



Upstate Workforce Investment Board Regular Meeting

Spartanburg Marriott
Wadsworth & Croft meeting room
Mach 17, 2014

8:30 AM

Welcome and Introductions

Approval of the September 16, 2013 Meeting Minutes

Mr. David Wall

8:40 AM

OneStop Committee Report

Mr. Craig Jacobs
Committee Chair

8:55 AM

Funding Oversight Committee Report

Mr. Jim Cook
Committee Chair

9:10 AM

Youth Alliance Report

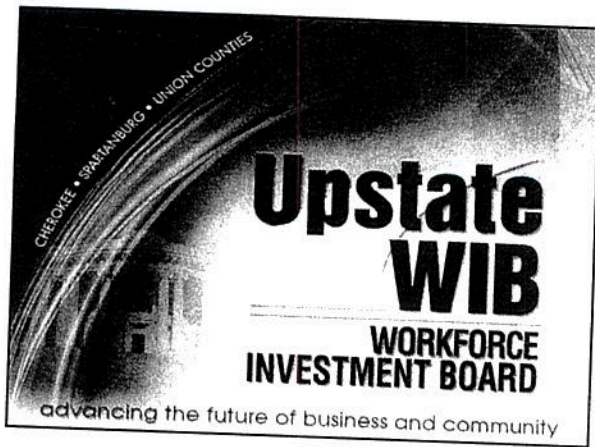
Ms. Theresa Perry
Committee Chair

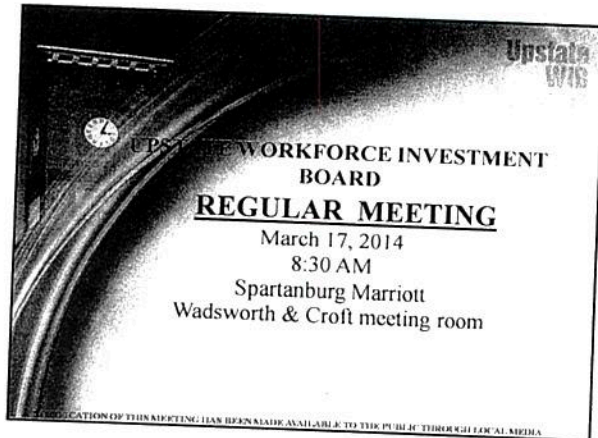
9:30 AM

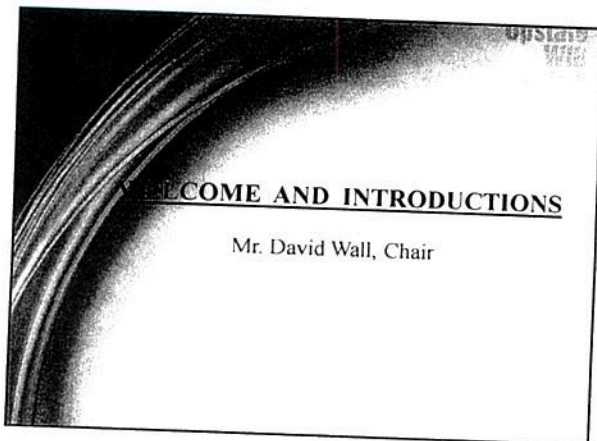
Executive Director's Report

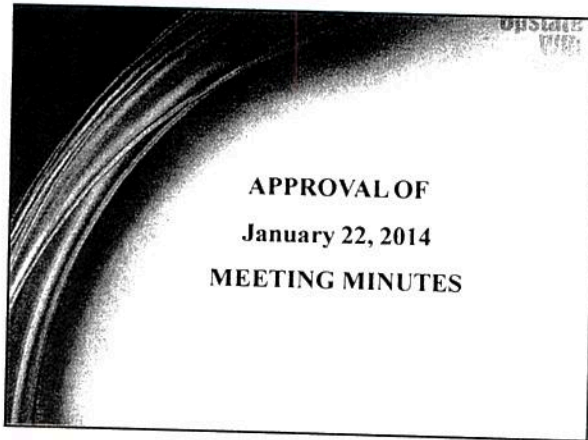
Ms. Ann Angermeier

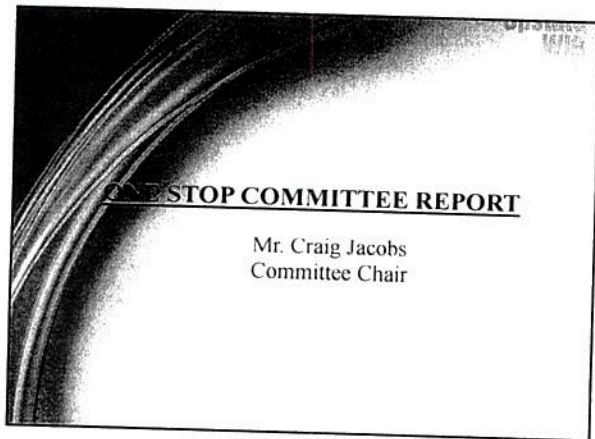
Other Business and Adjourn

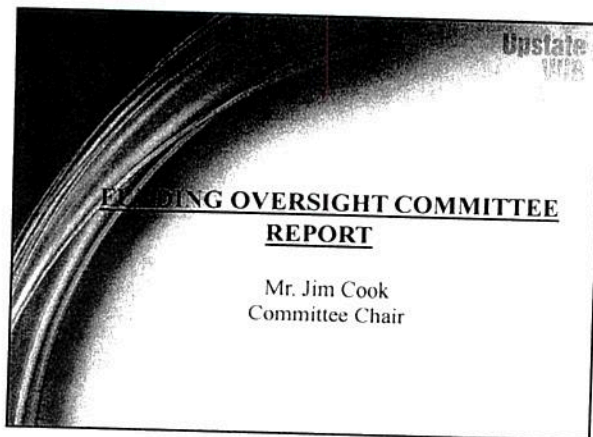
















