

## **UPSTATE WORKFORCE BOARD YOUTH COMMITTEE MEETING**

**March 7, 2016**

**12:00 p.m.**

**Business Technology Center Conference Room**

### **Members Present:**

Mr. Bill Brasington  
Ms. Tammy Cooley  
Ms. Kathy Jo Lancaster  
Ms. Theresa Perry  
Ms. Susan Rogers  
Ms. Carolyn Rutherford

### **WB Staff Present:**

Mr. Brent Bishop  
Mr. Dwayne Hatchett  
Ms. Kara Tanenbaum

### **Guests:**

Ms. Michelle Hawkins  
Ms. Helen Merriweather

### **Welcome and Introductions**

Ms. Tammy Cooley, Interim Chair, called the meeting to order and welcome everyone in attendance.

### **ACHIEVE Financials**

Mr. Brent Bishop, Chief Financial Officer of Upstate Workforce Board, reviewed the ACHIEVE program budget from July 2015 through January 2016. Ms. Bishop noted that this included invoices through November 2015. He noted that the December 2015 invoice had been received but was not included on the statement. There were no additional questions or concerns.

### **The YouthStop Financials**

Mr. Brent Bishop reviewed The YouthStop program budget from July 2015 through January 2016. Mr. Bishop explained that the *Career Development Special Wages & Fringes* line item is slightly over-budget 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 – February 2016), 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: the continuation of transitioning from in-school to out-of-school youth, partnering with Adult Education Centers in Cherokee, Spartanburg and Union Counties, work experience, workshops and tours, risk assessment and financial literacy.

### **ACHIEVE Grant Modification Request**

ACHIEVE has had more participants ask for/need work experiences in PY15. More work experiences have been successful with some continuing as a hired employee. ACHIEVE has more participants that need/want a work experience before the end of PY15. The \$2,000 increase is allocated to the Work Experience Stipends line item with no increase in any other line items of the budget. The overall budget will increase by \$2,000 accordingly, from \$341,196.78 to \$343,196.78. The Work Readiness/Work Experience stipends would increase from \$11,072.33 to 13,072.33.

Ms. Kathy Jo Lancaster made a motion to approve the grant modification request as written and Ms. Susan Rogers seconded the motion. Mr. Bill Brasington inquired which line item the funds would be utilized and Mr. Bishop answered it would come out of unobligated funds. **The motion was carried with no abstentions.**

### **Individual Graduation Plans**

Ms. Susan Rogers disseminated an *Individual Graduation Plan Resource Guide* and reported on the requirements for starting individual graduation plans for students in South Carolina. She stated that the districts have a full-time or part-time Career Development Facilitator to help students and parents understand what classes are necessary in order to graduate.

### **High School Visits Update**

Mr. Dwayne Hatchett, Workforce Solutions Manager of Upstate Workforce Board, updated the Committee on his attendance at Career Day at Boiling Springs Middle School, as well as presenting to 11<sup>th</sup> graders at a local high school on WorkKeys.

### **Adjournment**

There being no further business to discuss, the meeting was adjourned at 12:51 p.m.

**NEXT MEETING DATE: Monday, May 2, 2016**

**AGENDA**  
**YOUTH COMMITTEE MEETING**  
BTC Conference Room  
March 7, 2016  
12:00 p.m.

- Welcome Ms. Tammy Cooley
- Financials Mr. Brent Bishop
- Youth Program Reports/Dashboards
  - USC Upstate ACHIEVE Program Ms. Helen Merriweather
  - The YouthStop Ms. Kathy Bell
- ACHIEVE Grant Modification Request  
(Action Required) Ms. Tammy Cooley
- High School Visits Update Mr. Dwayne Hatchett
- Individual Graduation Plans Ms. Susan Rogers
- Other Business & Adjourn

**NEXT MEETING: MAY 2, 2016**

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



ACHIEVE 58% of PY15

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Income				
Grants Received	341,196.78	341,196.78	0.00	100.0%
Total Income	341,196.78	341,196.78	0.00	100.0%
Expense				
Indirect Costs	0.00	16,931.61	-16,931.61	0.0%
Instructional Training	7,401.59	13,637.66	-6,236.07	54.27%
Operating Expenses	562.12	24,985.60	-24,423.48	2.25%
Staff Salaries & Fringe Benefit	60,892.58	208,245.12	-147,352.54	29.24%
Supportive Services	3,884.59	22,700.00	-18,815.41	17.11%
Vocational Exploration (W E)				
Staff SalaryFringe	16,567.36	40,393.02	-23,825.66	41.02%
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%
Total Vocational Exploration (W E)	20,767.34	54,696.79	-33,929.45	37.97%
Total Expense	93,508.22	341,196.78	-247,688.56	27.41%
Net Income	247,688.56	0.00	247,688.56	100.0%

