

**Upstate Workforce Board Youth Committee Meeting**  
**BTC Conference Room**  
**Monday, January 11, 2016**  
**12:00 p.m.**

**Members Present:**

Mr. Curtis Anderson, Chair  
Mr. Bill Brasington  
Mr. Doug Bryson  
Ms. Tammy Cooley  
Ms. Kathy Jo Lancaster (via conference call)  
Ms. Theresa Perry  
Ms. Cherie Pressley  
Ms. Susan Rogers  
Mr. Ulrike Schmidt

**WB Staff Present:**

Ms. Ann Angermeier  
Ms. Kara Tanenbaum  
Ms. Dana Wood

**Guests:**

Ms. Kathy Bell  
Ms. Michelle Hawkins  
Ms. Amanda Lucas  
Ms. Helen Merriweather

**Welcome and Introductions**

Mr. Curtis Anderson called the meeting to order at 12:08 p.m. and welcomed everyone in attendance.

**ACHIEVE Financials**

Ms. Dana Wood, Chief Operating Officer of Upstate Workforce Board, reviewed the youth program budget from July 1, 2015 through November 30, 2015. Ms. Wood noted this was a preliminary budget, as invoices from the program had not been received but was expected soon and included indirect costs. Ms. Wood also noted that Work Experience money included a percentage of staff salaries and is typically used more toward the end of the year. There were no additional questions or concerns.

**The YouthStop Financials**

Ms. Dana Wood, Chief Operating Officer of Upstate Workforce Board, reviewed the program budget through December 2015. Ms. Wood explained that the *Career Development Spec. Wages & Fringes* line item is slightly over-budget by 5% but would even out as the year progressed. There were no additional questions or concerns.

**Youth Program Reports/Dashboards**

- Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, provided a progress report of the program (July – December 2015), including: statistics and performance, work experiences/training, leadership projects and several other program highlights.
- Ms. Michelle Hawkins, Program Coordinator for The YouthStop, provided an update including: transitioning from in-school to out-of-school youth; partnering with Adult Education centers in Cherokee, Spartanburg and Union Counties; work placement; risk assessment; and financial literacy.
- Kathy Bell, Director of The YouthStop, reported to the committee that The YouthStop was a partner of the *Face Forward* program through the Spartanburg Housing Authority. This program provides funds for at-risk out-of-school youth who are required to work in order to continue their education/vocational training while receiving a stipend for expenses.

### **Grant Modification Request (ACHIEVE)**

Budget Modification #1 is done primarily to readjust salaries and their alignment with the Work Experience/Training category. One of the current fulltime employees has semi-retired and began working part-time as of January 1, 2016. This allows funds for salaries to be reorganized as some are assuming additional duties to compensate for the semi-retiree relinquishing some of her duties. Finally, funds in the Instructional Training are reorganized to allow for more training and Supportive Services funds are reorganized to allow more Incentives, which includes Work Experience Attire. The Total Grant Cost remains the same, with no participant funds decreasing, but increase in Training/Work Experience funds.

#### **Reason for modification:**

##### **STAFF SALARIES/FRINGE/IDC (pg3)**

- Business Mgr Van Driver Salary decreased from \$32,425.80 to \$27,188.88 (\$5,236.92 difference)
- Business Mgr Van Driver Health&Wealth decreased from \$8,331.00 to \$4,165.55 (\$4,165.55 difference)
- Business Mgr Van Driver Fringe/IDC decreased due to Salary decrease

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##### **STAFF SALARIES/FRINGE/IDC (pg3)**

- Job Coordinator Salary increase (\$1,000) to assume Certification duties (no longer performed by Business Mgr); Fringe and IDC increase due to Salary increase; additionally, the State issued \$800 bonus in included in the Salary increase: from \$36,321.36 to \$38,121.36;
- GED Lab Instr/Job Coordinator Asst Salary increase (\$1,702.16) to assume assist Job Coordinator in Work Experience/Training along with adding more hours in June 2016 which had been decreased in the original budget: from \$18,740.80 to \$20,442.96;
- GED Classroom Instructor (30 hr employee) Salary increase (\$2,070.76) to make 11.5 month employee to 12 month employee, adding hours in June 2016; Fringe/IDC increase due to Salary increase; additionally, the State issued \$800 bonus in included in the Salary increase: \$29,227.28 (down from \$30,498 last year) to \$31,298.04;

Director has no Salary increase but State issued \$800 bonus is added to Salary, which slightly affects Fringe/IDC: \$52,534.08 to \$53,334.12. (The \$.04 difference is a rounding issues;

Van Drivers (2-Spartanburg and Union) Salary increase (\$1,039.57 each) to increase from 9 months to 11 months; Fringe/IDC increase due to Salary increase: \$7965.36 to \$9,004.93 (each Van Driver).

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#### **OPERATING EXPENSES (pg 4)**

1. Consumable Supplies to increase from \$300.00 to \$492.46, using the remainder from Business Mgr Van Driver (Cherokee) Salary/Fringe/IDC: \$192.46-from Salary/Fringe/IDC left from fulltime to part-time position.