BOARD ACTION:


The committee recommends the following WIB office's budget modification requests:

- Temp Help: Transferring \$33,000 from Salaries/Fringe/Indirect to the Temp Help line item
- Copier Expense: Transferring \$1,000 from Advertising/Promo/Outreach to the Copier line item



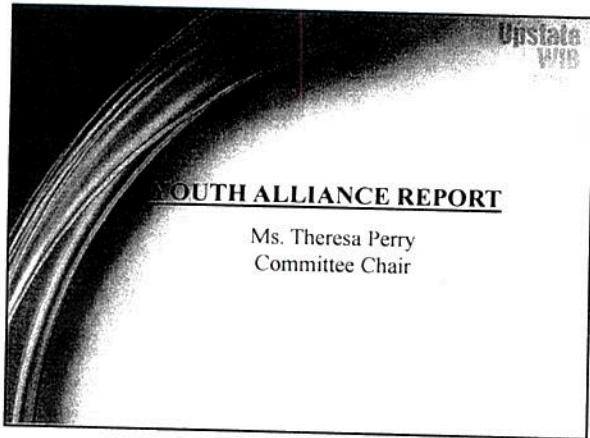
BOARD ACTION:

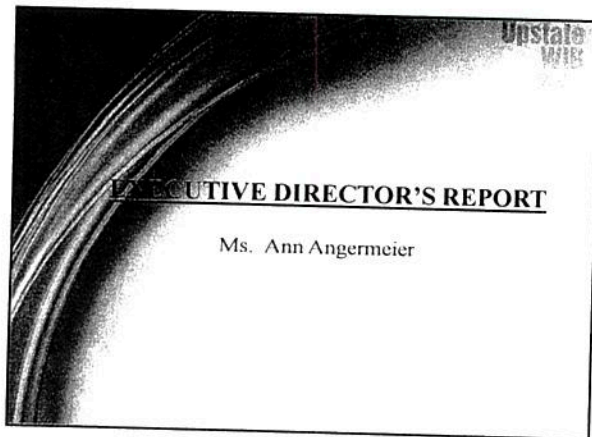
- Vehicle Manpower/Overhead: Transferring \$200 from Miscellaneous Equipment to Vehicle Manpower/Overhead
- Vehicle Parts: Transferring \$500 from Miscellaneous Equipment to Vehicle Parts
- Special Projects: Transferring \$3,000 from Relocation Expenses, plus \$1,000 from Advertising/Promo/Outreach (\$4,000 total) to support a Special Project of updating the Union Community Indicators Report