**YouthStop**  
**Profit & Loss Budget vs. Actual**  
July 2015 through January 2016

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
<b>YouthStop 58% of PY15</b>				
<b>Income</b>				
Grants Received	433,991.87	433,991.87	0.00	100.0%
<b>Total Income</b>	<b>433,991.87</b>	<b>433,991.87</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>				
Academic/Occupational Training	973.06	14,350.00	-13,376.94	6.78%
Career Dev. Sp. Wages & Fringes	33,760.92	52,727.88	-18,966.96	64.03%
Operating Expenses	40,378.51	76,307.24	-35,928.73	52.92%
Staff Salaries & Fringe Benf.	147,709.66	269,886.25	-122,176.59	54.73%
Supportive Svcs for A & O Svcs	915.00	10,720.50	-9,805.50	8.54%
Vocational Exploration (WE etc)	0.00	10,000.00	-10,000.00	0.0%
<b>Total Expense</b>	<b>223,737.15</b>	<b>433,991.87</b>	<b>-210,254.72</b>	<b>51.55%</b>
<b>Net Income</b>	<b>210,254.72</b>	<b>0.00</b>	<b>210,254.72</b>	<b>100.0%</b>

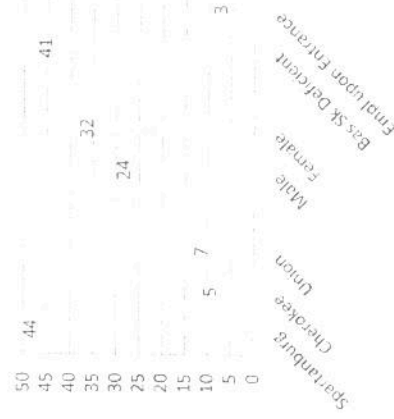
# USC Upstate ACHIEVE Program Progress Report PY15 July 1, 2015--June 30, 2016

2/29/2016

	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	10	10					100
Pending Applications	5	20	11	12	12	3	5	4					72
Eligible WIA Applicants	1	4	3	2	2	1	3	7					23
Referrals to other agencies	3	6	5	6	6	2	2	3					33
Carryover (Prev. Yr)	30	NA	NA	38	NA	NA	41	NA					NA
New Enrollments	0	3	4	3	0	2	4	2					18
New enrolls BSD--rdg and/or math	0	1	3	2	0	0	3	1					10
Total Active End of Quarter	0	NA	36	NA	NA	42	NA	NA					NA
Total Served (New CO)	30	33	37	40	40	42	47	49					NA
Exiters entering Follow-up	0	9	3	0	4	4	0	2					22
Of those exiting the # Employed or in Advanced Training at Enrollment	0	3	1	0	0	0	0	0					4
Placed in Empl/College/Adv Trng	0	4	2	2	4	2	0	2					16
GEDs Earned	0	2	0	0	0	5	0	1					8
Occupational Credentials Earned	21	0	5	1	1	0	0	0					28
Entering as BSD in rdg and/or math	22	2	3	2	0	0	3	1					33
Attaining L/N in at least 1 subj	18	4	3	0	5	1	0	3					34
WorkKeys Earned (Silver or above)	18	0	0	1	1	1	0	2					23
Pre-employment class completed	0	4	2	3	2	1	0	5					17
Work Experiences Completed	0	1	0	1	6	3	0	1					12
Driver's Ed	0	5	0	0	0	0	0	0					5

30 of the carried over need L/N.

## Demographics of Total Served--56 PY15 7/1/15--03/03/16



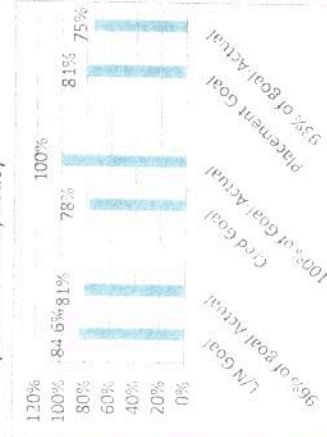
This chart includes students that cannot be counted in carryover but still being served--new, carryover and carryover not counted.

