



Upstate Workforce Board Meeting Minutes
January 22, 2018 - 8:30 a.m.
Spartanburg Marriott Hotel

Board Members Present

Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Jay Coffey
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Elizabeth Guzzo
Ms. Lisa Hannon
Mr. Craig Jacobs
Dr. Brian Nottingham
Ms. Cherie Pressley
Mr. Carter Smith
Ms. Jennie Thomas
Ms. Marianne Van Fossen
Mr. David Wall

Board Members Absent

Mr. Curtis Anderson
Mr. Ryan Childers
Mr. Jim Cook
Mr. Chuck Ewart
Ms. Martha Young

UWB Staff Present

Ms. Ann Angermeier
Mr. Brent Bishop
Ms. Alice Lang
Ms. Vicki Lawson
Ms. Dana Wood

Guests Present

Ms. Kathy Bell
Ms. Jennifer Cudd
Mr. Isaac Dickson
Ms. Michelle Hawkins
Ms. Tammie Hoy Hawkins
Ms. Helen Merriweather
Mr. Doug Stephenson
Mr. Kenneth Taylor

Welcome

Mr. Craig Jacobs, Chair of the One Stop Committee, called the meeting to order at 8:36 a.m. Mr. Jacobs asked Mr. Doug Stephenson and Ms. Ann Angermeier to make the presentation of the Star of SC Works Upstate PY16 Award to Kenneth Taylor of SC Works. Mr. Stephenson gave examples of Mr. Taylor's achievements and great work ethic. He received applause from the Board members.

Approval of Meeting Minutes

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

Special Guest Speaker Tammie Hoy Hawkins

Ms. Tammie Hoy Hawkins, Project Manager for the Northside Development Group (NDG), gave a PowerPoint presentation about the achievements and on-going projects of this non-profit organization. The project is a 400 acre redevelopment area. Sixty percent of the residents live in poverty and forty percent are unemployed. NDG is focused on transforming the neighborhood through 4 goals: 1) Creating mixed income development; 2) Improving the neighborhood; 3) Educating residents from cradle to

career; and 4) Providing quality supportive services. In order to achieve this, NDB is a) tearing down derelict building; b) renovating old properties; and c) creating new buildings in partnerships with the Spartanburg Housing Authority and Homes of Hope.

Some of the new projects being planned include: 1) a 90-unit, mixed income housing development which is a 15 million dollar project where the rents will range from \$550 to \$1,000; and 2) An 11 million dollar mixed use building which will house apartments for Wofford students, a clinic for VCOM Carolinas campus, offices for Access Health, and a new headquarters for the NDG. This is being financed by tax credits from bond financing and new market tax credits.

Other developments in the Northside Area include the new Dr. T.K. Gregg community center (a 16 million dollar project) and The Franklin School, an early learning center for children age 6 weeks to 5 years (a 12 million dollar project). As a way to improve education levels in the Northside, any resident there is able to attend SCC with free tuition. Additionally, NDG is sponsoring a Start Me program to train and mentor new entrepreneurs in the Northside area. Ms. Hoy Hawkins invited Board members and staff to call her office and schedule a tour of the NDG projects.

One Stop Committee Report

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on December 5, 2017. Mr. Jacobs reported that the committee heard a report from Ms. Dana Wood about monitoring which had positive feedback overall and staff were told there were no disallowed costs. Mr. Jacobs said that the committee and the board had recently approved 10 companies for IWT funding. There is more money to be obligated for IWT. The second solicitation ended last week. The committee plans to have a conference call tomorrow to make recommendations on additional IWT funds. Board staff will then send out a poll vote to the full board.

Ms. Ann Angermeier reported that there is a new State Instruction Letter that stipulates that at least 30% has to be spent on training. However, this means that workforce boards will no longer seek non-WIOA money in the form of grants for training because this money cannot count towards the 30%. This ruling also places us on hold in seeking partner funding for training as it would also count against us. Ms. Angermeier said she wished the State Workforce Board members would simply ask local directors how the DEW decisions handed to them for approval affect local areas. State staff may not fully understand the consequences their decisions have on the local level. Policies like these run counter to using outside sources to stretch our dollars.

The One Stop Committee recommends that the Upstate Workforce Board obligate an additional \$50,000 to ResCare for training and supportive services. Some questions were asked about this money. Mr. Brent Bishop explained that it is unobligated, carryover money, representing \$40,000 Adult money and \$10,000 Dislocated Worker funds. He said we still have funds in the reserve. **The Board voted unanimously to obligate an additional \$50,000 to ResCare for training and supportive services.**

Youth Committee Report

Mr. Bill Brasington, Committee Member, reported for the Youth Committee. The committee met on December 6, 2017. He said that the ACHIEVE and YouthStop budgets reflected information received for the month of October 2017. Both programs are on track with spending. He said that there were no items requiring action from the Board.

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on December 14, 2017. At the meeting, they talked about the ADA compliance evaluation being done by Able SC. The results of the evaluation will be shared with the committee upon receipt of the report. Next year's event, with a theme of Invisible Disabilities, will be held on May 11th at SCC Tyger River Campus. Mr. Chuck Ewart will serve as the moderator. The event will be open to the Board members. The committee will pursue getting SHRM credits for attendees.

Executive Director Update

Ms. Ann Angermeier, Executive Director, introduced two guests at the meeting: Mr. Isaac Dickson and Ms. Jennifer Cudd. She noted that Dr. Brian Nottingham is now officially a Board member. She reported that staff member Ms. Simone Mack-Orr gave birth to a baby boy. She also reported that Mr. Curtis Anderson, the Chairman, was unable to attend today's meeting due to a meeting at work at which his attendance was required.

Ms. Angermeier gave an update on the MDC program whose goal is to help disconnected youth, age 16-24, who live in the deepest poverty in Spartanburg County. They are encouraged by the THREAD program whose goal is to help kids no matter at what age you reach them.

Other Business

Ms. Dana Wood reported that staff are working with SCC regarding being on the Eligible Training Provider List. The college has concerns about the confidentiality of records of their students with the SC Department of Employment and Workforce's recent requirement that social security numbers be provided for any student enrolled in a class with a WIOA student. Ms. Mary Jo Schmick of SCDEW has sent an email to SCC asking them to continue working with us until October 2018.

Adjournment

With no other business or discussion, the meeting was adjourned at 9:24 a.m.

Next meeting date: March 19, 2018

**Upstate Workforce Board Meeting
January 22, 2018 at 8:30 a.m.
Spartanburg Marriott Hotel**

8:30 AM

- Welcome Mr. Curtis Anderson, Chair
- *Approval of the November 20, 2017 Meeting Minutes
- Recognition of Kenneth Taylor for the Star of SC Works Upstate PY16 Award

8:35 AM

- Guest Speaker Ms. Tammie Hoy Hawkins
Project Manager, Northside Development Group

8:45 AM

- One Stop Committee Report Mr. Craig Jacobs, Chair
 - *IWT approval

8:55 AM

- Youth Committee Report Mr. Curtis Anderson, Chair

9:05 AM

- Disabilities Committee Report Ms. Jennie Thomas, Chair

9:15 AM

- Executive Director Update Ms. Ann Angermeier, Executive Director

9:25 AM

- Other Business and Adjourn

**Action Required*

Next meeting: March 19, 2018 at 8:30 a.m.

Mission Statement: Advancing the Future of Business and Community



Upstate Workforce Board

Meeting Minutes

**November 20, 2017 - 8:30 a.m.
The Thomas E. Hannah Family YMCA**

Board Members Present

Mr. Curtis Anderson, Chair
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Jay Coffey
Mr. Jim Cook
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Elizabeth Guzzo
Ms. Lisa Hannon
Mr. Craig Jacobs
Ms. Jennie Thomas
Mr. David Wall

Board Members Absent

Mr. Ryan Childers
Mr. Chuck Ewart
Ms. Pamela Kennedy
Ms. Cherie Pressley
Mr. Carter Smith
Ms. Mari Van Fossen
Ms. Martha Young

UWB Staff Present

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

Guests Present

Ms. Kathy Bell
Ms. Rochelle Brown
Mr. Robert Friedman
Ms. Michelle Hawkins
Ms. Helen Merriweather
Mr. Zach Nickerson
Mr. Brian Nottingham
Ms. Rane Standberry
Mr. Doug Stephenson

Welcome

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:32 a.m. He welcomed new Board member Ms. Lisa Hannon. He also welcomed a special guest, Mr. Robert Friedman of the State Workforce Board.