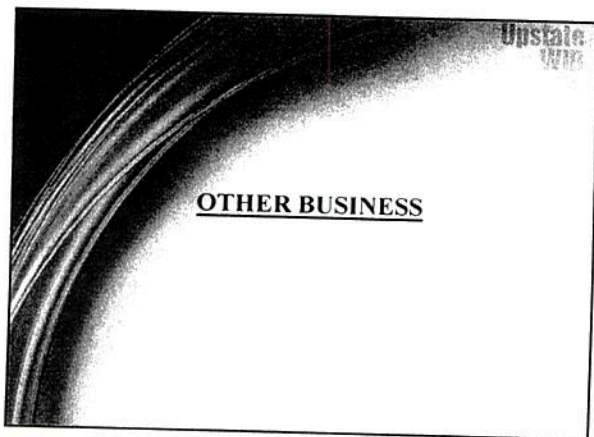


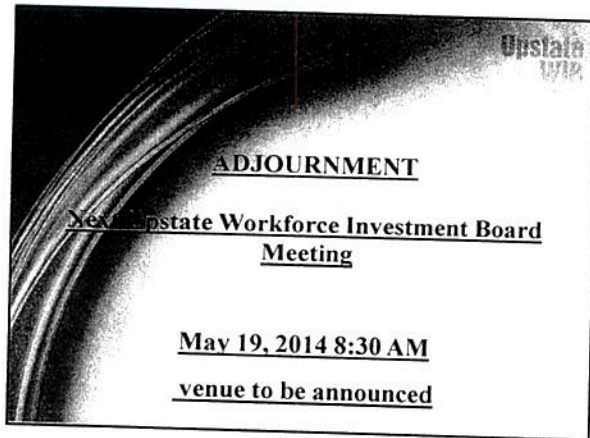
BOARD ACTION:

The committee recommends Arbor's budget modification request including changes to the Salaries/Fringes, Professional Development, Printing/Supplies, Relocation, Indirect, and Profit Line Items (see attached budget detail).









THE UPSTATE WORKFORCE INVESTMENT BOARD MEETING MINUTES

Date and Time of Meeting: January 22, 2014
Time of Meeting: 8:30 a.m.
Place of Meeting: YMCA

ATTENDANCE: 69.6%

Board Members Present:

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Bill Brasington
Ms. Liberty Canzater
Capt. Joanne Case
Mr. Jim Cook
Ms. Betty Guzzo
Mr. Craig Jacobs
Ms. Theresa Perry
Ms. Cherie Pressley
Mr. Carter Smith
Ms. Lou Stackhouse
Ms. Jennie Thomas
Mr. David Wall
Mr. Buddy Waters
Ms. Martha Young

WIB Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Jenni Gregory
Ms. Elaine Stephens
Ms. Natalia Swanson
Ms. Shannon Wilkins
Ms. Dana Wood

Board Members Absent:

Mr. Shelly Blount
Ms. Johnnie-Lynn Crosby
Mr. Chuck Ewart
Mr. Robert Faucett
Ms. Kimberly Gist
Mr. Wayne Gregory
Ms. Lisa Morris

Guests Present:

Ms. Rochelle Brown
Mr. Alan Davis
Ms. Michelle Hawkins
Ms. Gale Jackson
Ms. Pamela Kennedy
Ms. Shannon Kinder
Ms. Amanda Lucas

Welcome and Opening Remarks:

Mr. David Wall, Board Chair, called the meeting to order at 8:35 a.m. and welcomed those in attendance. Mr. Alan Davis and Ms. Shannon Kinder with the SC Department of Employment and Workforce (SCDEW) were introduced as guest speakers. Captain Joanne Case, representing the Cherokee County Salvation Army was introduced as a new board member. Mr. Wall mentioned the passing of board member Mr. Mike Perry and requested that everyone in attendance keep his family in their thoughts.

Minutes Approved:

The November 16, 2013 meeting minutes were reviewed. *Mr. Craig Jacobs made a motion to approve the minutes. Mr. Buddy Waters seconded the motion. There were no abstentions. The motion carried.*

Executive Director's Report

Ms. Ann Angermeier presented the board with a Program Year 2012 (PY12) performance report. She explained the color coding on the report, as well as the way the SCDEW determines if a local area is exceeding, meeting, or failing the measures. The report also included other local areas for comparison. Lower Savannah and Catawba are comparable to the Upstate Workforce Investment Board (Upstate WIB) because they have similar funding levels. The preliminary performance measures for the first quarter of Program Year 2013 (PY13) have been received. This report will be sent out to the board via e-mail once the data has been verified. Ms. Angermeier asked the board to review this report and e-mail any questions to her.

OneStop Oversight Committee Report:

Mr. Craig Jacobs, Committee Chair, reported for the OneStop Oversight Committee. The committee met on December 18, 2013. Mr. Jacobs reported that the Resource Sharing Agreement (RSA)/Memorandum of Understanding (MOU) between the SCDEW and the Upstate WIB still had not been agreed upon or signed. Mr. Jacobs informed the board that the SCDEW would not be moving into SC Works Spartanburg this program year. As a result there is a shortage of funding. ResCare had to reduce the training budget by \$200,000. However, portion of these funds could possibly be replenished with additional Dislocated Worker (DW) funds which will be requested.

Mr. Jacobs also explained the need to update the Transportation Supportive Service policy.

- ***The committee recommends approval to increase the Transportation Supportive Service (TSS) \$5/day stipend to \$10/day, as well as to increase the TSS cap from \$1,000 to \$2,500, per qualifying participant. There were no abstentions. The motion carried.***

Funding Oversight Committee Report:

Mr. Jim Cook, Committee Chair, reported for the Funding Oversight Committee. The committee met on January 7, 2014. The year-to-date budgets were reviewed for Arbor E&T, USC Upstate Achieve, YouthStop, and the Upstate WIB office. The following committee items required board approval:

Mr. Cook shared the 13INC grant and how the committee recommends spending these funds. Ms. Natalia Swanson stated that the recommended use for the funds would be to pay for sponsorships, updating the Union Indicators Report, as well as some professional development for staff.