#### **Reason for above modification:**

Because of deep budget cuts at the beginning of the budget (original budget), salaries for GED Instr (30 hour employee), GED Lab Instr/Job Coordinator Asst and Van Drivers (Spartanburg and Union), salaries are now eligible for adjustment due to the Business Mgr Van Driver (Cherokee) semi-retirement, leaving additional funds to be reallocated to increase Salaries for additional assumed duties by Job Coordinator and GED Lab Instr/Job Coordinator Asst, to increase the GED Instructor hours in June 2016 and to add Van Drivers' hours for April and May, which were not included in the original budget. Additionally, the State issued a \$800 bonus for fulltime employees, which include three ACHIEVE employees: Job Coordinator, GED Instr. and Director. Salary adjustments affect Fringe/IDC. The Staff Salary page uses the **BOLD** effect to calculate Salary/Fringe/IDC that are for duties other than Work Experience/Training Salary/Fringe/IDC. The Work Experience percentage Salaries/Fringe/IDC are listed on the Budget page 3 but not included in calculations on this page. Work Experience/Training Salary/Fringe/IDC percentages are calculated on the Instructional Training/Work Experience page 5 and correlate with numbers (not in **BOLD**) on the Budget page 3.

\$192.46 remained from the Business Mgr Van Driver (Cherokee) Salary/Fringe/IDC decrease due to semi-retirement and is placed in Operating Expenses (pg 4) Consumable Supplies.

#### **INSTRUCTIONAL TRAINING/WORK EXPERIENCE (pg5)**

4. Driver's Ed to decrease from \$2,750.00 to \$1,575.00 (\$1,175.00 <lift)

#### **SUPPORTIVE SERVICES (pg5)**

5. Youth Leadership and Mentoring to decrease from \$1,000.00 to \$0 (\$1,000.00 diff)

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#### **INSTRUCTIONAL TRAINING/WORK EXPERIENCE (pg5)**

4. Advanced Skills Training to increase from \$8,687.66 to \$9,907.66:

\$1,175.00-from Instructional Training, Driver's Ed  
+ 45.00-from Supportive Services, Youth Leadership and Mentoring  
\$ 1,220.00;

#### **INSTRUCTIONAL TRAINING/WORK EXPERIENCE (pg5)**

3. Supplies/Materials to increase from \$2,200.00 to \$2,655.00 (\$455.00):  
\$455.00—from Supportive Services, Youth Leadership and Mentoring

## **SUPPORTIVE SERVICES (pg 5)**

4. Incentives to increase from \$1,000.00 to \$1,500.00:  
\$500.00-from Supportive Services, Youth Leadership and Mentoring

### **Reason for above modification:**

Training, along with Work Experiences, need additional funds for training to incorporate education and workplace experiences. While Instructional Training, Driver's Ed funds are quickly spent some years, this item is based on need. The need for more Training funds outweigh the requests for Driver's Ed at this time; therefore, some of the Driver's Ed funds are reallocated to Instructional Training, Advanced Training, basically staying within the same category.

Supportive Services, Youth Mentoring and Leadership has \$1,000.00 from the original budget to apply to the Youth Alliance Leadership and Mentoring programs. These structured programs have been temporarily suspended this year due to WIOA regulation adjustments within the UWIB and the youth programs. While the \$1,000 reallocation is requested to disburse to Instructional Training, Advanced Skills (\$45.00), to Instructional Training, Supplies/Materials (\$455.00) and to Supportive Services, Incentives (\$500.00), ACHIEVE has used an outside grant obtained from the Episcopal Church of the Advent to shift the Mentoring /Leadership focus through individual counseling and leadership workshops provided by a therapist/counselor obtained through this grant. Additionally, Mentoring and Leadership are provided by partnering agencies, such as (but not limited to) Financial Literacy (Carolina Foothills Credit Union) and Service-Learning activities through partnerships with Mobile Meals and Middle Tyger Community Center. Supportive Services, Incentives is increased (\$500.00) for Work Experience Attire and other short-term goal achievement. Two laptops have been awarded for college entrance from the Supportive Service, Incentive category.

***Ms. Tammy Cooley made a motion to approve the grant modification request and Ms. Theresa Perry seconded the motion. The motion was approved with no abstentions.***

### **Grant Modification Request (The YouthStop)**

As The YouthStop moves to serve out-of-school youth, they have decreased the number of participants who are in their building for the entire day and require a snack. They have leveraged funds from a partner grant to provide the small number of snacks still required.

At the same time, The YouthStop has experienced an increase in the number of participants needing fee assistance to cover adult education and other academic fees.

The modification will allow The YouthStop to better accommodate this shift in participant need.