Approval of Meeting Minutes

The minutes of the September 18, 2017 meeting were reviewed. ***Mr. Wayne Gregory made a motion to accept the minutes as written. Mr. Jim Cook seconded the motion. There were no abstentions and the motion carried.***

One Stop Committee Report

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on October 10, 2017. Mr. Jacobs reported that the committee had one item for board approval in the form of a budget modification. He said that the committee is recommending approval of the budget recommendation with the caveat that the committee receives more information about the

redesign of the Spartanburg location One Stop Center lobby before any changes are made to that area of the One Stop building. A short discussion ensued. Mr. Curtis Anderson asked from where the money for the budget modification is coming. Mr. Brent Bishop replied that some of the money was left over from last year. Ms. Ann Angermeier added that some of the money is part of the Resource Sharing Agreement funds being received. Mr. Brent Bishop said there was a little over \$140,000 which is sitting unobligated and which serves as a cushion for any emergency that may occur. Mr. Bill Brasington said that the Board members need to be made aware of any extra funds that are available. Mr. Doug Stephenson told the Board that drawings of possible redesigns will soon be available for the One Stop committee to see.

The committee recommended that the Board approve the Budget Modification with the stipulation that the One Stop committee will receive a detailed breakdown of redesign expenses before moving forward with the lobby improvement project. The Board voted unanimously to approve the Budget Modification with the stipulation that the One Stop committee receive a detailed breakdown of redesign expenses before moving forward with the lobby improvement project. The motion passed with no abstentions.

Ms. Ann Angermeier discussed that it is not beneficial for the staff to secure grant funding for our programs in the future. The state is requiring an expenditure rate of 30% to be spent in the training line item. If we go for funding from other sources and use those funds in our current grant, it would only lower the rate spent on training which may cause us not to meet the 30% expenditure rate. This rate was recently set by the State Workforce Development Board. She also stated that it is not advisable that we use partner funds for training when our staff are case managing the customers, as that would also hurt our chances of meeting the expenditure rate. She commented that it would be so much better if state workforce board members had discussion with the local board staff prior to passing these types of rules. We recently received \$170,000 for the Re-Entry Grant, and if we case manage the individuals being trained and pay for this out of the new grant funding, this can hurt us in meeting the 30% requirement. She suggested that Mr. Bob Friedman ask the State Workforce Development Board to look at this issue to develop a better way for training requirements so additional grant funds are an option. Local boards should be rewarded rather than being penalized for securing other funding outside of the normal formula WIOA funding.

Mr. Craig Jacobs reported that we have IWT funds available. Ms. Dana Wood said that the solicitations have been sent out. Ms. Angermeier explained that the IWT money is not only for the private sector. Mr. Jacobs said that some Board members who do not serve on the One Stop committee may be asked to help evaluate the submitted proposals. Ms. Wood said that lunch would be provided for those volunteers attending the meeting. Ms. Ann Angermeier said that we hope to have submissions from companies in Cherokee and Union as well as Spartanburg. Ms. Kathy Jo Lancaster is working on marketing the information to companies in Union. Mr. Craig Jacobs asked Ms. Dana Wood to send the RFP information for IWT to Board members. Ms. Wood said she would send the link to the information which is on the website under the IWT page.

Executive Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on October 23, 2017. He explained that there are 3 items included in the proposed Budget Modification: 1) The expense of leasing a new copier; 2) Outreach which includes advertising to get additional enrollees in our programs through Geo-fencing provided by The Palladian Group; and 3) Consulting, including money to pay the office assistant and to hire someone to make sure all our locations are ADA compliant. ***The committee recommended the approval of the Budget Modification. The Board voted unanimously to approve the Budget Modification. The motion was passed with no abstentions.***

Upon recommendation from the Executive Committee, Mr. Curtis Anderson presented a new Buy American Notice Requirement Policy. **The Board voted to approve the new Buy American Notice Requirement Policy. The motion carried with no abstentions.**

Mr. Curtis Anderson reported that last week, a group met in Union for a discussion led by Mr. Robbie Faucett. Additional information came out of this meeting and will be given to the One Stop Committee. Mr. Anderson then led into a discussion about State Instruction Letter 17-01. Ms. Angermeier said that the Upstate Workforce Board staff have not yet issued the local instruction letter. The state letter directs SC Works not to serve employers unless they are registered in the SC DEW system. She plans to issue a local instruction letter that will ensure that the Business Services Team not use DEW staff to work on the job orders or job fairs for companies who are not registered with DEW. She said other partners have job banks and can handle these postings. We can also use volunteers. Ms. Angermeier stated she received an email from the National Association of Workforce Boards that mentioned the fact that several Workforce Boards in the U. S. have purchased separate job bank systems to use rather than only using the state system. She also mentioned that a directive had been issued that requires all individuals served by SC Works to be registered in the DEW system. This is impossible at large scale job fairs. Therefore, we will not ask DEW staff to help on these job fairs, but we will get help from other partners and volunteers.

Youth Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on October 18, 2017. He said that the ACHIEVE and YouthStop budgets reflected information received for the months of July and August. Both programs are on track with spending. Both programs are actively working with students to provide work-based learning opportunities.

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on October 26, 2017. At the meeting, they talked about the upcoming ADA compliance evaluation report due to SCDEW on March 31, 2018. They also discussed next year's event with a theme of Invisible Disabilities which will be held in May. Topics to be covered include PTSD among veterans, depression/anxiety, and intellectual disabilities. Ms. Thomas said they would like to have an Occupational Therapist and a Learning Disabilities Therapist on the panel. Ms. Dana Wood gave an update to the Board and said that the event will be held on Friday, May 11th at SCC Middle Tyger Campus. Mr. Chuck Ewart has agreed to be the moderator again and Dr. Joe Ryan of Clemson LIFE has agreed to be on the panel.

Executive Director Update

Ms. Ann Angermeier, Executive Director, reported that Spartanburg County Foundation has asked us to be involved on their MDC team to work on Southern Economic Mobility. We are in the 2nd Cohort. This is a county-wide effort. We are matched with leadership teams from Fayetteville, Little Rock, and Savannah. This project will be focused on disconnected youth ages 16 – 24 who are in the lowest income brackets. Ms. Angermeier asked Ms. Wood to report on the Northside Initiatives. Ms. Wood said there have been some road bumps, but progress is being made to train individuals in building skills such as dry-walling and framing so that they will be attractive for hiring by construction companies and other businesses.

Ms. Angermeier asked Ms. Wood to report on the Transportation Demo Grant. Ms. Wood said that they are struggling with implementation of the grant. We have had difficulty in identifying potential riders for the home-to-work system on 2nd and 3rd shifts. Our partner, Spartanburg County Transportation Bureau, has been very innovative and flexible in trying to find a system that works. We started the project by focusing on employees at one company that we thought needed reliable transportation to retain their employees, but in the end, only one person was interested. So, the partners are regrouping and working with the City of Spartanburg to identify potential employees in the Victoria Gardens area. It is frustrating because we have the money to provide transportation, but we have not been able to find the people to use it. Fortunately, the State realizes that because this is a Demo Grant, we have to have room for trial and error. Other local areas who were awarded the same funding are also struggling to implement their transportation proposals.

On another issue, Ms. Wood reported that the One Stop Certification Standards were submitted to the State and we got no feedback, which is a good thing. Ms. Angermeier asked Ms. Wood to discuss the past meetings on Work Ready Communities. She stated that a meeting was held with Representative Mike Forrester who is also on the State Workforce Development Board. Rep. Forrester expressed his frustration with ACT. Mr. Jim Cook remarked that no prospective employers have ever asked about it when inquiring about possible sites in Cherokee County. Ms. Angermeier stated that we have a few more meetings that need to be held before we decide to abandon the project.

Other Business

Mr. Anderson talked about the status of the pending money from PY 14 2nd, 3rd and 4th quarters. He said the State has finally figured out how to come up with the funds and "the check is in the mail."