## YTD Budget--02/29/2016

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 208,245.12	\$ 132,426.35	64.0%
Operating	\$ 24,985.60	\$ 2,306.96	9.0%
Training	\$ 68,334.45	\$ 24,332.95	36.0%
Support Services	\$ 22,700.00	\$ 5,688.11	25.0%
Indirect	\$ 16,931.61	\$ 2,979.68	18.0%
<b>Total</b>	<b>\$ 341,196.78</b>	<b>\$ 167,734.05</b>	

Note: Staff salary fringe includes the percentages allotted in the Training category, which causes the Training category (which includes WE) to seem less spent. These figures are actual and may not have billed by USC.

## PY15--2nd Qtr (Oct 1--Dec 31, 2015)



WIA Common Measures

YTD (7/1/15--03/03/16)

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





# Just In Time Report

J.I.T. PY 15 8

February 2016

## February 1<sup>st</sup> – February 29 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 ACHIEVE's own staff who shared some of our experiences of overcoming obstacles to obtain our current careers.
- On February 18, Gale Jackson and Helen Merriweather attended the SC Works Gaffney partnership meeting held at the Copeland Center. Featured speakers were two DHEC representatives that shared their health lifestyle initiative.
- On February 23, Susan Griffith attended the SC Works Union partnership meeting for Union Workforce Summit updates and agency updates.
- On February 22, Helen Merriweather, as a committee member, attended the Mary Black Foundation CAB meeting for strategic planning of the grant awarded to the MBF to educate and intercept youth to prevent teen pregnancy.
- On February 25, Helen Merriweather participated in the bi-monthly Workforce Board Grantee meetings. Program updates and WIOA news was shared among the grantees.
- On February 26, Helen Merriweather attended in a day long workshop, Positive Youth Development, hosted by the Mary Black Foundation. The workshop was interactive and provided a guide to youth-worker resources.
- BirthMatters, an ACHIEVE partner, educated participants in an interactive, three-day session workshop, *Be Proud! Be Responsible!*
- ACHIEVE participants delivered Mobile Meals as a service-learning project.
- ACHIEVE welcomes our new therapist/counselor, Carla Turner, who began in February, taking the place of our former therapist/counselor who resigned due to a fulltime job. Ms. Turner provides workshops on relationships, stress management and other pertinent life issues, aside from the necessary time spent counseling individual participants.

Located with SC Works Spartanburg at the SCC Downtown Campus  
[www.uscupstate.edu/academics/achieve](http://www.uscupstate.edu/academics/achieve)---(864) 764-1977

## Work Experiences Abounding

The Program Year 2015-2016 (PY15) kicked off the beginning of the new Department of Labor up and coming regulations called the Workforce Innovative and Opportunity Act, or WIOA. ACHIEVE has been busy preparing its participants not only in GED preparation but in developing career pathways to ensure guidance from the moment a participant enters ACHIEVE to undergo work readiness that prepares each to enter the workforce once the goals at ACHIEVE are completed. The entire program for a participant can last up to two years. During this time, participants have work experiences to engulf them in their area of career interests (when possible) as well as to practice soft skills. This year, ACHIEVE has built partnerships with numerous community agencies that host and mentor the youth work experiences. Four of our current business partners who are hosting these are...

Safe Homes (social work)  
Beowulf Technologies (IT)  
The Haven (social work)  
SPIHN (social work)

ACHIEVE is thankful for the business partners who are willing to make a difference in the lives of these youth.

(Work experience photos will appear in the March JIT issue.)