### **Combined Youth Budget Summary**

#### **SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- Student Fees \$500.00
- Snacks \$1,000.00

**Combined Youth Budget Summary****SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- Student Fees \$1500.00
- Snacks \$ 0.00

**In-School Youth Budget Summary****SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- Student Fees \$100.00
- Snacks \$200.00

**In-School Youth Budget Summary****SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- Student Fees \$300.00
- Snacks \$0.00

**Out-of-School Youth Budget Summary****SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- Student Fees \$400.00
- Snacks \$800.00

**Out-of-School Youth Budget Summary****SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING**

- Student Fees \$1200.00
- Snacks \$0.00

***Ms. Susan Rogers made a motion to approve the above grant modification request and Ms. Cherie Pressley seconded the motion. The motion was approved with no abstentions.***

**Statewide Youth Services Update**

Ms. Amanda Lucas of South Carolina Department of Employment and Workforce provided an update on statewide youth services:

- Sector Strategies - focus on preparing youth for jobs projected by the business community for the future.
- State Unified Plan – core programs (Title I, WIOA, Adult Ed, Voc Rehab, Wagner Peyser)
- Local Area Plan – integrated plan to align with state plan by June
- SC DEW Youth Services hosts quarterly meetings for Youth program staff; Ms. Lucas extended an invitation to anyone with a vested interest to attend.

With no further business to discuss, the meeting was adjourned at 1:25 p.m.





# AGENDA

## YOUTH COMMITTEE MEETING

BTC Conference Room

Monday, January 11, 2016

12:00 p.m.

- Welcome & Introductions Mr. Curtis Anderson
- Financials Ms. Dana Wood
- Youth Program Reports/Dashboards
  - USC Upstate ACHIEVE Program Ms. Helen Merriweather
  - The YouthStop Ms. Kathy Bell
- Grant Modification Request (ACHIEVE) Ms. Dana Wood  
*(Approval Required)*
- Grant Modification Request (The YouthStop) Ms. Dana Wood  
*(Approval Required)*
- Statewide Youth Services Update Ms. Amanda Lucas, SCDEW
- Other Business & Adjourn

NEXT MEETING: MARCH 7, 2016

**ACHIEVE**  
**Profit & Loss Budget vs. Actual**  
**July through November 2015**

42% of PY15

Preliminary - Ind. Costs not included	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Grants Received	341,196.78	341,196.78	0.00	100.0%
<b>Total Income</b>	<b>341,196.78</b>	<b>341,196.78</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>				
Indirect Costs	0.00	16,931.61	-16,931.61	0.0%
Instructional Training	6,326.59	13,637.66	-7,311.07	46.39%
Operating Expenses	562.12	24,985.60	-24,423.48	2.25%
Staff Salaries & Fringe Benefit	77,459.94	208,245.12	-130,785.18	37.2%
Supportive Services	2,857.75	22,700.00	-19,842.25	12.59%
Vocational Exploration (W E)				
Staff SalaryFringe	0.00	40,393.02	-40,393.02	0.0%
V E Indirect Costs	0.00	3,231.44	-3,231.44	0.0%
Vocational Exploration (W E) - Other	4,199.98	11,072.33	-6,872.35	37.93%
<b>Total Vocational Exploration (W E)</b>	<b>4,199.98</b>	<b>54,696.79</b>	<b>-50,496.81</b>	<b>7.68%</b>
<b>Total Expense</b>	<b>91,406.38</b>	<b>341,196.78</b>	<b>-249,790.40</b>	<b>26.79%</b>
<b>Net Income</b>	<b>249,790.40</b>	<b>0.00</b>	<b>249,790.40</b>	<b>100.0%</b>

**YouthStop**  
**Profit & Loss Budget vs. Actual**  
**July through December 2015**

50% of PY15	<u>Jul - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
Grants Received	433,991.87	433,991.87	0.00	100.0%
<b>Total Income</b>	<u>433,991.87</u>	<u>433,991.87</u>	<u>0.00</u>	<u>100.0%</u>
<b>Expense</b>				
Academic/Occupational Training	973.06	14,350.00	-13,376.94	6.78%
Career Dev. Sp. Wages & Fringes	29,186.08	52,727.88	-23,541.80	55.35%
Operating Expenses	34,977.47	76,307.24	-41,329.77	45.84%
Staff Salaries & Fringe Benf.	125,428.90	269,886.25	-144,457.35	46.48%
Supportive Svcs for A & O Svcs	815.00	10,720.50	-9,905.50	7.6%
Vocational Exploration (WE etc)	0.00	10,000.00	-10,000.00	0.0%
<b>Total Expense</b>	<u>191,380.51</u>	<u>433,991.87</u>	<u>-242,611.36</u>	<u>44.1%</u>
<b>Net Income</b>	<u><u>242,611.36</u></u>	<u><u>0.00</u></u>	<u><u>242,611.36</u></u>	<u><u>100.0%</u></u>