Adjournment

With no other business or discussion, the meeting was adjourned at 9:37 a.m.

Next meeting date: January 22, 2018

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

Meeting Date	December 5, 2017 at 12 noon
Contact for Questions and Concerns	<p>Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com</p> <p>Ms. Dana Wood – 864.596.2028 Email : wood@upstaterworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Dashboard/Just in Time Report • Financials • Monitoring • Union Recruitment Event • IWT Review
Action Taken	Discussion/1 voting item
Results and Outcomes	<p><u>SC Works Update</u> Ms. Dana Wood provided an update based on the past 30 days as well as the next 30 days. ResCare CEO Adam Taylor has implemented a new type of report to local boards. The report focuses on recent events and upcoming events and highlights contract goals. Any items reflecting that they are not on track have an accompanying action plan.</p> <p><u>Financial Report</u> Mr. Brent Bishop reported on the budget for SC Works as well as the status of all other ResCare grants through October 31, 2017. He noted that 2 IWT grants (16IWT03 & 16IWT03-02) have just been closed. Overall everything is tracking well.</p> <p><u>Monitoring</u> Ms. Dana Wood gave an overview of the monitoring visit last week by SCDEW. SC Works received positive feedback overall. Regarding finances, the way ResCare calculates profit was questioned. Support documents were shared with SCDEW monitors showing that the law is being followed. There were many complements and zero disallowed costs noted. Ms. Wood gave credit to Mr. Brent Bishop regarding the job he is doing with financials.</p> <p><u>Union Recruitment Event</u> Mr. Robbie Faucett reported that he facilitated a meeting in Union with Union employers and representatives from the Union Economic Development Board, City Council and Michelin. SCDEW's Director, Ms. Cheryl Stanton sent Ms. Pat Sherlock and a DEW Attorney to the meeting. Michelin wanted to utilize the SC Works location in Union for a recruitment event. An instruction letter was issued some time ago prohibiting out-of-town companies from conducting recruiting events in Union at SC Works. This was after a discussion with several individuals including the Union County Council Chairman. SC Works in Union is in a county owned building and that prohibits us from hosting out of town recruiting events. In Cherokee County, the County Administrator wanted the same policy as Union. Michelin was upset about the denial, so this meeting was scheduled to give the Union businesses and others a chance to explain their stance, as well as to allow Michelin to express their concerns. Union County has a 'Work Where you Live Campaign' and has spent over \$20,000 on this campaign. Out-of-town recruiters would run counter-productive to this effort. Toward the end of the meeting, Michelin stated that they had already booked the job fair using the National Guard Armory building and utilized DEW staff to work the event. That completed Mr. Faucett's report. The committee suggested that staff consult with Mr. Wade Ballard. Ms. Dana Wood stated that all job seekers have access to applying for the Michelin jobs online at the SC Works center in Union and staff are still available for assistance with applications.</p>

	<p><u>IWT Review</u></p> <p>Ms. Johnnie-Lynn Crosby presented the committee with a detailed breakdown of the 11 companies who submitted applications. One company did not submit all required forms and was therefore disqualified from the funding opportunity. Approving all 10 qualified companies will obligate all state IWT dollars and also utilize \$9,148 of local designated IWT dollars. This will leave a balance of \$140,852.00 local dollars. It was recommended that another solicitation be released on January 2-16th. Ms. Crosby mentioned that she knows of 7 companies (5-Cherokee County and 2- Union County) that are interested in applying. Mr. Shelley Blount made a motion to approve the 10 companies who qualified for IWT funds and to offer a second solicitation. Mr. Jeff Gossett seconded the motion. The motion passed unanimously. Mr. Craig Jacobs asked the committee for feedback on the new process of staff scoring applications. The committee members expressed gratitude to the staff for the simplified process.</p> <p><u>Other Business & Adjourn</u></p> <p>None</p>
Items Referred for Board Action	The One Stop Committee recommends approving the 10 companies who are qualified for IWT funds and to offer a second solicitation.
Website Reference	www.upstaterworkforceboard.org



AGENDA
ONE STOP COMMITTEE MEETING
December 5, 2017
12:00 p.m.
SC Works Spartanburg

- | | |
|----------------------------|-------------------------|
| ▪ Welcome | Mr. Craig Jacobs |
| ▪ SC Works Update | Ms. Dana Wood |
| ○ Dashboard | |
| ○ JIT | |
| ○ Special Grants | |
| ▪ Financial Update | Mr. Brent Bishop |
| ▪ Monitoring Update | Ms. Dana Wood |
| ▪ Union Recruitment Events | Mr. Robbie Faucett |
| ▪ IWT Review | Ms. Johnnie-Lynn Crosby |
| ▪ Other Business & Adjourn | |

Next Meeting Date: February 20, 2018

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

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	28	61	57	48									192
# Of applications received	3	2	10	3									18
# Of academically eligible	3	2	10	3									18
# Of eligible WIOA applicants	n/a	0	5	n/a									5
# Of referrals to other agencies	2	6	0	3									11
# Of carryovers (Prev. Yr or Mo)	n/a	36	36	36									36
# Of new enrollments	0	0	2	5									7
% Of Enrollment Benchmark	n/a	85%	88%	76%									76%
Total active end of month	36	36	36	43									43
# Of exiters entering follow-up	0	0	0	14									14
# Placed in emp/college/adv trng	13	7	4	12									36
# Of diploma's earned	0	0	0	13									13
# WorkKeys platinum earned	0	0	0	0									0
# WorkKeys gold earned	0	0	0	0									0
# WorkKeys silver earned	0	3	1	3									7
# WorkKeys bronze earned	0	0	0	0									0

Total Served YTD 43 Carry-overs plus New Enrollments

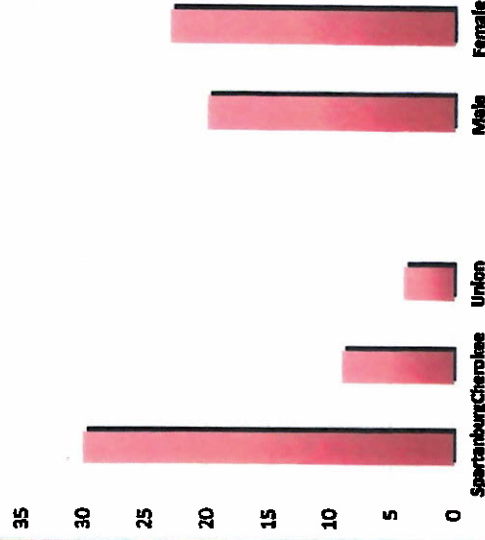
Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 228,607	\$ 75,427	33%	33%
Operating	\$ 75,161	\$ 28,739	33%	38%
Instructional Training	\$ 10,990	\$ 4,504	33%	4%
Work Based Learning	\$ 93,704	\$ 22,353	33%	24%
Supportive Service/Incentives	\$ 9,169	\$ 330	33%	3%
Total	\$ 417,631	\$ 131,353	33%	31%

Invoices through: 10/31/2017

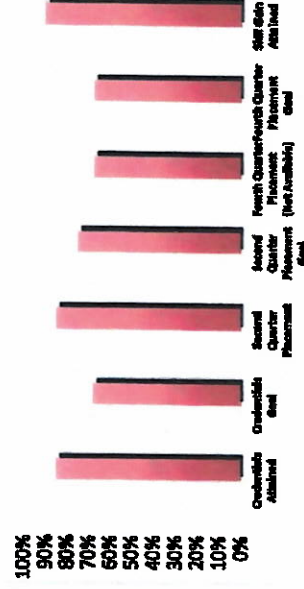
Please note: District No. 6 does not charge for indirect costs.



