



Upstate Workforce Investment Board Regular Meeting

Thomas E. Hannah YMCA

January 21, 2015

8:30 AM

Welcome and Introductions

Approval of the November 17, 2014 Meeting Minutes

Mr. David Wall

8:40 AM

Special Presentation

Officer Chris Roberts
City of Spartanburg Gang Investigator

9:10 AM

OneStop Committee Report

Mr. Craig Jacobs
Committee Chair

9:25 AM

Funding Oversight Committee Report

Mr. Jim Cook
Committee Chair

9:40 AM

Youth Alliance Report

Ms. Theresa Perry
Committee Chair

9:55 AM

Executive Director's Report

Ms. Ann Angermeier

Other Business and Adjourn

THE UPSTATE WORKFORCE INVESTMENT BOARD MEETING MINUTES

Date of Meeting:
Time of Meeting:
Place of Meeting:

November 17, 2014
8:30 a.m.
Thomas E. Hannah YMCA

ATTENDANCE: 84%

Board Members Present:

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Ryan Childers
Mr. Jim Cook
Ms. Johnnie-Lynn Crosby
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Betty Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Theresa Perry
Ms. Cherie Pressley
Ms. Jennie Thomas
Mr. David Wall
Ms. Martha Young

Board Members Absent:

Ms. Liberty Canzater
Mr. Chuck Ewart
Ms. Kimberly Gist
Ms. Lisa Morris
Lt. Mark Rockwell
Mr. Carter Smith
Ms. Lou Stackhouse
Mr. Buddy Waters

Guests Present:

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

WIB Staff Present:

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

Welcome and Opening Remarks:

Mr. David Wall, board chair, called the meeting to order at 8:30 a.m. and welcomed those in attendance.

Minutes Approved:

The September 15, 2014, meeting minutes were reviewed. *Mr. Wayne Gregory made a motion to approve the minutes as written. Ms. Martha Young seconded the motion. The motion carried. There were no abstentions.*

Special Presentation:

Ms. Cherie Pressley presented the board with the Upstate Regional Education Center Gap Analysis Report. She explained how the information was gathered, what the different components meant, and what the results mean for businesses and the future workforce.

OneStop Oversight Committee Report:

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The committee met on October 15, 2014. There were no items that required board action. Mr. Jacobs stated that there are still concerns related to the Upstate Workforce Investment Board's (Upstate WIB) relationship with the

South Carolina Department of Employment and Workforce (SCDEW) and whether local service delivery is in compliance with the Workforce Investment Act and Regulations due to SCDEW's decision not to co-locate into the SC Works Upstate center, as well as not providing mandated services within the centers. A letter was sent to the Department of Labor (DOL) Director requesting an audit of the local OneStop system as a whole. The committee also recommended that an independent audit be conducted. As of the board meeting date, there had been no response from DOL on this issue.

Funding Oversight Committee Report:

Mr. Jim Cook, committee chair, reported for the Funding Oversight Committee. The committee met on November 4, 2014 and reviewed the end-of-the-year and the year-to-date budgets. The committee had the following requests for approval from the Board:

- *The Funding Oversight Committee recommends approval for an Upstate WIB Office budget modification with the following line item changes:*
 - a. *Special Projects: adding \$8,000 to the line item in order to execute an Economic/Manufacturing Summit.*
 - b. *Special Projects: adding \$6,000 to the line item in order to conduct a third-party review/assessment of the One Stop System.*
 - c. *Professional Development: adding \$4,000 to the line item in order to allow Upstate WIB staff and board members the opportunity to attend the National Association of Workforce Board Conference (NAWB) and/or conduct other WIOA preparatory training.*

There were no abstentions. The motion carried.

- *The Funding Oversight Committee recommends approval for the Arbor SC Works budget modification request, which includes the following changes:*
 - a. *Transferring 15.84% of funds from the Dislocated Worker to Adult funding stream.*
 - b. *Salaries: increase the line item by \$44,102.89 in order to add a Business Services Manager, a Union Center Manager, and a Union Part-Time Business Services Consultant.*
 - c. *Mileage: increase by \$2,700 due to increased travel and community outreach efforts.*
 - d. *Equipment Rental: increase by \$300 due to a projected annual expense rate increase.*
 - e. *Contract/Consulting Services: increase by \$7,947.20 to provide external IT consulting support.*
 - f. *Budget modifications to the noted line items also increase the Fringes, Indirect and Management Fee line items.*
 - g. *Total contract increase: \$77,131.97, for a grand total contract amount of \$1,554,248.65.*

Ms. Johnnie-Lynn Crosby abstained. The motion carried.