YouthStop  
Profit & Loss Budget vs. Actual  
July through December 2015

	50% of PY15	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		433,991.87	433,991.87	0.00	100.0%
Total Income		433,991.87	433,991.87	0.00	100.0%
Expense					
Academic/Occupational Training		973.06	14,350.00	-13,376.94	6.78%
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Total Expense		191,380.51	433,991.87	-242,611.36	44.1%
Net Income		242,611.36	0.00	242,611.36	100.0%



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Serving Cherokee, Spartanburg and Union

## July 2015-December 2015

- **Field Trips/Visiting Speakers (July-December)**
  - \*SC Legal Aid—Informed on legal issues (community awareness, decision-making)
  - \*Carolina Foothills Credit Union—financial literacy simulation (decision-making)
  - \*Renaissance Faire—educational field trip to Huntersville, NC (education)
  - \*Forrester Behavior Center—drug/alcohol abuse prevention workshops (decision-making)
  - \*GET Smart—SC inmates share life stories (decision-making)
  - \*SC Vocational Rehab—met with staff and then with participants (career)
- **Upcoming Projects/Field Trips/Speakers (January-March)**
  - \*Spartanburg County Emergency—certify participants in emergency response (volunteerism, health field certificate)
  - \*Cooper Standard—participants will tour (manufacturing career)
  - \*Carolina Foothills Credit Union—financial literacy simulation (decision-making)
  - \*BirthMatters—reproductive/pregnancy preventions classes—*Be Proud! Be Responsible!* curriculum (decision-making)
- **Advanced Training (July-December)**
  - \*CellBotics—five participants received certification for electronic repair and entrepreneurship training
  - \*SCC—two participants received certification for forklift
- **Upcoming Advanced Training (January-March)**
  - \*Spartanburg County Emergency—CERT classes with certification
  - \*CellBotics—entrepreneurship and electronic repair certification
- **Service-Learning/Special Events (July-December)**
  - \*Mobile Meals—staff/participants continue to deliver on Tuesdays
  - \*Hearts of Clay/SC Works—participants made ornaments to include in holiday bags that were delivered to MM in December/SC Works staff collaborated to provide extra items for the holiday bags
  - \*Middle Tyger Christmas House—staff/participants shopped and bagged gifts for children on the Christmas House Wish List (As a surprise, one of our parenting participants was allowed to fill bags for her two children. It made her day!!)
  - \*\*Community Spotlight—Each month, a community individual speaks to the participants to share he/she overcame obstacles to achieve a career. Each session ends with, "The decisions you make today affect your tomorrow."\*\*
- **Traditional Preparation Activities—Job and College**
  - \*FAFSA completion
  - \*WorkKeys/Pre-employment training
  - \*Driver's Ed—4 obtained driver's lic.

## Just In Time Report

Work Experiences/Training  
Our Business Partners  
Make It Happen

Work Experiences not only provide soft skills but result in letters of recommendation and sometimes jobs.

Our current partners include...

- \* Access Health
- \* YMCA (two possible jobs)
- \* Wireless Warehouse (in conjunction with CellBotics certification)
- \* Business Technology Center
- \* Safe Homes
- \* Carolina DriveLine (possible job)



Isaiah Elmore  
(Cherokee)  
at the  
Business  
Technology  
Center

Shawn  
Chianese  
(Spartanburg)  
at  
Carolina  
DriveLine



J. I. T. PY 15

Update

July 2015--December 2015

### Statistics and Performance

July 1-December 2015

Enrollment	76%	42/55
Credentials	20 exited/41 active	
Goal 78%	75% (90% of goal)	31 credentials
Lit/Num	81% (98% of goal)	
Goal 84.5%	37/42 enrolled need	
	30/37 have attained	
1 <sup>st</sup> Qtr. Placement	75% (93% of goal)	16 eligible of placement
Goal 81%		12/16 placed (job/coll.)

### YTD Enrollment Demographics

Male/Female	22/27
Spartanburg Co.	39
Union Co.	6
Cherokee Co.	4

Located with SC Works Spartanburg  
at the SCC Downtown Campus

www.uscupstate.edu/academics/achieve/  
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## December 1<sup>st</sup> –December 22<sup>nd</sup>