- ***The committee recommends the request to approve the budget detailing the use of new incentive funds. There were no abstentions. The motion carried.***

Mr. Cook asked Ms. Swanson to explain the recommended changes to Arbor's budget. Ms. Swanson stated that when Arbor originally presented their budget at the beginning of the program year, the Utilities line item and the Facilities line item were incorrectly labeled; they should have been reversed. Switching the two line items left approximately \$1,000 in surplus. Arbor requested to add that money into the Mileage line item to support Business Services travel. It was also requested to reduce the training line item.

- ***The committee recommends Arbor's budget modification request including changes to the Mileage, Utilities, Facilities Cost, and Instructional Training line items. There were no abstentions. The motion carried.***
- ***The committee recommends the request to give the Upstate WIB staff authority to request a transfer of up to 50% of Dislocated Worker funds to use as Adult funds, while at the same time requesting an additional \$137,578.83 in additional Dislocated Worker funds, both of which would be applied to SC Works' budget, once approved. There were no abstentions. The motion carried.***

Youth Alliance Report:

Ms. Theresa Perry, Committee Chair, reported for the Upstate Youth Alliance. The committee met on December 9, 2013. Ms. Diane Albin from SC Works gave a presentation to the Youth Alliance about SC Works services. YouthStop and USC Upstate Achieve's dashboards were reviewed.

Ms. Perry asked Ms. Michelle Hawkins to speak to the board about a new initiative between YouthStop and the Alternative School in Spartanburg County, as well as a grant YouthStop received from Spartanburg County which will allow them to assist Career Center students in several districts.

Ms. Perry asked Ms. Dana Wood to give an update on the Youth Leadership Program. Ms. Wood talked about the sessions that Youth Leadership students have attended. Ms. Wood stated that February will be the job shadowing session and March will be State Government day in Columbia. Ms. Wood informed the board of a donation request to help cover the cost of lunches for Youth Leadership. She added that this opportunity was not just limited to donations from the board.

There were no items requiring board action from the Youth Alliance.

Special Presentation

Mr. Alan Davis with SCDEW presented local Upstate Labor Market Information. He stated that this information is available on the SCDEW website.

Adjournment:

With there being no other business or discussion from the floor, the meeting was adjourned at 9:45 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for March 17, 2014 at 8:30 a.m. The venue is to be determined.

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

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

	<ul style="list-style-type: none"> In other business, Ms. Connelly informed the committee of some ongoing issues between the Upstate WIB and SCDEW. She explained that since the last OneStop Committee meeting a local employer called the Upstate WIB office expressing concern regarding one of his recently laid off employees. After researching the situation it was discovered that the customer went to the SCDEW Church Street location. The customer reported that he had a very long wait and left that center without any help with his unemployment insurance claim. Ms. Connelly reported that not only could this have damaged an Upstate WIB relationship with a business, but the job seeker also left with a negative opinion of SC Works. She also reported that a meeting took place between a team of Upstate staff and SCDEW staff in late January. The meeting was to continue talks stemming from the December 23, 2013 meeting regarding service delivery in the Upstate. The Upstate WIB suggested a proposal for SCDEW to close the doors at the Church Street office and have the resource area open solely at the SC Works Spartanburg location. This option would allow other SCDEW staff, whose primary job duties do not include interaction with customers, to focus on those duties without interruption. Contrary to the promise made at this meeting, the Upstate WIB had still not heard if SCDEW made a decision regarding the service delivery proposal. Ms. Connelly went on to say that another issue still outstanding is the lack of Vet staff presence in the SC Works Spartanburg center, which is a requirement of the law. There is also an issue with the static Wagner-Peyser staff person not showing up during scheduled times. She explained that there have been promises made to have the required representation in the Spartanburg location, but these promises have not come to fruition, which always seems to be the case. Ms. Connelly also stated that there are still ongoing business services issues that have not been resolved. Mr. Craig Jacobs offered Mr. Grey Parks, SCDEW Regional Area Director, a chance to comment. He reported that there was a meeting scheduled that day to address the business services issues and that the SCDEW RSA/MOU team would meet on Friday to discuss the IT/Supplies methodology. A discussion ensued to address these issues. Mr. Craig Jacobs then stated that the meeting would adjourn to an executive session to discuss private matters.
Items Referred for Board Action	None
Website Reference	www.upstatewib.org

SC Works Upstate

Monthly Report Card PY13
(January 2014)