- *The Funding Oversight Committee recommends that the board grant the Upstate WIB staff authority to submit any additional fund transfer requests to the SCDEW as needed throughout the year.*

There were no abstentions. The motion carried.

Youth Alliance Report:

Ms. Theresa Perry, committee chair, reported for the Upstate Youth Alliance (UYA).

The UYA met on October 24, 2014 with Officer Chris Roberts from the Spartanburg Police Department as the guest speaker. Officer Roberts spoke to the UYA about gang activity in Spartanburg.

During the meeting there were program updates from the USC Upstate Achieve and YouthStop programs. The committee had no items that required board action.

Ms. Perry asked Ms. Dana Wood to inform the board about the new Upstate WIB Healthy Food Policy.

Ms. Wood stated that any time food is provided for youth it must meet the guidelines within the policy.

The policy eliminates fried foods, and recommends baked chips, fruit, protein, and healthier snacks. Ms. Wood stated that the students have been very receptive to this change.

Ms. Wood also updated the board on recent Youth Leadership activities.

Executive Director's Report:

Ms. Ann Angermeier reported that there was a recent newspaper article regarding Project Search. She stated that while she and Ms. Perry initiated the program at Spartanburg Medical Center, neither the Upstate WIB nor Ms. Perry were mentioned in the article. She noted her disappointment.

Ms. Angermeier congratulated Mr. Cook on the Rincon Company coming to Blacksburg. This company will add approximately 200 jobs in Cherokee County.

Ms. Angermeier told the board about F3 Engineering coming to Spartanburg bringing approximately 50 new jobs.

Ms. Angermeier thanked Ms. Pressley for being a good partner with the Upstate WIB in her role as the liaison between the Upstate WIB and the schools.

Other Business:

Mr. Cook informed the board that due to Ms. Wood's efforts the Cherokee County WorkReady Communities Initiative has reached 98% of its goal. It was also noted that Spartanburg County has reached 95% of their goal.

Mr. Wall told the board that the WIOA lunch and learn was very informative and those who were not able to attend that meeting should try to attend the next one. Ms. Angermeier's PowerPoint presentation has been added to the Upstate WIB website for the board to review prior to the next lunch and learn session.

Adjournment:

With no other business or discussion from the floor, the meeting was adjourned at 9:35 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for January 21, 2015 at 8:30 a.m. The venue is to be determined.

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

Meeting Date	December 17, 2014 12:00 p.m.
Contact for Questions and Concerns	Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com Ms. Brenda Connelly – 864.562.4444 Ext. 111 Email : bconnelly@upstatewib.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • November 2014 Dashboard • SC Works Upstate Update • DEW Issues Update
Action Taken	<ul style="list-style-type: none"> • Recommended that an email be sent to Mr. Winston Tompoe, US Department of Labor (USDOL), thanking him for organizing a telephone conference with the SC Department of Employment and Workforce (SCDEW) to discuss ongoing workforce delivery issues. The committee also recommended that an overview of the conference call be sent along with the email.
Results and Outcomes	<ul style="list-style-type: none"> • Ms. Brenda Connelly, Upstate WIB OneStop Services Coordinator, shared the SC Works Upstate November 2014 Dashboard with the committee. The dashboard was reviewed and briefly discussed. • Mr. Doug Stephenson, SC Works Upstate Project Director, updated the committee on some recent SC Works Upstate happenings. He reported that both the Bi-Lingual Career Consultant and the SC Works Union Center Manager positions had been filled. He stated that Mr. Ken Moon, SC Works Gaffney Center Manager, was in the process of creating a digital recording of a WIA orientation session. This video recording would be used for 1:1 orientations when a customer cannot attend a group session. Mr. Stephenson reported that SC Works Upstate had implemented a new “Next Steps” procedure for first time visitors so that their next steps would be clearly understood. Finally, Mr. Stephenson told the committee that SC Works Spartanburg would be hosting their first “HR Café” in January. He invited the committee members to attend. • Mr. Jacobs and Ms. Connelly updated the committee on the recent conference call organized by Mr. Winston Tompoe, US DOL. Mr. Jacobs stated that the call seemed to go very well. Ms. Connelly reported that Mr. Tompoe told SCDEW staff that they were operating out of compliance by operating independent of the SC Works comprehensive center. He also told SCDEW staff that it was the local area board’s decision to appoint a business services lead. He supported the Upstate WIB’s business services model and encouraged the SCDEW staff to cooperate with the local area to return to the account executive approach that worked so well in the area in the past. Ms. Connelly reported that the next steps would be to schedule a meeting with local SCDEW staff to discuss implementation of the new business services model and to resume PY14 RSA/MOU negotiations. A discussion ensued.
Items Referred for Board Action	None
Website Reference	www.upstatewib.org