The YouthStop™ Demographics



Performance



Highlighted Events and Outreach

Highlighted Events from Katherine's Schedule:

- 5th, Participated in a conference call with the Executive Director of Economic Development, Kathy Jo Lancaster, and the marketing professional from "The Brand Leader", Bethany Weir, to discuss revisions to the Work Where You Live website..
- 10th, participated in an on-site recruitment event with Roper Staffing seeking job candidates for open positions at Global Felt.
- 10th, Attended the Open House/Appreciation luncheon at Vocational Rehabilitation where SC Works and others were recognized.
- 11th, Co-sponsored a workshop "Creative Marketing for Small Businesses", which was a joint sponsorship between, SBDC, the Chamber and SC Works. There were 7 attendees.
- 13th, Attended the Twenty-Second Annual Founders' Day celebration at USC Union.
- 18th, Hosted the monthly Union County Human Resource Association meeting. There were 11 attendees.
- 18th, Tended the county booth at the Union County Fairgrounds during the fair. Provided brochures and was available for questions during time spent at the fair.
- 24th, Hosted the monthly Union County Partners meeting with Michael Sumner, USC Palmetto College, as guest presenter. There were 17 attendees.
- 26th, Participated in the Community Event sponsored by held Union County Alcohol and Drug Center in "Chamber Town", along with other agencies, to share information about the services offered.
- 27th, attended the Regional Business Service Team Meeting held at SCC Tyger River. Guest speaker was Amanda from Youth Apprenticeship.

Business Services and Partner Focus

Kelly Services reported their October numbers, based on recruitment efforts at SC Works, totaled 355. That's 355 people in one month. Of course, all of their new hires were not from Union, so the numbers don't help Union County's unemployment rate but they do help fulfill the job openings for a Union County company.

Employers Served:

- Belk (Kelly Services)
- Belk (Staffmark)
- Global Felt (Roper)
- Standard Textile (APS Staffing)
- ESAB
- Haemonetics
- Union County DSN
- Mililken (Gillespie Plant)
- Tyger River Correctional Center
- Beal Lumber
- All-in-One Cleaning
- Magnuson Hotel

Total Office Traffic: 483

# of Job Orders Posted	24
# of Jobs	36
Entered Employment	12

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

WIOA *

Total Current Enrollment - 60
Total Current in Training - 8

Month of August

Individuals Scheduled for Orientation - 4
Individuals Attended Orientation - 4
Individuals Enrolled in October - 4
New Individuals Enrolled in Training - 4

WorkKeys Completed
5

Intensive Workshop Attendees

Individuals Scheduled - 0
Individuals Attended - 0

Workshops offered:

- Interview Tips
- Networking
- Resume Pro
- WIOA Orientation



ResCare Workforce Services

Monthly Briefing Report

Reporting Period: October 2017

Focus Areas:

- Prior 30 Day Update
- Performance Metrics and Action Plans
- Next 30 Day Focus
- Innovation

ResCare Monthly Briefing Report

SC WORKS
rescare works
community workforce solutions

americanjobcenter

The Update

Highlighted Events and Outreach

October 1st - October 31st

- 10/2/17 Derris and Doug attended Partner Referral Training with Regional Managers Brian Nottingham and Kathy Stanton for 3 hours of facilitated presentation training.
- 10/5/17 Rose attended the Career Showcase 2017 at the SCC Tyger River Campus. She helped hand out bags and assisted directing the attendees once inside the showcase. She also networked with employers in the area.
- 10/5/17 Nancy attended a Lunch and Learn for information on the college readiness of Spartanburg students and how SC Test Prep is making a difference.
- 10/5/17 Derris and Kenneth went to Spartanburg Vocational Rehab to present information about the Transportation Grant and the workshops supporting it. There were 15 people in attendance.
- 10/6/17 Meika attended the Senior Community Service Employment Program. A community service and a work based job training program.
- 10/10/17 Katherine was invited to participate in an on-site recruitment event with Roper Staffing seeking prospects for open positions at Global Felt.
- 10/11/17 Brittney and Nancy attended 80 to Work orientation at Greenville Tech to present potential customers with information on how WIOA could support this training and employment opportunities.
- 10/12/17 Nancy and Nikki attended the job fair and managed the SC Works table, they greeted jobseekers and gave information about SC Works and WIOA.
- 10/28/17 Kenneth went to the new location for the Update Fatherhood Coalition to meet new staff and discuss partnerships with SC Works.
- 10/30/17 Nancy presented WIOA information to a group of 3 parents attending their monthly parent program. Participants were provided an overview of services available through SC Works and training opportunities through WIOA.

J.I.T. PY17
10/2/17 thru 10/31/17 Data

Talent Engagement News

Center	Job Referrals
Gaffney	378
Spartanburg	2906
Union	255

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

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

Cherokee - 5
Spartanburg - 27
Union - 4

WorkKeys Completed: 10/1 - 10/31
Spartanburg - 31
Union - 5

Intensive Workshop Attendance: 16

Training Support Services Funding PY 17

	Fund Amount	Obligated	Remaining
Adult ITA	154,973	135,721	19,252
Adult OIT	85,000	84,916	85
Adult WX	32,500	24,348	8,151
Adult SS	15,000	8,348	6,651
DW ITA	309,526	22,109	287,417
DW SS	20,964	1,689	19,265

- Tori attended Leadership Greer class. The topic of this month's class was Greer: Past, Present and Future.
- Tracy did a presentation about SC Works & services offered.
- Johnnie-Lynn participated in job fair and forum to promote services to job seekers and businesses - regional event.
- Johnnie-Lynn participated in Career Showcase to conduct business outreach and networking.
- Johnnie-Lynn participated in the Magna Seating Job Fair.
- Tori attended the Re-Entry Workforce Summit job fair and forum to promote services to job seekers and businesses - regional event.
- Tori and Johnnie-Lynn met with director of Union CATE to discuss partnership and talent pipelines.
- Tori attended the Chamber ambassador meeting to discuss the Penny Referendum.
- Tori attended appreciation lunch for manufacturing companies in Cherokee county and provided information about services.

Social Media Outreach:

Facebook: 45 Posts and 10 Likes

PY October Post Goal: 22 / PY 17 Goal: 250

Twitter: 29 Posts and 3 New Followers

PY 17 Goal: Add 50 new Followers

Community Engagement:

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

Actual: Spartanburg-7 Union-6 Cherokee-5

ResCare Monthly Briefing Report

SC WORKS

GREATER UPSTATE
SOUTH CAROLINA
WORKS CENTER

americanjobcenter

Greenville Just In Time Report

Business Services Focus - Greenville

J.J.Y. PY17
10/1/17 thru 10/31/17 Date **4**

Talent Engagement News:

McAlister Square	Hired
Internal & External Job Referrals	1452
Staff Referrals	270
	132

SC Works WIOA Orientation, WorkKeys, and Workshop Data

WIOA Orientation Attendees:
(Group and One on One Sessions)
McAlister Square - 30

WorkKeys Completed:
Greenville - 39
ASVAB Completed - 103

Training /Support Services Funding	
Adult (AD) ITA Funding	175,800.00
AD ITA Obligated	44,480.13
AD OJT	15,000.00
AD OJT Obligated	0.00
AD WEP Obligated	0.00
AD Support Services Obligated	325.00
DW ITA Funding	221,400.00
DW ITA Obligated	45,874.00
DW OJT	15,000.00
OJT Obligated	0.00
WEP Obligated	0.00
DW Support Services Obligated	1,250.00

- Information on the Incumbent Worker Training (IWT) Grants was announced and distributed to Partners.
- Johnnie-Lynn participated in the Convention Center job fair and forum to discuss services available to business and job seeker community.
- Tori attended Leadership Greer class. The topic of this month's class was Greer: Past, Present and Future.
- Tori attended First Friday Luncheon at Greer City Hall. The topic of discussion was business location and how to analyze community demographics in order to best market your business.
- A new Business Solutions Consultant, Sharron Phillips, was hired 9/25 and has now had her first full month onboard!

October Social Media Outreach:

Facebook= 45 Posts and 10 Likes
PY17 Goal= 250 New Likes- already met goal!