Bringing Employers
and
Job Seekers
Together



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

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	5484	4673	5787	4810	5705	7572	7118						41149
Total Unduplicated Center Traffic	3565	3037	3762	3998	3607	4068	3316						25353
# Scheduled for Orientation	89	52	85	52	79	53	106						516
# Attended Orientation	63	31	69	33	50	43	67						356
# of Workshops Offered	30	102	26	54	61	65	63						401
# Scheduled for Workshops	77	246	180	183	281	267	282						1516
# of Workshop Attendees	61	152	95	86	149	139	133						815
New ADULT Enrollments	23	10	16	9	22	23	22						125
New DW Enrollments	2	3	0	0	1	2	1						9
Total Caseload	422	377	361	333	330	327	327						2477
Total NEW ADULT Training Activities Started Current Month													
215 Pre-Employment	3	30	19	14	9	35	38						148
300 Occupational	0	27	14	5	2	1	14						63
301 On the Job Training	0	0	0	0	0	2	0						2
327 GED	2	1	0	0	0	1	0						4
328 Non-ETPL	0	0	0	0	0	0	0						2
Total NEW DW Training Activities Started Current Month													
215 Pre-Employment	0	9	2	0	5	7	6						29
300 Occupational	2	14	4	1	1	0	4						26
301 On the Job Training	0	0	0	0	0	0	0						0
327 GED	0	1	0	0	0	0	0						1
328 Non-ETPL	0	0	0	0	0	0	0						1
Adults Beginning Training Current Month													
DWs Beginning Training Current Month	7	23	14	6	4	16	26						96
% New Clients vs Clients Entering Trng	44.0%	215.4%	112.5%	77.8%	21.7%	76.0%	139.1%						24
# of New Job Orders Placed	168	132	100	96	91	95	132						98.1%
# of Jobs New Jobs Available	1935	454	1509	1235	246	832	1502						814
# Entered Employment	239	56	69	128	144	236	195						7713
													1067

CAREER CONSULTANT CASELOADS:

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

CENTER TRAFFIC:

Location
Cherokee
Spartanburg
Union

PY13
1873
4182
1063

PY12
3679
3563
2173

Change
-1806
+619
-1110

TRAINING PROVIDERS AND PROGRAMS

Provider	Program/Enrollees
Arc Labs	Welding (3)
Virginia College	Pharmacy Tech (1), Business Admin (1)
Piedmont Tech	Cardiology Tech (1)
TDI	CDL License (1)
USC-U	Pharmacy Tech (1)
SCC	Mechanics (5), Computer Tech (1), Medical Asst. (2), Welding (1), Machine Tool (1), PCT (3), Engineering (1)

**Upstate Workforce Investment Board
Funding Oversight
Committee Summary**

Meeting Date	<i>February 25, 2014, 8:30 a.m.</i>
Contact for Questions and Concerns	Mr. Jim Cook – (864)-206-2804 Email: CookJ@sccsc.edu Ms. Natalia Swanson – (864) 596-2028 Email : nswanson@upstatewib.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>The committee reviewed year-to-date budget reports for Arbor, Youth Programs, and the WIB office.</i> • <i>The WIB staff presented a budget modification request for the WIB office.</i> • <i>The WIB staff presented a budget modification request for Arbor's SC Works grant.</i>
Action Taken	<ul style="list-style-type: none"> • The committee voted on the modification request for the WIB office. • The committee voted on the modification request for Arbor's budget.
Results and Outcomes	<ul style="list-style-type: none"> • The committee reviewed and approved a request to modify the WIB office budget, including changes to the following line items: <ul style="list-style-type: none"> ○ Temp Help: Transferring \$33,000 from Salaries/Fringe/Indirect to the Temp Help line item, ○ Copier Expense: Transferring \$1,000 from Advertising/Promo/Outreach to the Copier line item, ○ Vehicle Manpower/Overhead: Transferring \$200 from Miscellaneous Equipment to Vehicle Manpower/Overhead, ○ Vehicle Parts: Transferring \$500 from Miscellaneous Equipment to Vehicle Parts, and ○ Special Projects: Transferring \$3,000 from Relocation Expenses, plus \$1,000 from Advertising/Promo/Outreach (\$4,000 total) to support a Special Project of updating the Union Community Indicators Report. • The committee reviewed and approved a request to modify Arbor's budget including changes to the Salaries, Fringes, Professional Development, Printing Supplies, Relocation, Indirect, and Profit line items (see attached budget detail). These changes will allow Arbor to send some of their staff members to required Career Development Facilitator training, as well as provide an additional reduction to the budget (reduction made to operating costs) to help counteract the budget shortfall from SCDEW not moving in to the Evans Building.
Items Referred for Board Action	<ol style="list-style-type: none"> 1. The committee recommends the WIB office's budget modification request. <ul style="list-style-type: none"> ○ Temp Help: Transferring \$33,000 from Salaries/Fringe/Indirect to the Temp Help line item,