### Highlighted Happenings

- ACHIEVE hosts a Community Spotlight where individuals from the community visit ACHIEVE staff and participants to share their life stories about how they overcame obstacles and achieved their goals that brought them to their current job and lifestyle. This month's CS featured an SC Works employee: Melka Jones, Talent Development Specialist. A big thanks to all the SC Works employees who have participated in the Community Spotlight.
- Susan Griffith, GED Lab Instructor/Job Coordinator Assistant, attended the United Way Safety Net meeting on December 2. Neil Urch from the Spartanburg County Detention Center shared new developments and changes coming to the Center to deter recidivism.
- On December 7, Gale Jackson and Helen Merriweather attended the Cherokee County Transition Advisory meeting/lunch. Simon Ferguson from the South Carolina School for the Deaf and Blind shared on developing methods to reach the disabled population.
- On December 14, the entire ACHIEVE staff participated in a workshop hosted by the Upstate Workforce Board featuring Mary Ann Lawrence, President and CEO of The Center of Workforce Learning. Ms. Lawrence "has extensive experience in workforce development with over 35 years at the local, state, and national levels of the system in leadership positions" (<http://www.emporakschamber.org/marv-ann-lawrence-explores-the-multigenerational-workforce-and-educates-on-excellent-customer-service/>).
- On December 14, Susan Griffith and Helen Merriweather participated in the Youth Summit hosted by SCDEW, held in Columbia. Many questions on policy and procedure were discussed and SC youth agencies were given time to discuss best practices. SCDEW's Amanda Lucas plans to host one of these each quarter.
- Just before the holidays, staff and participants performed two service-learning projects. While staff/participants deliver Mobile Meals on a bi-monthly basis, participants delivered holiday bags composed of ornaments they had made along with a joint effort with SC Works to add other items to the bags. The following day, staff/participants partnered with Middle Tyger Christmas House to shop/bag items for four children on the wish list.

Located with SC Works Spartanburg at the SCC DOWNTOWN Campus

[www.uscupstate.edu/academics/achieve](http://www.uscupstate.edu/academics/achieve)---(864) 764-1977

## Just In Time Report

### Service -Learning

Service-learning and volunteerism not only establishes a sense of self-worth but is deemed profitable for leadership development for those who receive youth services cost-free. All of ACHIEVE's services, from GED Ready tests, GED exams, WorkKeys assessments, Driver's Education classes and a host of tours to manufacturers, colleges, etc., come free of charge. It is the participants' way of giving back to their community. Below are two of ACHIEVE's participants delivering Mobile Meals and holiday bags to the recipients.



Megan Spivey and Destin Rookard

J. I. T. PY 15 6

December 2015

### From the Mouths of ACHIEVE Participants

*"The ACHIEVE Program is just one big amazing opportunity. It is seriously the best education environment I have ever been in. The staff and teachers are wonderful because they really care. Sometimes, I wonder how they're always in these cheerful moods that will lighten your worst day. They always try to push me to succeed and for that, I'm so thankful for the ACHIEVE Program and all it offers. What a great program to provide to people who really need it!"*

*~Tyler Howse, Union~*

*The ACHIEVE Program is not just a program to me. They have honestly opened up my mind to become a better person. From my first day until now, I have changed. People have told me that I am positive and easy to talk to. These are skills that I have picked up from my teachers by coming in every day. They have helped me get my driver's license put me in a youth leadership which was really great, doing Mobile Meals and putting me in a Work Experience...all helpful ventures sponsored through this program, and I thank them.*

*~Brandon Joyner, Spartanburg~*



# USC Upstate ACHIEVE Program Progress Report PY15 July 1, 2015--June 30, 2016

12/31/2015



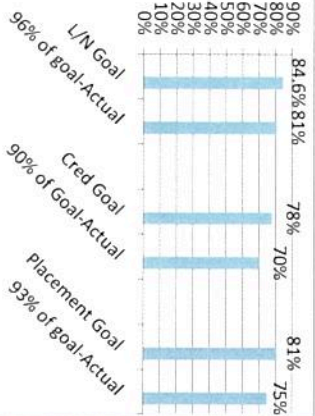
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	18	15	16	16	7							80
Pending Applications	5	20	11	12	12	3							63
Eligible WIA Applicants	1	4	3	2	2	1							13
Referrals to other agencies	3	6	5	6	6	2							28
Carryover (Prev Yr)	30	NA	NA	38	NA	NA							NA
New enrollments BSD--rdg and/or math	0	3	4	3	0	2							12
New enrollments BSD--rdg and/or math	0	1	3	2	0	0							6
Total Active End of Quarter	0	NA	36	NA	NA	41							NA
Total Served (New, CO)	30	33	37	40	40								NA
Exiters entering Follow-up	0	9	3	0	4	4							20
Of those exiting the # Employed or in Advanced Training at Enrollment	0	3	1	0	0	0							4
Placed in Empl/College/Adv Trng	0	4	2	2	4	2							14
GEDs Earned	0	2	0	0	0	1							3
Occupational Credentials Earned	21	0	5	1	1	0							28
Entering as BSD in rdg and/or math	31	1	3	2	0	0							37
Attaining L/N in at least 1 subj	18	4	3	0	5	0							30
WorkKeys Earned (Silver or above)	1	0	0	1	1	1							4
Pre-employment class completed	0	4	2	3	2	1							12
Work Experiences Completed	0	1	0	1	6	3							11
Driver's Ed	0	5	0	0	0	0							5

30 of the carried over need L/N.