Twitter= 29 Posts and 3 New Followers

PY17 Goal= 50 New Followers

October Community Engagement:

Goal: Greenville - 10

Actual: Greenville - 18

Highlighted Events and Outreach

- Program Year 2017 WIOA Enrollments/Training Goals:

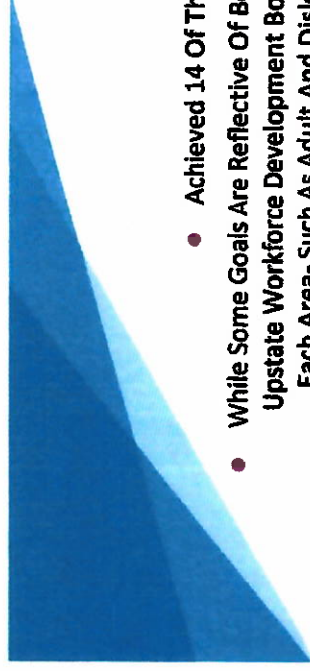
- Greenville New Trainings - 9

	Adult Goal	Adult Actual	DW Goal	DW Actual
October	8	9	5	6
PY 17 Goals	100		57	
To reach PY 17 Goal		60		38
Greenville Target Characteristics for PY 17 Enrollments				To Reach PY 17 Goals
Individuals with disability	18		1	17
Individuals with background	25		6	19
Veterans	25		5	20

- 10/05/2017
Stacey provided an overview of WIOA services, invited potential participants to orientation, and also provided flyers at Upstate Fatherhood Coalition.
- Stacey met with Jane at Family Connection of SC, and provided information of the services we can offer their clients, if seeking training or upgrading their skills.
- 10/19/2017
Doug hosted the first Monthly Community Partner Meeting for the Greenville Center. Kevin and Calli from Commission for the Blind presented Sensitivity Training. BSC Tori Fowler presented OJT. SC Works attendees included Kathy, Davis, Stacey, Tori, Sharron, and Doug.
- 10/26/2017
Stacey provided information at the Veteran Job fair.
- Frank provided DVOP services to veterans with barriers to employment in the Salvation Army program.
- Frank provided DVOP services to veterans with barriers in the Truist Mercy center.

Performance Metrics and Action Plans Contractual Metrics

Benchmarks	Oct17 Actual	Target/ Goal
Adult Enrollments- Greenville	30.00	29.00
	1.00	29.00
Recruitment Events - Greenville	27.00	4.00
	23.00	4.00
Dislocated Worker Enrollments - Greenville	19.00	15.00
	4.00	15.00
Community Events - Greenville	19.00	10.00
	3.00	10.00
Allocated Training/Supportive Services Spend - Spartanburg	\$279,978	\$126,000
Allocated Training/Supportive Services - Greenville	\$94,785	\$93,728
Complete Facebook posts	143.00	85.00
	58.00	85.00
Complete Twitter posts	117.00	85.00
	32.00	85.00
Adult Enrollments- Spartanburg	94.00	72.00
	22.00	72.00
Dislocated Worker Enrollments - Spartanburg	8.00	14.00
	-6.00	14.00
Increase Facebook Likes	248.00	70.00
	178.00	70.00
Increase Twitter Followers	15.00	16.00
	-1.00	16.00
Community Events Per Month - Cherokee	4.00	4.00
	0.00	4.00
Community Events Per Month - Spartanburg	11.00	6.00
	5.00	6.00
Community Events Per Month - Union	7.00	4.00
	3.00	4.00
Recruitment Events - Spartanburg	8.00	4.00
	4.00	4.00



- Achieved 14 Of The 16 Monthly Goals Listed
- While Some Goals Are Reflective Of Both Greenville County And Upstate Workforce Development Boards, Most Are Specific To Each Area- Such As Adult And Dislocated Worker Enrollment Goals.
- Green Indicates That The Goal Was Achieved As Of The End Of October
- RED INDICATES THE GOAL WAS NOT MET.
- ACTION PLANS ARE DEVELOPED WHEN A GOAL IS NOT MET, AND YOU WILL FIND THEM FOLLOWING THIS PAGE.

ResCare Monthly Briefing Report

Action Step	Primary Owner	Completion Date	Effect	Status	Comments/Updates
L Increase Twitter Followers					
1 Begin Tweeting more in depth entries during the week	Facilitator/Outreach Coordinator	10/31/2017	Higher echelon followers will view our Tweets and increase followers not our normal audience	Action ongoing	Completed assembling new 'tweet' material and being 'posted' presently
2 Review end of week stats in Twitter to see if followers are increasing	Facilitator/Outreach Coordinator	Weekly, to end 11/31/2017	True measurement of success	Beginning phase	Changed completion date as we determined not enough time allotted for changes to be witnessed
3 Discuss with customer if this numerical goal is set at an achievable standard (after completing and evaluating #'s 1 and 2 above)	PD	12/31/2017	We use Facebook intensively for posts and announcements, as it is most appropriate social media site for target market. We will know if Twitter follower threshold should be lower, or monitored at all.	Pending	Changed target completion date by one month to allow for more research
4 Communicate with ResCare communications expert, DeVone Holt	PD	11/2/2017	If successful, have better insight on maximizing efforts	Pending	No reply yet

Action Step	Primary Owner	Completion Date	Effect	Status	Comments/Updates
L Increase DW Enrollments in Spartanburg					
1 Review outreach efforts to draw in DW participants with TDS staff on a weekly basis; as identified, include in action steps	TDS Supervisor	12/31/2017	Brainstorm/investigate what we have done- and where we can possibly be better	Started	
2 Communicate with SCDEW Rapid Response Coordinator ensuring no RR events have been missed and what might be coming on a monthly basis	PD	11/9/2017	Will identify if present notification policy by SCDEW to local area is working; if not, can identify improvements	Pending response	Communicated. One RR in past two months for Upstate, which is actually a good thing
Discuss with UWB AD if enrollment goals for DW should be reevaluated due to economic success and low unemployment in area, while considering AD/DW split in funding	PD	11/30/2017	Achieve goal levels based upon economic influences	Pending	Initial discussion held and AD is open to further discussion

Action Step	Primary Owner	Completion Date	Effect	Status	Comments/Updates
M Training/Support Services-Increase obligations for Greenville by 12/31 to meet contract requirement					
1 Discussed requested approval of GCWDB to extend due date due to extenuating circumstances	PD	10/10/2017	Changed due date to 2/28/2018	Complete	Received GCWDB letter on 10/12/2017 changing due date.

Helping People Live Their Best Life

Next 30 Day Focus

Over the next 30 days, we will focus on the following:

- Reaching out to Faith Based Community in Spartanburg
 - Initial attempt resulted in two positive responses.
 - CCM Spartanburg and team will focus on large churches in priority of service neighborhoods
- PD and team will conduct 2nd Quarter MOU/IFA Quarterly Partner Meeting in both LWDA's
 - Focus on IFA and how invoicing/payments process has progressed
 - Partner Referral requirements
- Participating in SCDEW Programmatic, Financial, and ADA/EO Monitoring visit to Upstate on 27 Nov

Results of Last 30 Days

Over the last 30 days, we focused on the following:

- Establishing a functional and productive Monthly Community Partner Meeting in Greenville
 - Accomplished. Held one meeting and next one scheduled for 17 November
- Completing a mandatory SCDEW training on Partner Referrals
 - Partner Referral Training on mandated partners and programs in SC One-Stop systems
 - All center staff and partners must attend
 - Comprehensive Center Manager and SCDEW Regional Managers will work together to complete
- Accomplished. Conducted on 1 November with staff and partners from both WDA's

ResCare Monthly Briefing Report

- Begin preparations and reviews to ensure best practices and quality workmanship is discovered by SCDEW in the November WIOA Programmatic, Financial, and EO/ADA Monitoring Visit
- *In process. Staff doing record reviews, led by CCM Spartanburg*

Innovation

Two specific projects are of note this reporting period.

- A new SC Works Upstate Welcome video has been completed. We have a version with several success stories included (about 6 minutes) and one without (bit over 1 minute). Final touches are being accomplished and it should be out to our website within days.
- The Spartanburg comprehensive center will be getting a new, modern look in the coming months. Quotes are being obtained, ideas are flowing, and the future is looking modern and bright!

Thank you for the opportunity to serve Greater Upstate!

I hope this monthly briefing report has been insightful to the work being performed by ResCare Workforce Services. If you have any questions or concerns, please contact Douglas J. Stephenson, Greater Upstate Project Director, at 864.764.1976 or douglas.stephenson@rescare.com or Rochelle Brown, Regional Director, at 846.346.0047 or rochellebrown@rescare.com.

