)

Bringing Employers  
and  
Job Seekers  
Together



DASHBOARD 09/01/2018 through 09/30/2018

	1st Quarter			AUG	SEP	2nd Quarter			NOV	DEC	3rd Quarter			JAN	FEB	MAR	4th Quarter			MAY	JUN	TOTAL
	JUL					OCT																
Total Center Traffic	2920			2621	1752	0			0	0	0	0	0	0	0	0	0	0	0	0	0	7293
WIOA Traffic (Spartanburg 135, Gaffney 49 , Union 23)	282			324	207																	813
UI Traffic (Spartanburg 339 , Gaffney 187 , Union 80)	1236			805	606																	2647
WP Traffic (Spartanburg 625, Gaffney 233, Union 206)	1706			1614	1064																	4384
Total Unduplicated Center Traffic	1657			1415	1001	0			0	0	0	0	0	0	0	0	0	0	0	0	0	4073
# Scheduled for WIOA Orientation	72			57	41	0			0	0	0	0	0	0	0	0	0	0	0	0	0	170
# Attended WIOA Orientation	38			37	23	0			0	0	0	0	0	0	0	0	0	0	0	0	0	98
# of Workshops Offered	18			18	20	0			0	0	0	0	0	0	0	0	0	0	0	0	0	56
# Scheduled for Workshops	66			73	78	0			0	0	0	0	0	0	0	0	0	0	0	0	0	217
# of Workshop Attendees	34			38	60	0			0	0	0	0	0	0	0	0	0	0	0	0	0	132
New ADULT Enrollments	25			25	16									0	0	0	0	0	0	0	0	66
New DW Enrollments	4			4	3	0			0	0	0	0	0	0	0	0	0	0	0	0	0	11
Total Caseload	317			325	318	0			0	0	0	0	0	0	0	0	0	0	0	0	0	
New ADULTS beginning training**	29			17	12	0			0	0	0	0	0	0	0	0	0	0	0	0	0	58
New DWs beginning training**	1			6	3	0			0	0	0	0	0	0	0	0	0	0	0	0	0	10
% New Clients vs Clients Entering Trng	103.4%			79.3%	78.9%																	87.2%
# of New Job Orders Placed	320			377	328	0			0	0	0	0	0	0	0	0	0	0	0	0	0	1025
# of New Jobs Available	1414			1241	2279	0			0	0	0	0	0	0	0	0	0	0	0	0	0	4934
# Entered Employment	45			36	30	0			0	0	0	0	0	0	0	0	0	0	0	0	0	111

## TALENT DEVELOPMENT SPECIALISTS CASELOADS:

Jocelyn Bell - 90  
Melika Jones - 54  
Nikki Burgess - 83  
Rose Cortes - 91

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

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

## CENTER TRAFFIC:

Location  
Cherokee  
Spartanburg  
\*Union

PY18  
415  
1053  
284

PY17  
531  
1535  
641

Change  
-116  
-482  
-357

## New Trainings by County

Cherokee = 0  
Spartanburg = 3  
Union = 0

\*Union relocated to Library on 9/11/2018

## TRAINING PROVIDERS AND PROGRAMS

Provider  
SCC  
TDC  
PSI

Training Program/Number of enrollees  
CDL  
CDL  
Project Management

1  
1  
1

QTY/WEP

Established

3 for September/11 YTD



**Highlighted Events and Outreach****September 1<sup>st</sup> - September 30<sup>th</sup>**

September 4 – Kenneth met with Dori at Adult Education in Union to finalize plans for the workshop series to be conducted this fall. Each month the workshops will consist of a different topic to assist students in achieving self-sufficiency.

September 7 – Kenneth went to the Spartanburg Detention center to conduct a final training class on Interviewing and Application Completion for Operation Educate.

September 8 – Grand Opening of the Carnegie Library in Union.

September 11 – Meika was the speaker for the ACHIEVE graduation at USC-Upstate.

September 17 – Kenneth and Meika attended the final planning session for the upcoming Cherokee County Community Job Fair. Social Media marketing plans, outreach, and staff assignments were all discussed.

September 19 – Devis met with Spartanburg County Library staff member Janet Christy to talk about the possibility of a joint effort to teach Basic Computer courses.

September 27 – Devis attended the Bold Goals Meeting at United Way. The meeting was to contribute ideas, and create goals for the community Financial Stability Partners. At the meeting Devis met with the Greer Relief Director and planned on expanding communication; also discussed visiting the center in the near future on a monthly basis.

September 28 – Kenneth went to Prince Hall apartments to conduct an onsite workshop on Soft Skills for the SHA. Kenneth remained onsite to answer specific questions about SC Works and provide job search guidance. There were 10 people in attendance.