## YTD Budget--12/31/2015

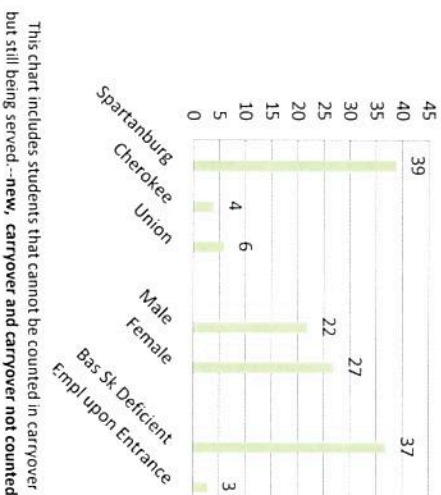
Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 208,245.12	\$ 99,249.17	48.0%
Operating	\$ 24,985.60	\$ 1,320.38	5.0%
Training	\$ 68,334.45	\$ 22,232.95	33.0%
Support Services	\$ 22,700.00	\$ 2,666.27	12.0%
Indirect	\$ 16,931.61		
<b>Total</b>	<b>\$ 341,196.78</b>	<b>\$ 125,709.99</b>	

## PY15 (July 1--Dec 31, 2015)



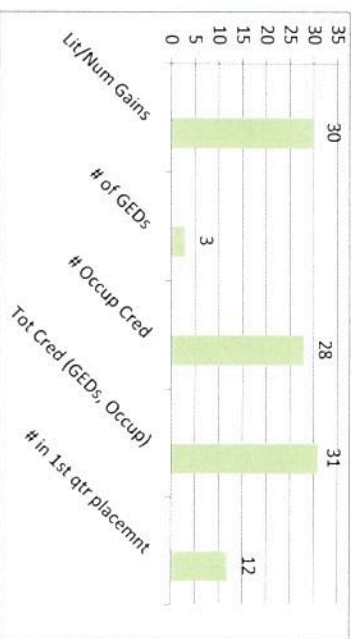
WIA Common Measures

## Demographics of Total Served--49 PY15 7/1/15--12/31/15



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

## YTD (7/1/15--12/31/15)



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

IDC figures have not been given.



## Transition News

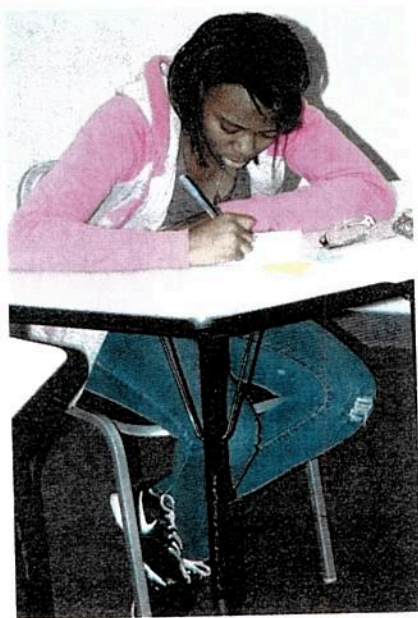
### “The Brave New World of WIOA”

The transition to out-of-school youth and to tri-county services continues to go well. During the first half of this performance year, The YouthStop™ has certified participants and provided services in all three counties served by the Upstate WIB. We have begun to build strong partnerships with Adult Education centers in Gaffney, Spartanburg, Union, and Woodruff. Staff members are in the centers weekly, and programming is being offered on site. The staff social worker makes regular visits to each site and is on-call during other days should an emergency arise.

Also, services are continuing to be provided to the small number of in-school youth who carried over into the current program year. Those participants are housed at Dorman and Spartanburg high schools.

All of the new participants this year have been considered out-of-school youth. The enrollment plan for the remainder of the year will continue to focus exclusively on the recruitment and certification of out-of-school youth only. The YouthStop™ will complete the transition and begin serving only out-of-school youth by July 1, 2016.

## Developing Career Pathways ...



*Participants at The YouthStop™ worked in “My Next Move” during the month of December. The program is designed to help participants create and manage a career pathway by using a seven-step guide to developing a list of resources, action items, study items and reflections involving an occupational goal. This will be an ongoing process involving discussions on in-demand industries, educational and training requirements, and salary scales. Staff will assist students in determining how the plan impacts immediate and future choices. “My Next Move” is produced by the U.S. Department of Labor’s Employment and Training*

## Staff Development

Michelle Hawkins attended a workshop on reporting options offered through the South Carolina Workforce Online Services website in Greenville, SC on December 10, 2015.

On December 14, 2015, the entire staff of The YouthStop™ attended an afternoon of training with workforce consultant Mary Ann Lawrence. The training, sponsored by the Upstate WIB, provided an overview of the new WIOA law as it pertains to youth services.

The state of South Carolina Department of Employment and Workforce hosted a session for youth coordinators throughout the state to discuss WIOA, partnerships and best practices for youth. Michelle Hawkins attended the training in Columbia, SC on December 15, 2015.