	<ul style="list-style-type: none"> ○ Copier Expense: Transferring \$1,000 from Advertising/Promo/Outreach to the Copier line item, ○ Vehicle Manpower/Overhead: Transferring \$200 from Miscellaneous Equipment to Vehicle Manpower/Overhead, ○ Vehicle Parts: Transferring \$500 from Miscellaneous Equipment to Vehicle Parts, and ○ Special Projects: Transferring \$3,000 from Relocation Expenses, plus \$1,000 from Advertising/Promo/Outreach (\$4,000 total) to support a Special Project of updating the Union Community Indicators Report. <p>2. The committee recommends Arbor's budget modification request including changes to the Salaries, Fringes, Professional Development, Printing Supplies, Relocation, Indirect, and Profit line items (see attached budget detail).</p>
Website Reference	<u>www.upstatewib.org</u>

PY13
ResCare Workforce Services

Expense	TOTAL				Current %	58%
	thru January 31 Expenditures		Budget		Variance	
						% of Budget
Salaries	\$	378,133.88	\$	674,910.35	\$	56.03%
Fringes	\$	75,130.04	\$	154,651.73	\$	48.58%
Temp Help	\$	6,450.00	\$	12,480.00	\$	51.68%
Dues/Professional	\$	265.77	\$	1,200.00	\$	22.15%
Indirect Cost	\$	53,855.35	\$	104,703.72	\$	51.44%
Profit	\$	45,687.94	\$	87,236.69	\$	52.37%
Professional Development	\$	50.00	\$	1,000.00	\$	5.00%
Travel Out-of-Town	\$	1,508.18	\$	2,794.00	\$	53.98%
Mileage	\$	5,292.37	\$	13,000.00	\$	40.71%
Office Supplies	\$	8,697.98	\$	20,660.00	\$	42.1%
Printing Supplies/Copier	\$	547.29	\$	5,200.00	\$	10.52%
Postage	\$	180.40	\$	3,200.00	\$	5.64%
Telephone	\$	10,202.96	\$	26,162.52	\$	39.0%
Rent	\$	21,819.03	\$	42,590.61	\$	51.23%
Misc. & Facilities Cost (Insurance & Janitoria	\$	7,158.91	\$	25,431.85	\$	28.15%
Utilities	\$	8,835.07	\$	13,983.12	\$	63.18%
Contract/Consulting Services	\$	497.14	\$	6,770.00	\$	7.34%
Advertising/Promotions	\$	1,231.01	\$	14,650.95	\$	8.4%
Computers & Software	\$	-	\$	4,000.00	\$	0.0%
Misc. Equipment/Relocation	\$	6,693.72	\$	12,960.00	\$	51.65%
Instructional Training	\$	176,202.48	\$	500,000.00	\$	35.24%
Supportive Services	\$	5,319.47	\$	25,000.00	\$	21.28%
Total Expense	\$	813,758.99	\$	1,752,585.54	\$	46.43%
Non-WIA RSA Reimbursements			\$	(250,000.00)	\$	0.00%
Total WIA Expense		813,758.99	\$	1,502,585.54	\$	54.16%

PY13
Arbor Grants

Arbor	thru January 2014 Expenditures	Budget	Variance	% of Budget
RAPID RESPONSE IWT #2 Santuc (7/31/2013) CLOSED	30,075.00	41,580.00	11,505.00	72.33%
RAPID RESPONSE IWT Tool Tech (6/30/2013) CLOSED	28,415.00	37,190.00	8,775.00	76.4%
RAPID RESPONSE IWT Green Rivers (6/30/2013) CLOSED	44,349.50	44,500.00	150.50	99.66%
RAPID RESPONSE IWT#12 Marchel (7/31/2013) CLOSED	26,250.00	28,900.00	2,650.00	90.83%
RAPID RESPONSE IWT#17 StarChem (11/30/2013) CLOSED	36,810.00	37,400.00	590.00	98.42%
RAPID RESPONSE CR Brands (12/31/2013) CLOSED	48,235.00	49,350.00	1,115.00	97.74%
RAPID RESPONSE IWT#26 IWG (2/28/2014)	22,800.00	40,725.00	17,925.00	55.99%
RAPID RESPONSE IWT#23 Carolina Cotton (11/30/2013)	27,840.00	52,650.00	24,810.00	52.88%
RAPID RESPONSE IWT#1 High Tech (9/30/2014)	12,900.00	63,390.00	50,490.00	20.35%
Total Arbor Special Grants	277,674.50	395,685.00	118,010.50	70.18%