Bringing Employers
and
Job Seekers
Together

SC Works Upstate

Monthly Report Card PY14
(November 2014)



DASHBOARD 11/01/2014 through 11/30/2014

	1st Quarter	AUG	SEP	OCT	NOV	DEC	3rd Quarter	FEB	MAR	APR	MAY	JUN	TOTAL
Total Center Traffic	3704	3417	3421	3464	2716	0	0	0	0	0	0	0	16722
WIA Traffic (Spartanburg 76, Gaffney 43, Union 28)	305	251	185	155	147	0	0	0	0	0	0	0	1043
UI Traffic (Spartanburg 74, Gaffney 234, Union 50)	604	468	379	452	358	0	0	0	0	0	0	0	2261
WP Traffic (Spartanburg, Gaffney, Union)	2733	2741	2870	2857	2211	0	0	0	0	0	0	0	13412
Total Unduplicated Center Traffic	1956	1953	1952	1841	1373	0	0	0	0	0	0	0	9075
# Scheduled for Orientation	79	54	68	57	59	0	0	0	0	0	0	0	317
# Attended Orientation	64	45	58	42	35	0	0	0	0	0	0	0	244
# of Workshops Offered	43	40	37	39	29	0	0	0	0	0	0	0	188
# Scheduled for Workshops	114	54	37	57	36	0	0	0	0	0	0	0	298
# of Workshop Attendees	87	58	27	26	16	0	0	0	0	0	0	0	214
New ADULT Enrollments	28	17	9	13	17	0	0	0	0	0	0	0	84
New DW Enrollments	5	2	4	3	1	0	0	0	0	0	0	0	15
Total Caseload	346	339	300	273	271	0	0	0	0	0	0	0	1529
Total NEW ADULT Training Activities Started Current Month													
215 Pre-Employment	24	63	11	13	16	0	0	0	0	0	0	0	127
300 Occupational	0	9	12	5	3	0	0	0	0	0	0	0	29
301 On the Job Training	0	0	0	0	4	0	0	0	0	0	0	0	4
327 GED	0	0	0	0	0	0	0	0	0	0	0	0	0
328 Non-ETPL	0	0	0	0	0	0	0	0	0	0	0	0	0
Total NEW DW Training Activities Started Current Month													
215 Pre-Employment	13	0	3	3	1	0	0	0	0	0	0	0	20
300 Occupational	0	0	2	2	0	0	0	0	0	0	0	0	4
301 On the Job Training	0	0	0	0	1	0	0	0	0	0	0	0	1
327 GED	0	0	0	0	0	0	0	0	0	0	0	0	0
328 Non-ETPL	0	1	0	0	0	0	0	0	0	0	0	0	1
Adults Beginning Training Current Month													
DWs Beginning Training Current Month	7	16	11	9	10	0	0	0	0	0	0	0	53
% New Clients vs Clients Entering Trng	27.3%	110.5%	130.8%	68.8%	66.7%								80.8%
# of New Job Orders Placed													
# of Jobs New Jobs Available	146	159	154	172	139	0	0	0	0	0	0	0	770
# Entered Employment	700	1438	575	557	538	0	0	0	0	0	0	0	3808
# Entered Employment	80	34	72	72	79	0	0	0	0	0	0	0	337

CAREER CONSULTANT CASELOADS:

Nancy Wilson - 100
Queen Bratton - 72
Sheila Anderson - 79
Tiffany Hudgins - 17
Melika Jones - 3

CENTER TRAFFIC:

Location PY14 PY13 Change
Cherokee 1042 1531 -489
Spartanburg 1088 3401 -2313
Union 586 773 -187

TRAINING PROVIDERS AND PROGRAMS

Provider	Training Program/Number of enrollees
Cooper Standard	Mfg. Associate (OJT) 2
Dollar General	Gen. Whse. Worker (OJT) 2
Anduran	Trim Tech/Process Op. (OJT) 1
TDI	CDL 2
Arclabs	Welding 1