**The YouthStop™**  
“Where Academic Preparation and Career Readiness Meet”

360 East Main Street

Spartanburg • South Carolina • 29304

864.585.4433 • 864.583.4050 (T) • TTY: 711

“An equal opportunity employer/program”

“Auxiliary aids and services available upon request to individuals with disabilities”

**Progress Report PY15**  
July 1, 2015 - June 30, 2016

**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	35	37	239	90	30	15							446
# Of applications received	2	1	3	14	4	1							25
# Of academically eligible	2	1	3	14	8	1							29
# Of eligible WIA applicants	2	1	2	3	7	0							15
# Of referrals to other agencies	5	5	1	2	2	1							16
# Of carryovers (Prev. Yr or Mo)	7	7	8	13	16	23							23
# Of new enrollments	0	3	2	3	7	3							18
% Of Enrollment Benchmark	14%	20%	26%	32%	46%	51%							51%
Total active end of month	7	10	13	16	23	26							26
# Of exiters entering follow-up	0	0	59	1	0	0							60
# Placed in empl/college/adv trng	0	0	48	1	0	0							49
# Of diploma's earned	0	0	52	1	0	2							55
# WorkKeys platinum earned	0	0	0	0	0	0							0
# WorkKeys gold earned	0	0	1	0	0	0							1
# WorkKeys silver earned	0	0	1	0	0	1							2
# WorkKeys bronze earned	0	0	0	1	0	1							2

**Total Served YTD** 26 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 269,886	\$ 125,429	50%	46%
Operating	\$ 76,307	\$ 34,977	50%	46%
Instructional Training	\$ 14,350	\$ 973	50%	7%
Work Placement & Recovery	\$ 62,728	\$ 29,186	50%	47%
Supportive Services/Incentives	\$ 10,721	\$ 815	50%	8%
<b>Total</b>	<b>\$ 433,992</b>	<b>\$ 191,381</b>	<b>50%</b>	<b>44%</b>

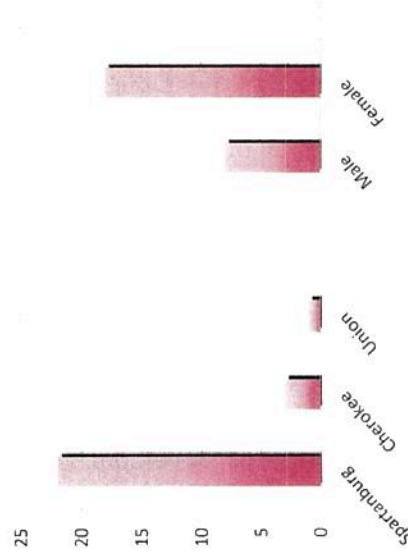
Invoices through: 12/31/2015

Please note: District No. 6 does not charge for indirect costs.  
Current financials are not yet available.

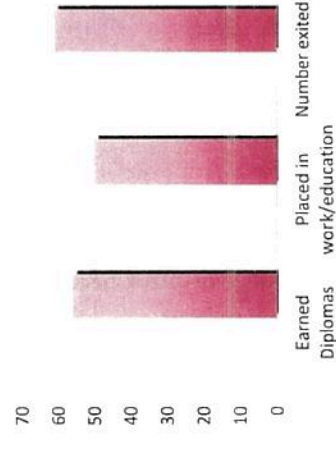
Funded by the Upstate Workforce Investment Board--Administered by Spartanburg County School District No. 6



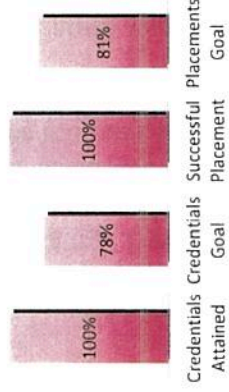
**YouthStop™ Demographics**



**YTD Outcomes for PY15**



**PY15 2nd Quarter Performance Projected**





## **YOUTH PROGRAM GRANT MODIFICATION REQUEST FORM**

**Date:** 1/5/2016 (Modification #1)

**Grant number:** 15Y603C4-UWIB

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

### **STAFF SALARIES/FRINGE/IDC (pg 3)**

Business Mgr/Van Driver Salary decreased from \$32,425.80 to \$27,188.88  
(\$5,236.92 difference)

Business Mgr/Van Driver Health&Wealth decreased from \$8,331.00 to \$4,165.55  
(\$4,165.55 difference)

Business Mgr/Van Driver Fringe/IDC decreased due to Salary decrease

MOVE TO

### **STAFF SALARIES/FRINGE/IDC (pg 3)**

Job Coordinator Salary increase (\$1,000) to assume Certification duties (no longer performed by Business Mgr); Fringe and IDC increase due to Salary increase; additionally, the State issued \$800 bonus in included in the Salary increase: from \$36,321.36 to \$38,121.36;

GED Lab Instr/Job Coordinator Asst Salary increase (\$1,702.16) to assume assist Job Coordinator in Work Experience/Training along with adding more hours in June 2016 which had been decreased in the original budget: from \$18,740.80 to \$20,442.96;

GED Classroom Instructor (30 hr employee) Salary increase (\$2,070.76) to make 11.5 month employee to 12 month employee, adding hours in June 2016; Fringe/IDC increase due to Salary increase; additionally, the State issued \$800 bonus in included in the Salary increase: \$29,227.28 (down from \$30,498 last year) to \$31,298.04;

Director has no Salary increase but State issued \$800 bonus is added to Salary, which slightly affects Fringe/IDC: \$52,534.08 to \$53,334.12. (The \$.04 difference is a rounding issues;

Van Drivers (2—Spartanburg and Union) Salary increase (\$1,039.57 each) to increase from 9 months to 11 months; Fringe/IDC increase due to Salary increase: \$7965.36 to \$9,004.93 (each Van Driver).