PY17
Arbor Grants

		TOTAL		Current %		33%	
Grant		thru October 31, 2017 Expenditures		Budget		Variance	
							% of Budget
	IWT 16M903IWT01-UWB #16IWT03 (9-30-17)	\$	79,725.80	\$	80,113.00	\$ 387.40	99.52%
	IWT 16M903IWT02-UWB #16IWT03-02 (4-1-18)	\$	38,573.04	\$	38,734.00	\$ 160.96	99.58%
	Re-Entry 16M903RET01-UWB #16RET01 (11-1-18)	\$	76,010.17	\$	170,420.00	\$ 94,409.83	44.60%
	Transportation 16TDG03 (12-31-18)	\$	-	\$	100,000.00	\$ 100,000.00	0.00%
	RR 17M903RRIWT05-UWB #17RRIWT05 (7-31-18)	\$	-	\$	49,980.00	\$ 49,980.00	0.00%
	IWT 17M903IWT03-UWB #17IWT03 (10-31-18)	\$	-	\$	165,000.00	\$ 165,000.00	0.00%
Totals		\$	194,308.81	\$	604,247.00	\$ 409,938.19	32.16%

**Upstate Workforce Board
Profit & Loss Budget vs. Actual
July through October 2017**

Arbor				
33% of PY17				
	<u>Jul - Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Grants Received	1,309,265.35	1,309,265.35	0.00	100.0%
Total Income	1,309,265.35	1,309,265.35	0.00	100.0%
Expense				
Administration				
Dues, Prof fees, Subscriptions	1,100.00	1,500.00	-400.00	73.33%
Fringes	28,734.84	106,843.74	-78,108.90	26.89%
Indirect Cost	28,124.81	78,460.10	-50,335.29	35.85%
Management Fee	24,003.20	72,009.59	-48,006.39	33.33%
Salaries	147,892.38	430,107.50	-282,215.12	34.39%
Total Administration	229,855.23	688,920.93	-459,065.70	33.37%
Operating Expenses				
Computers and Software	1,154.31	17,085.00	-15,930.69	6.76%
Contract/Consulting Services	10,427.13	33,052.52	-22,625.39	31.55%
Equipment Rental	1,505.20	4,680.00	-3,174.80	32.16%
Mileage	3,862.44	11,000.00	-7,137.56	35.11%
Misc. & Facilities Costs	4,268.64	11,095.08	-6,826.44	38.47%
Office Supplies	1,553.56	6,471.98	-4,918.42	24.0%
Outreach	597.00	2,000.00	-1,403.00	29.85%
Postage	179.38	1,050.00	-870.62	17.08%
Printing Supplies	1,045.95	6,320.00	-5,274.05	16.55%
Professional Development	2,350.00	4,190.00	-1,840.00	56.09%
Rent	50,652.82	75,000.00	-24,347.18	67.54%
Telephone	4,941.10	13,654.80	-8,713.70	36.19%
Travel-Out of Town	748.90	4,425.00	-3,676.10	16.92%
Utilities	3,815.23	10,320.04	-6,504.81	36.97%
Total Operating Expenses	87,101.66	200,344.42	-113,242.76	43.48%
Supportive Services				
Books, Tools, Uniforms, Fees	1,199.72	2,100.00	-900.28	57.13%
Childcare	1,300.00	2,000.00	-700.00	65.0%
Other Emergency Support	964.80	1,000.00	-35.20	96.48%
Transportation	3,142.00	24,900.00	-21,758.00	12.62%
Total Supportive Services	6,606.52	30,000.00	-23,393.48	22.02%
Training Expenses				
Instructional Training	48,005.78	301,200.00	-253,194.22	15.94%
OJT Training	35,367.45	60,000.00	-24,632.55	58.95%
Work Experience	18,460.06	28,800.00	-10,339.94	64.1%
Total Training Expenses	101,833.29	390,000.00	-288,166.71	26.11%
Total Expense	425,396.70	1,309,265.35	-883,868.65	32.49%
Net Income	883,868.65	0.00	883,868.65	100.0%

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

Meeting Date	December 6, 2017
Contact for Questions and Concerns	<p>Mr. Curtis Anderson - 864.205.9824 Email: cnanderson1984@gmail.com</p> <p>Ms. Simone Mack-Orr – 864.596.2028 Email: mack@upstateworkforceboard.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • Financial Update • Work-based Learning • Youth Program Reports/Dashboards (ACHIEVE Program & The YouthStop)
Action Taken	Discussion
Results and Outcomes	<p><u>Financials</u> Mr. Brent Bishop reported that both YouthStop and the ACHIEVE programs are tracking very well. He reviewed the budgets for October 2017. There were no additional questions or concerns.</p> <p><u>Work-based Learning Update</u> Mr. Brent Bishop reported that now 20% of the overall program funds must be spent on work based learning. Numbers are still a little low when it comes to Work based learning expenditures. The state report is now tracking monthly spending. Overall through January 2017 we should be higher than half way, but he stated that each month's activity is different. Mr. Bishop stated he has been reassured by both programs that our numbers will be met before the year is out and will continue to track this closely.</p> <p><u>Youth Program Reports/Dashboards</u> Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the <i>Just in Time</i> report and the Dashboard for January, including enrollment (carryover and new), statistics and performance, work experiences/training, leadership projects and several other program highlights. Ms. Merriweather confirmed that they had enough worksites set up and has enrolled 80%. Ms. Merriweather highlighted one of her students, Ja'Leisha Fuller for receiving the Drum Major award as Volunteer of the year award for the Hope Center for Children. Ms. Merriweather also stated that they are also now partnering with Adult Education to do TABE testing. Mr. Anderson asked about low numbers on Dashboard for Cherokee County and wanted to make sure Cherokee was receiving attention and Ms. Merriweather confirmed that participant numbers were increasing.</p>

	<p>Ms. Kathy Bell, Director of The YouthStop, reviewed the <i>Just in Time</i> reports and Dashboards for January, including highlights about certificate attainment, successful placement, and skill gains attainment. Ms. Bell stated that her work experience students were being paid \$7.25 and she would like to increase their participants pay to \$9.00 which is still very low. Ms. Angermeier stated that it was fine to increase the pay rate because the modification does not need a board vote and will also create a consistent pay grade across both youth programs.</p> <p><u>Other Business</u></p> <p>The committee took time introduce themselves to our new to Jackie Taylor, who has taken Amanda Lucas' place with DEW.</p>
Items Referred for Board Action	No items were referred for board action at this time.
Website Reference	www.upstateworkforceboard.org



AGENDA

YOUTH COMMITTEE MEETING

December 6, 2017

8:30 a.m.

YouthStop

- Welcome Mr. Curtis Anderson
- Financial Update Mr. Brent Bishop
- Work-based Learning Mr. Brent Bishop
- Youth Program Reports/Dashboards
 - USC Upstate ACHIEVE Program
 - The YouthStop
- Other Business & Adjourn

Next Meeting Date: February 7, 2018

Our Mission Statement:

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

ACHIEVE
Profit & Loss Budget vs. Actual
July through October 2017

ACHIEVE					
	33% of PY17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		364,476.00	364,476.00	0.00	100.0%
Total Income		364,476.00	364,476.00	0.00	100.0%
Expense					
Indirect Costs		6,935.47	20,905.46	-13,969.99	33.18%
Instructional Trng. & Sup. Svs.		4,000.55	43,030.21	-39,029.66	9.3%
Operating Expenses		797.49	30,592.08	-29,794.59	2.61%
Staff Salaries & Fringe Benefit		81,895.26	253,533.25	-171,637.99	32.3%
Work Based Learning		0.00	16,415.00	-16,415.00	0.0%
Total Expense		93,628.77	364,476.00	-270,847.23	25.69%
Net Income		270,847.23	0.00	270,847.23	100.0%

YouthStop
Profit & Loss Budget vs. Actual
July through October 2017

YouthStop					
	33% of PY17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		417,630.17	417,630.17	0.00	100.0%
Total Income		417,630.17	417,630.17	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		4,834.00	20,158.50	-15,324.50	23.98%
Operating Expenses		28,739.00	75,161.23	-46,422.23	38.24%
Staff Salaries & Fringe Benf.		97,779.38	307,310.44	-209,531.06	31.82%
Work Based Learning		0.00	15,000.00	-15,000.00	0.0%
Total Expense		131,352.38	417,630.17	-286,277.79	31.45%
Net Income		286,277.79	0.00	286,277.79	100.0%



A Program of the Upstate Workforce Development Board
Serving Cherokee, Spartanburg and Union
www.upstateworkforceboard.org

PARTICIPANT LEADERSHIP DEVELOPMENT

- The participants have been busy developing résumés and practicing workplace skills, including WorkKeys. They are preparing for Job Internships and learning soft skills.
- The counselors, Brad Peterson and Cheryl Owens, continued group workshops throughout the month.
- Students and staff continued the community based service through delivering Mobile Meals.
- Rita Monroe with Kelly Services did a workshop for the participants to discuss interviewing skills, appropriate dress, soft skills and host of other employability topics.
- Participants toured Spartanburg Community College.