Youth Grant: USC Upstate ACHIEVE

Expense	TOTAL		Current %	% of Budget
	thru Jan. 31, 2014 Expenditures	Budget		
Salaries and Fringe Benefits	\$ 141,785.57	\$ 269,025.55	\$ 127,240.98	52.7%
Indirect Cost	\$ 13,398.12	\$ 22,762.16	\$ 9,364.04	58.86%
Operating Expenses	\$ 20,456.68	\$ 39,500.72	\$ 19,044.04	51.79%
Instructional Training	\$ 4,515.12	\$ 13,835.00	\$ 9,319.88	32.64%
Work Readiness/Work Experience	\$ 3,990.00	\$ 8,977.50	\$ 4,987.50	44.44%
Supportive Services: Transportation	\$ 6,313.43	\$ 16,711.00	\$ 10,397.57	37.78%
Supportive Services: Medical Assistance	\$ -	\$ 750.00	\$ 750.00	0.0%
Supportive Services: Child Care	\$ 2,160.00	\$ 2,250.00	\$ 90.00	96.0%
Supportive Services: Other*	\$ 2,129.08	\$ 14,250.00	\$ 12,120.92	14.94%
Total Expense	\$ 194,748.00	\$ 388,062.93	\$ 193,314.93	50.18%

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work Experience Attire/Laptops)

Youth Grant: Spartanburg School District 6

Expense	TOTAL				Current %	58%
	thru Jan. 31, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 145,036.00	\$ 300,589.46	\$ 155,553.46	48.25%		
Operating Expenses	\$ 47,621.00	\$ 83,173.68	\$ 35,552.68	57.25%		
Instructional Training	\$ 5,267.00	\$ 30,402.75	\$ 25,135.75	17.32%		
Work Readiness/Work Experience Stipends	\$ -	\$ 20,000.00	\$ 20,000.00	0.0%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 5,390.00	\$ 41,200.00	\$ 35,810.00	13.08%		
Total Expense	\$ 203,314.00	\$ 480,865.89	\$ 277,551.89	42.28%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch, uniforms, etc.); snacks

2013

WIB Office

Expense	thru January 31, 2014	Current %		Total Budget	Variance	% of Budget
		Regular Formula Funds	Incentive Grant 12/INC			
Salaries/Fringe/Indirect	\$ 200,520.48	\$ 485,526.00		\$ 485,526.00	\$ 285,005.52	41.30%
Temp Help	\$ 59,643.96	\$ 80,000.00		\$ 80,000.00	\$ 20,356.04	74.55%
Dues-Professional	\$ 3,480.65	\$ 3,600.00	\$ -	\$ 3,600.00	\$ 119.35	96.68%
Mileage	\$ 2,337.19	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 1,662.81	58.43%
Professional Development	\$ 6,460.91	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 3,539.09	64.61%
Office Supplies & Expense	\$ 6,481.92	\$ 9,000.00	\$ -	\$ 9,000.00	\$ 2,518.08	72.02%
Copier Expense	\$ 1,886.54	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 1,113.46	62.88%
Advertising/Promotional/Outreach	\$ 8,208.44	\$ 10,000.00	\$ 7,800.00	\$ 17,800.00	\$ 9,591.56	46.11%
Printing	\$ 406.29	\$ 700.00		\$ 700.00	\$ 293.71	58.04%
Postage	\$ 111.53	\$ 1,260.00	\$ -	\$ 1,260.00	\$ 1,148.47	8.85%
Rent-Spartanburg	\$ 30,746.71	\$ 55,000.00	\$ -	\$ 55,000.00	\$ 24,253.29	55.90%
Rent-Spartanburg (Evans Building)	\$ 72,049.98	\$ 120,083.00		\$ 120,083.00	\$ 48,033.02	60.00%
Rent-Union SC Works	\$ 13,500.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ 4,500.00	75.00%
Consulting Services	\$ 267.50	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,737.50	13.13%
Vehicle Manpower/Overhead	\$ 686.24	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 313.76	68.62%
Vehicle Parts	\$ 461.85	\$ 500.00		\$ 500.00	\$ 38.15	92.37%
Vehicle - Fuel, Oil, Lub	\$ 1,140.57	\$ 4,500.00		\$ 4,500.00	\$ 3,359.43	25.35%
Telephone/Fax	\$ 5,888.40	\$ 13,000.00		\$ 13,000.00	\$ 7,111.60	45.30%
Miscellaneous Expense	\$ 548.01	\$ 4,400.00		\$ 4,400.00	\$ 3,851.99	12.45%
Special Projects	\$ 3,328.59	\$ 7,800.00	\$ 540.00	\$ 8,340.00	\$ 5,011.41	39.91%
Relocation Expenses (Evans Building)	\$ -	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	0.00%
Computers/Software	\$ 32.38	\$ 6,133.00		\$ 6,133.00	\$ 6,100.62	0.53%
Miscellaneous Equipment	\$ -	\$ 3,500.00		\$ 3,500.00	\$ 3,500.00	0.00%
	<u>\$ 418,183.14</u>	<u>\$ 846,002.00</u>	<u>\$ 8,340.00</u>	<u>\$ 854,342.00</u>	<u>\$ 436,158.86</u>	<u>48.9%</u>