## Current Statistics

Enrollment	89%
Credentials	100%
Literacy/Numeracy	81%
1 <sup>st</sup> Qtr. Placement	75%
YTD Enrollment Demographics	
Male/Female	24/32
Spartanburg Co.	44
Union Co.	7
Cherokee Co.	5

## Upcoming Participant Events

CellBotics Training  
March 21-25

Regency Beauty Institute Tour

SCC Main Campus Tour

CERT Training  
April 19-27

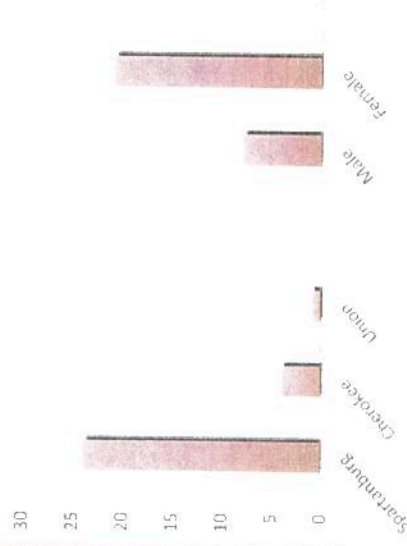




### DASHBOARD (Rolling Progress)

	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	50	25					521
# Of applications received	2	1	3	14	4	1	3	6					34
# Of academically eligible	2	1	3	14	8	1	3	6					38
# Of eligible WIOA applicants	2	1	2	3	7	0	1	5					21
# Of referrals to other agencies	5	5	1	2	2	1	23	10					49
# Of carryovers (Prev. Year Mo)	7	7	8	13	16	23	26	27					27
# Of new enrollments	0	3	2	3	7	3	1	2					21
% Of Enrollment Benchmark	14%	20%	26%	32%	46%	51%	51%	58%					58%
Total active end of month	7	10	13	16	23	26	27	28					29
# Of exits entering follow-up	0	0	59	1	0	0	2	0					62
# Placed in employment/adv. trng	0	0	48	1	0	0	2	0					51
# Of diplomas earned	0	0	52	1	0	2	3	0					58
# WorkKeys platinum earned	0	0	0	0	0	0	0	0					0
# WorkKeys gold earned	0	0	1	0	0	0	0	1					2
# WorkKeys silver earned	0	0	1	0	0	1	1	0					3
# WorkKeys bronze earned	0	0	0	1	0	1	0	0					2

### The YouthStop™ Demographics



### Total Served YTD

29 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 269,886	\$ 159,990	66%	63%
Operating	\$ 76,307	\$ 46,095	66%	60%
Instructional Training	\$ 14,350	\$ 973	66%	7%
Work Placement & Recovery	\$ 62,728	\$ 38,440	66%	61%
Supportive Service/Incentives	\$ 10,721	\$ 915	66%	8%
<b>Total</b>	<b>\$ 433,992</b>	<b>\$ 256,414</b>	<b>66%</b>	<b>59%</b>

Invoices through 2/29/2016

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

### PY15 3rd Quarter Performance



### YTD Outcomes for PY15





## College Tour ...

### Downtown Campus of Spartanburg Community College

A group of participants from The YouthStop™ toured the downtown campus of Spartanburg Community College on Thursday, February 25, 2016. The group learned about the more than 100 programs of study offered at the campus. Highlights included advanced



manufacturing, culinary arts, engineering technologies, machine technologies, nursing, paramedic and EMT and radiologic technology. The group also learned about how the University Transfer program can lead to the attainment of a bachelor's degree in certain academic areas. Admissions procedures and financial aid options were also discussed.

## Work Experience ... SPOTLIGHT



Cashyna Middleton, a participant at The YouthStop™, began a work experience with the Spartanburg City Police in January. Under the supervision of Deputy Chief Jennifer Kindall, Cashyna is learning all aspects of community policing. Her workday is a mixture of procedural, administrative tasks and field experience in the city of Spartanburg.

"I have always been interested in being a police officer. But, I wanted a better idea of what the average day is like. You just never know until you are actually in the job. This work experience has let me see that I do like the environment and the job duties. It has made me even more sure that I want to be an officer."

Cashyna is a graduate of Spartanburg High School and the mother of two small children. During her time at The YouthStop™, her primary focus has been on creating a Career Pathway and moving forward to gain employment. She has completed several workshops, a work readiness training series and the My Next Moves program.

The City Police have positions open and will be evaluating Cashyna for unsubsidized employment at the end of the work experience.

## Staff Development

Dineitha Salmon attended a two-part webinar on helping job seekers with a criminal history on Thursday, February 25 and Thursday, February 26. SC Works of Union County hosted the event.