STAFF DEVELOPMENT

- October 4—Helen Merriweather attended the Safety Net meeting and heard two presentations: Grow, a Spartanburg Housing Authority initiative, and The Haven spoke of upcoming changes and new goals.
- October 5—Helen Merriweather attended the Grantee Meeting to discuss goals and give program updates.
- October 5—Helen Merriweather and Elyse Miller, Adult Education Transition Specialist, met to discuss increase partnering efforts for our co-enrolled participants.
- October 18—Helen Merriweather attended the Workforce Board Youth Committee meeting to provide updates from the youth programs and other Workforce Board staff. The meeting was held at The YouthStop.
- October 20—Ranee Standberry attended the Spartanburg SC Works partner meeting. Kevin Boniface with Commission for the Blind spoke.
- October 23—Helen Merriweather attended the Mary Black Foundation committee meeting (CAB) for the prevention of teen pregnancy. The Connect website was discussed along with upcoming year strategies.
- October 24—Susan Griffith attended the Cherokee County SC Works partner meeting. Kristen Smith, site supervisor with Cherokee/Union County DHEC discussed various topics, one being information on Choose Well.
- October 24—Helen Merriweather attended the Union County SC Works partner meeting. The Palmetto College, the online degree program for University of South Carolina, discussed eligibility and enrollment process.
- October 25—Ranee Standberry attended the Spartanburg Youth Council meeting and heard the Chamber of Commerce speak of the \$4.5 million initiative.

OUTREACH

- October 10—ACHIEVE staff was invited by the Pacolet Branch Library to present ACHIEVE's services with concentration on the purpose of WorkKeys and practice interviewing skills.

Just In Time Report

Job Internships Underway

ACHIEVE spends at least 20% of its overall budget on job internships for its youth participants. Youth learn job skills, and just as importantly, have hands-on experience learning soft skills. Participants have completed one OJT, one job internship with two more on-going. Four business partners have agreed to hire and/or mentor ACHIEVE's youth:

Davis Services, Incorporated
Spartanburg YMCA
Palmetto Paws Pet Salon and Spa
St. Luke's Medical Clinic

For the next three calendar quarters, other ACHIEVE youth will be able to perform a job internship in an area of interest. We look forward to their opportunity and successful outcomes.

While the Upstate Workforce Board funds ACHIEVE, ACHIEVE is administered by USC Upstate. Upstate oversees the grant and operates as ACHIEVE's fiscal agent.



ACHIEVE is thankful to our most recent community grants that have supported our counseling services: Episcopal Church of Advent, United Way Youth Philanthropy and, most recently, the Downtown Rotary Club.



Meet Ella Colston, ACHIEVE's first Goodwill SCSEP. Ella will be assisting staff in data entry and office duties. ACHIEVE brought two AARP SCSEPs on staff last year.

Pre-Enrollment testing and WIOA Orientation every Thursday at 12:30pm ACHIEVE location.

Cherokee and Union County testing by appointment: Call to schedule.

ACHIEVE is co-located with SC Works Spartanburg at the SCC Downtown Campus.

<https://www.uscupstate.edu/outreach/achie>

USC Upstate ACHIEVE Program Progress Report PY17 July 1, 2017--June 30, 2018

10/31//2017

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	5	8	6	10									29
Pending Applications	4	4	4	3									15
Eligible WIOA Applicants	2	3	3	3									11
Referrals to other agencies	8	7	6	4									25
Carryover (Prev. Yr)	28	NA	NA	40									NA
New Enrollments	1	2	2	3									29
New enrolls BSD--rdg and/or math	1	1	2	3									7
Total Active End of Quarter	NA	NA	35	NA									NA
Total Served (New, CO)	29	31	33	36									NA
Exiters entering FolUp-2nd/4th	0	0	15	0									15
Placed in Empl/College/Adv Trng	0	0	10	0									10
GEDs Earned	2	1	0										3
Occupational Credentials Earned	20	0	4	0									24
Attaining L/N in at least 1 subj	0	1	1	1									3
WorkKeys Earned	1	1	2	1									5
Resumes	3	3	1	2									9
Work Experiences Completed	1	0	0	1									2
Driver's Ed	0	0	0	0									0

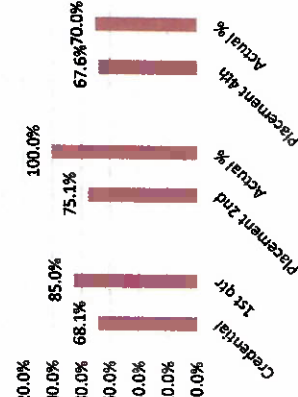
Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

10/31/2017

Cost Category	Budget	YTD Expense	YTD %
Staff/Fringe	\$ 198,775.07	\$ 58,552.81	
Operating	\$ 30,592.08	\$ 797.49	
Indirect	\$ 16,524.81	\$ 5,068.07	
Instructional Trng	\$ 13,550.00	\$ 3,600.00	
Supportive Services	\$ 29,480.21	\$ 400.55	
Work-Based Learning	\$ 75,553.83	\$ 25,209.85	
Total	\$ 364,476.00	\$ 93,628.77	25.70%

Accruals (\$10,864.25):
Operating Exp--\$6551.09
WBL--\$2,206.63
SS--\$106.53

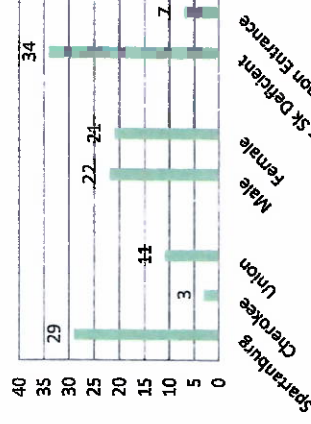
PY17
(July 1, 2017-- Sept 30, 2017)



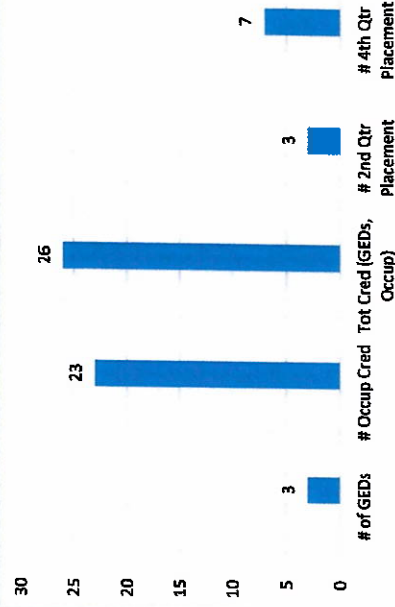
WIOA Measures are preliminary and based on applicable quarters.

Demographics of Total Served--43
(Follow-up not included)

PY17
7/1/17--11/7/17



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



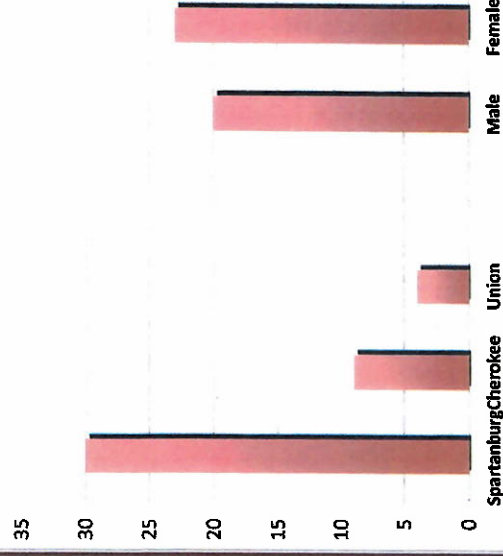
Year to Date: Participants may have more than one credential, but only one is counted per participant in outcome. All credentials are reflected here.