Reason for above modification:

Training along with Work Experiences need additional funds for training, to incorporate education and workplace experiences. While Instructional Training, Driver's Ed funds are quickly spent some years, this item is based on need. The need for more Training funds outweigh the requests for Driver's Ed at this time; therefore, some of the Driver's Ed funds are reallocated to Instructional Training, Advanced Training, basically staying within the same category.

Supportive Services, Youth Mentoring and Leadership has \$1,000.00 from the original budget to apply to the Youth Alliance Leadership and Mentoring programs. These structured programs have been temporarily suspended this year due to WIOA regulation adjustments within the UWIB and the youth programs. While the \$1,000 reallocation is requested to disburse to Instructional Training, Advanced Skills (\$45,00), to Instructional Training, Supplies/Materials (\$455.00) and to Supportive Services, Incentives (\$500.00), ACHIEVE has used an outside grant obtained from the Episcopal Church of the Advent to shift the Mentoring /Leadership focus through individual counseling and leadership workshops provided by a therapist/counselor obtained through this grant. Additionally, Mentoring and Leadership are provided by partnering agencies, such as (but not limited to) Financial Literacy (Carolina Foothills Credit Union) and Service-Learning activities through partnerships with Mobile Meals and Middle Tyger Community Center. Supportive Services, Incentives is increased (\$500.00) for Work Experience Attire and other short-term goal achievement. Two laptops have been awarded for college entrance from the Supportive Service, Incentive category.

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

NAME: Helen Merriweather  
TITLE: Director  
EMAIL: [hmerriweather@uscupstate.edu](mailto:hmerriweather@uscupstate.edu)  
PHONE: 864-764-1971

**SUBMIT COMPLETED FORM TO:  
UPSTATE WIB YOUTH SERVICES COORDINATOR**

# YOUTH PROGRAM GRANT MODIFICATION REQUEST FORM

(If necessary, use more than one form)

Date: 11/17/15

Grant number: 15Y603SU1 -UWIB

Snack \$\$ needs have  
decreased +  
re-allocated to  
Instructional fees

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

## Combined Youth Budget Summary

### V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING

- 4. Student Fees \$500.00
- 5. Snacks \$1,000.00

## Combined Youth Budget Summary

### V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING

#### (modified wording)

- 4. Student Fees \$1500.00
- 5. Snacks \$ 0.00

## In-School Youth Budget Summary

### V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING

- 4. Student Fees \$100.00
- 5. Snacks \$200.00

## In-School Youth Budget Summary

### V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING

#### (modified wording)

- 4. Student Fees \$300.00
- 5. Snacks \$0.00

## Out-of-School Youth Budget Summary

### V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING

- 4. Student Fees \$400.00
- 5. Snacks \$800.00

## Out-of-School Youth Budget Summary

### V. SUPPORTIVE SERVICES FOR ACADEMIC AND OCCUPATIONAL TRAINING

#### (modified wording)

- 4. Student Fees \$1200.00
- 5. Snacks \$0.00



• Reason for modification: \*

As The YouthStop moves to serve out-of-school, we have decreased the number of participants who are in our building for the entire day and require a snack. We have leveraged funds from a partner grant to provide the small number of snacks still required.

At the same time, we have experienced an increase in the number of participants needing fee assistance to cover adult education and other academic fees.

The modification will allow us to better accommodate this shift in participant need.

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


NAME: Dana Wood  
TITLE: Program and Project Manager  
EMAIL: [dwood@upstatewib.org](mailto:dwood@upstatewib.org)  
PHONE: 864-562-4244 TTY:711

Motion Made  
Carolyn Susan Rogers  
Cherie Presley  
Motion Carried

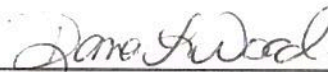
**SUBMIT COMPLETED FORM TO:  
UPSTATE WIB YOUTH SERVICES COORDINATOR**

\*\*\*\*DO NOT WRITE BELOW THIS SECTION\*\*\*\*

WIB Director:



Signature



1/11/16

Date

- ☒ Approved to begin modification process  
☐ Disapproved

Requires Approval/Disapproval by WIB Board: (to be determined by Upstate WIB Executive Director)

- ☒ YES  
☐ NO

Youth Committee  
Program and Planning Committee:

Meeting Date or Poll Date

- ☐ Approved  
☐ Not Approved  
☐ N/A