**Social Media Outreach (Cumulative):**  
148 Social Media Posts and 77 Facebook Likes  
PY18 September Goal- 63 and 51

**Community Engagement:**  
Goal: Spartanburg-6, Cherokee-4, Union-4  
Actual: Spartanburg- 9, Cherokee-4, Union-4

**Business Services Focus**

The Regional Director of Business Solutions (DBS) met with Ready SC and Toray regarding WorkKeys job profiles and WIN assessment changes. This continues to be a concern for companies with active ACT WorkKeys job profiles.

The deadline to submit IWT applications was 9/14. 13 applications were received from Greenville businesses. 12 applications were received from Spartanburg businesses and one application from a Cherokee business. The DBS met with SCMEP to discuss consortia IWT applications in the future.

The Business Solutions team attended the SC Manufacturers Conference on 9/10 and 9/11. The event was successful and the team met with several businesses interested in OJT.

The Business Solutions team attended the TATT program on 9/25. SC Works also had a vendor booth to promote services to the partners and businesses in attendance.

**Enrollment Data****Union**

	PY18	September
New Trainings	9	0
Enrollments AD	10	2
Enrollments DW	4	0

**Cherokee**

	PY18	September
New Trainings	5	0
Enrollments AD	16	5
Enrollments DW	0	0

**Spartanburg**

	PY18	September
New Trainings	33	3
Enrollments AD	40	9
Enrollments DW	7	3

**OJT's**

	PY18	September
	11	3

**Talent Engagement News:**

Center	Job Referrals
Cherokee	159
Spartanburg	1341
Union	232

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

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

Cherokee – 4
Spartanburg – 17
Union – 2

**WIN Tests Completed**

Spartanburg - 20
Union - 0

**Intensive Workshop Attendance:**

60

**Training /Support Services Funding PY 18**

	Fund Amount	Obligated	Remaining
AD-ITA	241,947	198,895	43,052
AD-OJT	50,000	43,765	6,234
AD-WEP	1,245	600	645
AD-SS	33,930	21,716	12,213
DW-ITA	70,657	52,305	18,352
DW-SS	11,070	9,779	1,290
DW-OJT	25,000	0	25,000
IWT State	157,500	51,531	105,969

# Upstate Workforce Board

## Profit & Loss Budget vs. Actual

### July through September 2018

Arbor					
	25% of PY18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Grants Received		1,250,000.00	1,250,000.00	0.00	100.0%
<b>Total Income</b>		<b>1,250,000.00</b>	<b>1,250,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>					
<b>Administration</b>					
Dues, Prof fees, Subscriptions		1,140.00	1,500.00	-360.00	76.0%
Fringes		19,319.40	96,741.78	-77,422.38	19.97%
Indirect Cost		16,349.33	72,019.49	-55,670.16	22.7%
Management Fee		17,131.36	68,525.52	-51,394.16	25.0%
Salaries		102,199.87	428,450.00	-326,250.13	23.85%
<b>Total Administration</b>		<b>156,139.96</b>	<b>667,236.79</b>	<b>-511,096.83</b>	<b>23.4%</b>
<b>Operating Expenses</b>					
Computers and Software		1,007.73	7,500.00	-6,492.27	13.44%
Contract/Consulting Services		529.69	4,500.00	-3,970.31	11.77%
Equipment Rental		552.30	2,500.00	-1,947.70	22.09%
Mileage		2,235.57	11,000.00	-8,764.43	20.32%
Misc. & Facilities Costs		2,768.77	11,900.00	-9,131.23	23.27%
Office Supplies		938.99	7,460.71	-6,521.72	12.59%
Outreach		0.00	3,400.00	-3,400.00	0.0%
Postage		50.04	900.00	-849.96	5.56%
Printing Supplies		403.95	2,700.00	-2,296.05	14.96%
Professional Development		15.00	5,000.00	-4,985.00	0.3%
Relocation		388.84	2,500.00	-2,111.16	15.55%
Rent		17,784.53	75,000.00	-57,215.47	23.71%
Telephone		2,186.67	9,000.00	-6,813.33	24.3%
Travel-Out of Town		0.00	2,212.50	-2,212.50	0.0%
Utilities		1,849.55	3,340.00	-1,490.45	55.38%
<b>Total Operating Expenses</b>		<b>30,711.63</b>	<b>148,913.21</b>	<b>-118,201.58</b>	<b>20.62%</b>
<b>Supportive Services</b>					
Books, Tools, Uniforms, Fees		4,255.71	26,000.00	-21,744.29	16.37%
Childcare		0.00	2,500.00	-2,500.00	0.0%
Transportation		2,555.00	16,500.00	-13,945.00	15.49%
<b>Total Supportive Services</b>		<b>6,810.71</b>	<b>45,000.00</b>	<b>-38,189.29</b>	<b>15.14%</b>
<b>Training Expenses</b>					
Instructional Training		82,683.00	293,850.00	-211,167.00	28.14%
OJT Training		19,801.14	85,000.00	-65,198.86	23.3%
Work Experience		1,242.33	10,000.00	-8,757.67	12.42%
<b>Total Training Expenses</b>		<b>103,726.47</b>	<b>388,850.00</b>	<b>-285,123.53</b>	<b>26.68%</b>
<b>Total Expense</b>		<b>297,388.77</b>	<b>1,250,000.00</b>	<b>-952,611.23</b>	<b>23.79%</b>
<b>Net Income</b>		<b>952,611.23</b>	<b>0.00</b>	<b>952,611.23</b>	<b>100.0%</b>