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	26	61	57	48									192
# Of applications received	3	2	10	3									18
# Of academically eligible	3	2	10	3									18
# Of eligible WIOA applicants	n/a	0	5	n/a									5
# Of referrals to other agencies	2	6	0	3									11
# Of carryovers (Prev. Yr or Mo)	n/a	36	36	38									38
# Of new enrollments	0	0	2	5									7
% Of Enrollment Benchmark	n/a	65%	69%	78%									78%
Total active end of month	36	36	38	43									43
# Of exiters entering follow-up	0	0	0	14									14
# Placed in empl/college/adv trng	13	7	4	12									36
# Of diploma's earned	0	0	0	13									13
# WorkKeys platinum earned	0	0	0	0									0
# WorkKeys gold earned	0	0	0	0									0
# WorkKeys silver earned	0	3	1	3									7
# WorkKeys bronze earned	0	0	0	0									0

The YouthStop™ Demographics



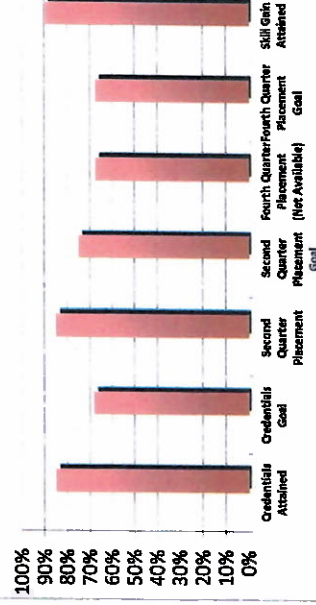
Total Served YTD 43 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 228,607	\$ 75,427	33%	33%
Operating	\$ 75,161	\$ 28,739	33%	38%
Instructional Training	\$ 10,990	\$ 4,504	33%	4%
Work Based Learning	\$ 93,704	\$ 22,353	33%	24%
Supportive Service/Incentives	\$ 9,169	\$ 330	33%	3%
Total	\$ 417,631	\$ 131,353	33%	31%

Invoices through: 10/31/2017

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

Performance



Odds 'n Ends



Kassidy Miller completed work readiness during October and is in the process of setting up a work experience with the Spartanburg city police.

Three **new** participants were certified in October from Spartanburg County. These **participants** are a part of the recovery program **offered** through The YouthStop™ at Dorman High School, which allows students between the ages of 17 -21 to re-enroll in high school and work toward a SC diploma. Services are delivered on-site at DHS and include all elements of WIOA programming.

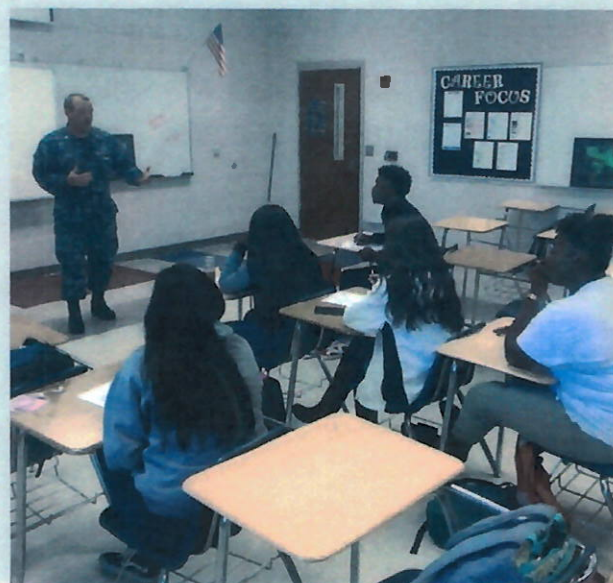
Workshops **were** offered during the month of October in all three

counties of service. The general focus is on soft skills needed for the workplace. Additional workshops **are** offered on personal development and are usually **gender-specific**.

Group and individual counseling continued throughout October.

Participants in Cherokee County attended College Application Day. Helpers were available to assist each individual with the application process. Spartanburg Community College offered fee waivers to each applicant.

Armed forces recruiters met with participants to discuss career opportunities and entry requirements in the US military.



A recruiter from the United States Navy spoke to participants about career pathways, training and educational options, and daily life as a member of the navy.

Recruiters visit participants as part of our career exploration series.

Staff Development

Kathy E. Bell and Michelle W. Hawkins attended the Youth Committee meeting on October 18. The meeting was held at the The YouthStop™ and included discussions on training opportunities and in-demand careers.

On October 19, Alice Lang of the Upstate Workforce Board, visited the site of The YouthStop™ recovery program at Dorman High School. She sat in on a participant workshop and met with staff to learn more about services and programming.

James R. Cox attended the SC Works Union Partner Meeting on October 24 and heard discussion about the Palmetto College program at USC Union.

Shannon D. Wilkins attended the Spartanburg Youth Alliance Meeting on October 27 at the main branch of the Spartanburg County Library. The group heard a presentation focusing on the OneSpartanburg initiative at the Spartanburg Area Chamber of Commerce.

The YouthStop™
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**UPSTATE WORKFORCE BOARD
DISABILITIES COMMITTEE MEETING
Committee Summary**

Meeting Date	December 14, 2017 at 8:30 a.m.
Contact for Questions and Concerns	<p>Ms. Jennie Thomas, Committee Chair – 864.249.8030 Email: jthomas@scvrd.state.sc.us</p> <p>Ms. Dana Wood – 864.596.2028 Email : wood@upstaterworkforceboard.org</p>
Action Taken	<i>Discussion and Planning</i>
Results and Outcomes	<p><u>Welcome and introductions</u></p> <ul style="list-style-type: none"> Ms. Jennie Thomas, Committee Chair, welcomed committee members. <p><u>ADA Compliance Review</u></p> <ul style="list-style-type: none"> Ms. Dana Wood discussed the upcoming ADA compliance evaluation of all the Upstate facilities per SCDEW request (by instruction letter). This review will be a very comprehensive inspection of all facilities as opposed to the annual review done internally. Ms. Wood shared that the UWB has chosen ABLE SC to perform the reviews in January which will give the UWB over a month to correct any issues. The reviews are due to SCDEW no later than March 31, 2018. Any findings will be shared with the committee. <p><u>PY17 Event Planning</u></p> <ul style="list-style-type: none"> The committee discussed next year's event with Invisible Disabilities being the targeted theme. The event will be held on Friday, May 11, 2018, at the Spartanburg Community College Tyger River Campus. Mr. Chuck Ewart has agreed to return as the moderator. Committee members agreed to host a panel of experts in the following focus areas: PTSD (Veterans), Intellectual Disabilities, Asperger's/Autism and Depression/Anxiety. Vendors suggested: Vocational Rehabilitation, Charles Lea, Veterans Administration, ABLE SC, Project HOPE, Mental Health, SHRM, Forrester Center, Alcohol and Drug Abuse Commission, and Greer Mental Health. Ms. Wood stated that she would apply through SHRM for HRCI credits. Assignments for February: Have all speakers/vendors identified and/or confirmed. Ms. Jennie Thomas will speak with Greer Mental Health and Project HOPE, Ms. Dana Wood will explore Veterans contacts and also the Alcohol and Drug Commission. Ms. Dana Wood will ensure the UWB budget will cover expenses and no fees need to be charged. Ms. Dana Wood will apply to offer SHRM and/or HRCI credits.
Items Referred for Board Action	None
Website Reference	www.upstaterworkforceboard.org



**Upstate Workforce Board
Disabilities Committee Meeting**

December 14, 2017

8:30 a.m.

The Bryant Center

Facilitated by Ms. Jennie Thomas, Committee Chair

8:30 AM

Welcome & Introductions

8:40 AM

Facility Review Update

9:00 AM

Event Brainstorming/Ad Hoc Committee Assignments/Updates

9:25 AM

Other Business and Adjourn

Next Meeting Date:

February 22, 2018