FUND SUMMARY		PY13							
		MOD2							
	(WHOLE DOLLARS)	Budget	Proposed Modification	Mod 3 - Proposed by Arbor					
Administration:				Modified Budget	% Diff				Explanation for Modification
Salaries		\$674,910.35	-\$5,000.00	\$669,910.35	-0.74%				Line item adjustment due to budget reduction
Fringes		\$154,651.73	-\$1,800.00	\$152,851.73	-1.16%				Line item transfer to Professional Development for state required CDF training
Temp Labor		\$12,480.00	\$0.00	\$12,480.00	0.00%				
Dues, Prof fees, Subscriptions		\$1,200.00	\$0.00	\$1,200.00	0.00%				
Indirect Cost		\$104,703.72	-\$1,162.65	\$103,541.07	0.00%				Line item impact due to line item budget reductions
Profit		\$87,236.69	-\$968.70	\$86,267.99	0.00%				Line item impact due to line item budget reductions
Operating Expenses:									
Professional Development		\$1,000.00	\$1,800.00	\$2,800.00	180.00%				Line item increase due to transfer from Fringes for state required CDF training
Travel-Out of Town		\$2,794.00	\$0.00	\$2,794.00	0.00%				
Mileage		\$14,014.97	\$0.00	\$14,014.97	0.00%				
Office Supplies		\$20,660.00	\$0.00	\$20,660.00	0.00%				
Copier Supplies		\$0.00	\$0.00	\$0.00	0.00%				
Printing Supplies		\$5,200.00	-\$2,000.00	\$3,200.00	-38.46%				Line item adjustment due to budget reduction
Postage		\$3,200.00	\$0.00	\$3,200.00	0.00%				
Telephone		\$26,162.52	\$0.00	\$26,162.52	0.00%				
Rent		\$42,590.61	\$0.00	\$42,590.61	0.00%				
Misc & Facilities Costs		\$14,900.00	\$0.00	\$14,900.00	0.00%				
Utilities		\$23,500.00	\$0.00	\$23,500.00	0.00%				
Contract/ Consulting Services		\$6,770.00	\$0.00	\$6,770.00	0.00%				
Advertising & Promotions		\$14,650.95	\$0.00	\$14,650.95	0.00%				
Computers & Software		\$4,000.00	\$0.00	\$4,000.00	0.00%				
Relocation		\$12,960.00	-\$4,500.00	\$8,460.00	0.00%				Line item adjustment due to budget reduction
Client handling fee		\$0.00	\$0.00	\$0.00	0.00%				
Training Expenses:									
Instructional Training		\$300,000.00	\$0.00	\$300,000.00	0.00%				
Training supplies		\$0.00	\$0.00	\$0.00	0.00%				
Supportive Services:									
Transportation-Special Projects		\$25,000.00	\$0.00	\$25,000.00	0.00%				
Child Care		\$0.00	\$0.00	\$0.00	0.00%				
Other Emergency Support		\$0.00	\$0.00	\$0.00	0.00%				
Total		\$1,552,585.54	-\$13,631.35	\$1,538,954.19	-0.88%				
Non-WIA Resource Sharing									
Reimbursements - Relocation		\$0.00	\$0.00	\$0.00	0.00%				
Reimbursements- RSA		-\$150,664.79	\$0.00	-\$150,664.79	0.00%				
Total WIA GRANT COST		\$1,401,920.75	-\$13,631.35	\$1,388,289.40	-0.97%				

Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

Meeting Date	February 17, 2014
Contact for Questions / Concerns	Ms. Theresa Perry -864-949-9349 Email to theresap@swofford.k12.sc.us Ms. Shannon Wilkins – 864-562-4479 Email to swilkins@upstatewib.org
Significant Items / Issues Raised	<u>Guest Speaker</u> Mr. Scott Simpkins, Director of Swofford Career Center, spoke about the Swofford Career Center and the courses that are offered at the facility. <u>Youth Service Coordinator Update</u> Ms. Shannon Wilkins gave an update about the Upstate Youth Alliance's Youth Leadership and Youth Mentoring Programs. Ms. Helen Merriweather also discussed how changes to the GED are affecting her participants and Ms. Kathy Bell gave an update about the Alternative School Program that the YouthStop™ has recently implemented.
Action Taken	None
Results / Outcomes	None
Items Referred for Board Action	None
Website Reference	www.upstatewib.org