PY18  
Arbor Grants

	TOTAL		Current PY %	25%
	thru September 30, 2018 Expenditures	Budget	Variance	% of Budget
Re-Entry 16M903RET01-UWB #16RET01 (11-1-18)	\$ 137,432.73	\$ 170,420.00	\$ 32,987.27	80.64%
Transportation 16TDG03 (12-31-18)	\$ 13,634.74	\$ 20,000.00	\$ 6,365.26	68.17%
RR 17M903RRIWT01-UWB #17RRIWT05 (9-30-18)	\$ 49,980.00	\$ 49,980.00	\$ -	100.00%
RR 17M903RRIWT03-UWB #17RRIWT09 (11-1-18)	\$ 6,825.00	\$ 49,625.00	\$ 42,800.00	13.75%
RR 17M903RRIWT04-UWB #17RRIWT15 (12-31-18)	\$ 32,775.00	\$ 56,240.00	\$ 23,465.00	58.28%
RR 17M903RRIWT05-UWB #17RRIWT18 (1-31-19)	\$ 9,820.00	\$ 50,000.00	\$ 40,180.00	19.64%
IWT 17M903IWT03-UWB #17IWT03 (10-31-18)	\$ 59,478.73	\$ 165,000.00	\$ 105,521.27	36.05%
Workforce Innovation Grant - 17WIG03 (6-30-20)	\$ 2,692.17	\$ 391,590.00	\$ 388,897.83	0.69%
Totals	\$ 312,638.37	\$ 952,855.00	\$ 640,216.63	32.81%



**SC WORKS UPSTATE**  
**GRANT MODIFICATION REQUEST FORM**  
(If necessary, use more than one form)

**Date:** 09/25/2018

**Grant number:** 18M903Q1-ULWAP

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

**Addition of Funds:**

**UPSTATE** - Reflects a \$4,747.13 increase from unobligated funds in the Net Contract with the Upstate Workforce Board (UWB) from \$1,250,000.00 to \$1,254,747.13 with an increase in Adult Funding from \$942,500.00 to \$946,079.34 and an increase in Dislocated Worker funding from \$307,500.00 to \$308,667.79.

**Salaries:** (+\$3,333.33): Reflects a line item increase from \$423,450.00 to \$426,783.33 due to pay increase for Regional Business Solutions Manager.

**Fringe/Taxes:** (+\$721.33): Reflects a line item increase from \$96,741.78 to \$97,463.11 due increase of taxes and fringe associated with the pay adjustment for the Regional Business Solutions Manager.

**Indirect:** (+\$432.23): Reflects a line item increase from \$72,019.49 to \$72,451.72 resulting from the increase in salaries and fringe/taxes due to the pay adjustment for the Regional Business Solutions Manager.

**Management Fee:** (+\$260.24): Reflects an increase in the Management Fee from \$68,525.52 to \$68,785.76 resulting from the increase in the total contract amount.

**Reason for modification:**

**UPSTATE** - Modification 1 is being requested to add additional monies from unobligated funds in the amount of \$4,747.13 to contract 18M903Q1-ULWAP. This addition is to cover the salary increase of the Regional Business Solutions Manager.

**For questions regarding this modification request, please contact:**

**NAME:** Douglas J. Stephenson  
**TITLE:** Project Director  
**EMAIL:** [douglas.stephenson@rescare.com](mailto:douglas.stephenson@rescare.com) or [dstephenson@scworksgreaterupstate.com](mailto:dstephenson@scworksgreaterupstate.com)  
**PHONE:** 864-764-1976

**SUBMIT COMPLETED FORM TO:**  
UWB and GCWDB Associate Directors

[illegible]