Michelle Hawkins and Natasha Mullins attended an information session with SC Thrive on "Mental Health: First Aid," on February 26, 2016. The event was sponsored by the Spartanburg Youth Alliance.

## Odds 'n Ends

Workshops were offered on financial literacy, entrepreneurial skills and goal setting.

Work Readiness Training was offered and work experience placements continued. Currently, participants are placed at Animal Allies, City of Gaffney, Spartanburg City Police, SC Works-Cherokee and SC Works-Union. If you know of a business or non-profit willing to host a work experience, please contact Dineitha Salmon at 864-583-4433 for a consultation.

**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"

March 3, 2016

Upstate Workforce Investment Board  
PO Box 5666  
Spartanburg, South Carolina 29304

Dear Ms. Angermeier, Youth Committee and Workforce Board Members:

ACHIEVE sincerely appreciates the funds for the 2015-2016 Program Year that you approved to allow the staff to serve out-of-school, at-risk youth in Cherokee, Spartanburg and Union Counties. We work to do our best to meet the needs of these youth to provide education and employability training as well as leadership and life skills.

Budget Modification #2 is for the sole purpose of increasing the Work Experience/Instructional Training category. More participants have asked for and are suitable for a Work Experience during PY15. More Work Experiences have also been successful with some continuing as an employee position.

ACHIEVE kindly requests an approval of this modification. The Total Grant Cost increases by \$2,000 with the total amount of increase allocated totally to Work Experiences. No other increases occur.

Please feel free to contact me with questions. Thank you again for your support.

Sincerely,

A handwritten signature in blue ink that reads "Helen Merriweather". The script is cursive and fluid.

Helen Merriweather  
ACHIEVE Program Director

Enclosed: Budget Modification Request Form  
Modified Budget Page



# SC WORKS UPSTATE GRANT MODIFICATION REQUEST FORM

## ACHIEVE PROGRAM

**Date:** 3/3/2016

**Grant number:** 15Y603C4-UWIB      Modification #2

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

**II. WORK READINESS/WORK EXPERIENCE STIPENDS (PG 5)**

INCREASE WORK EXPERIENCE STIPENDS BY \$2,000 TO INCREASE THE OVERALL BUDGET BY \$2,000

WORK READINESS/WORK EXPERIENCE STIPENDS INCREASE FROM \$11,072.33 TO **\$13,072.33.**

OVERALL BUDGET AMOUNT INCREASES FROM \$341,196.78 TO **\$343,196.78.**

**Reason for modification:**

ACHIEVE has had more participants ask for/need work experiences in PY15. More work experiences have been successful with some continuing as a hired employee. ACHIEVE has more participants that need/want a work experience before the end of PY15. The \$2,000 increase is allocated to the Work Experience Stipends line item with no increase in any other line items of the budget. The overall budget will increase by \$2,000 accordingly.

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

NAME: Helen Merriweather  
TITLE: Director  
EMAIL: hmerriweather@uscupstate.edu  
PHONE: 864-764-1971

**SUBMIT COMPLETED FORM TO:  
UPSTATE WB ONESTOP SERVICES COORDINATOR**

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

WB Director: \_\_\_\_\_

Signature

Date

3-3-16

- ☒ Approval to begin modification process  
☐ Disapproved

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

- ☐ YES  
☐ NO

Youth Program and Planning Committee: \_\_\_\_\_

Meeting Date or Poll Date

- ☐ Approved  
☐ Not Approved  
☐ N/A

Upstate WB Board: \_\_\_\_\_

Board Meeting Date or Poll Date

- ☐ Approved  
☐ Not Approved  
☐ N/A

WB Director: \_\_\_\_\_

Signature

Date

☐ Grant modification(s) may begin immediately



☐ Executed Modification needed to proceed with requested grant modification

**UPSTATE WORKFORCE INVESTMENT AREA  
CUMULATIVE BUDGET SUMMARY**

2015-2016

<b>Project Name</b>	USC Upstate ACHIEVE Program
Grant #:	<u>15Y603C4-UWIB</u> Mod #2 (3-3-2016)

**TOTAL BUDGET**

Out-Of-School Youth	<b><u>\$ 343,196.78</u></b>
---------------------	-----------------------------

In-School Youth

<b>TOTAL GRANT COST</b>	<b><u>\$ 343,196.78</u></b>
-------------------------	-----------------------------