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

Meeting Date	<i>January 6, 2015, 8:30 a.m.</i>
Contact for Questions and Concerns	<p>Mr. Jim Cook – (864) 206-2804 Email: Cookj@sccsc.edu</p> <p>Ms. Natalia Swanson – (864) 596-2028 Email : nswanson@upstatewib.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>The committee reviewed year-to-date budget reports for Arbor (SC Works and Rapid Response Grants), both Youth Programs, and the Upstate WIB Office (expenditures through November 30, 2014).</i> • <i>The WIB staff presented a proposal for use of Program Year 2013 Incentive Funds.</i> • <i>The WIB staff presented a budget modification request for Arbor's SC Works grant.</i>
Action Taken	<ul style="list-style-type: none"> • The committee voted on the proposed budget for Program Year 2013 Incentive Funds. • The committee voted on the modification request for Arbor's SC Works budget.
Results and Outcomes	<ul style="list-style-type: none"> • The committee reviewed year-to-date budget reports for Arbor (SC Works budget and Rapid Response Grants), the two Youth Programs, as well as the Upstate WIB Office report; there were no major concerns. • The committee discussed and approved the proposed budget for Program Year 2013 Incentive Funds. <ul style="list-style-type: none"> ○ The Upstate WIB was awarded \$1,911 for having met the Performance requirement of the Incentive Policy. ○ The committee approved the use of all of the award for Professional Development. • The committee reviewed and approved the proposed budget modification to the Arbor SC Works grant. <ul style="list-style-type: none"> ○ Training: Increasing the line item by \$100,000 to \$446,500. ○ Outreach: Decreasing the line item by \$6,000 to \$14,000 in order to support larger UWIB outreach efforts. ○ Telephone: Increasing the line item by \$5,000 to \$28,000 due to prospective impact of telephone system transition related to the DEW IT transition in Gaffney. ○ Contract/Consulting Services: Decreasing the line item by \$5,000 to \$13,495.84 to move the expected reduction in anticipated consulting costs to the Telephone line item. ○ Indirect: Decreasing by \$628.80 reflecting the line item impact due to the decrease in Outreach. ○ Management Fee/Profit: Increasing by \$5,437.46 reflecting line item impact due to overall increase in contract value.

<p>Items Referred for Board Action</p>	<ul style="list-style-type: none"> ○ Total program contract amount: \$1,653,057.31 • The committee recommends the proposed budget for Program Year 2013 Incentive Funds, designating the full grant amount of \$1,911 for professional development. • The committee recommends the budget modification request for the Arbor SC Works budget with the following changes: <ul style="list-style-type: none"> ○ Training: Increasing the line item by \$100,000 to \$446,500. ○ Outreach: Decreasing the line item by \$6,000 to \$14,000 in order to support larger UWIB outreach efforts. ○ Telephone: Increasing the line item by \$5,000 to \$28,000 due to prospective impact of telephone system transition related to the DEW IT transition in Gaffney. ○ Contract/Consulting Services: Decreasing the line item by \$5,000 to \$13,495.84 to move the expected reduction in anticipated consulting costs to the Telephone line item. ○ Indirect: Decreasing by \$628.80 reflecting the line item impact due to the decrease in Outreach. ○ Management Fee/Profit: Increasing by \$5,437.46 reflecting line item impact due to overall increase in contract value. ○ Total program contract amount: \$1,653,057.31
<p>Website Reference</p>	<p>www.upstategwib.org</p>

PY14

USC Upstate ACHIEVE

Expense	TOTAL				Current %	42%
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 109,660.08	\$ 270,385.16	\$ 160,725.08	40.56%		
Indirect Cost	\$ 10,186.65	\$ 22,548.62	\$ 12,361.97	45.18%		
Operating Expenses	\$ 7,606.50	\$ 36,124.80	\$ 28,518.30	21.06%		
Instructional Training	\$ 3,154.53	\$ 19,006.42	\$ 15,851.89	16.6%		
Work Readiness/Work Experience	\$ 1,199.96	\$ 8,986.63	\$ 7,786.67	13.35%		
Supportive Services: Transportation	\$ 3,056.01	\$ 17,111.30	\$ 14,055.29	17.86%		
Supportive Services: Child Care		\$ 3,000.00	\$ 3,000.00	0.0%		
Supportive Services: Other*	\$ 2,678.27	\$ 12,900.00	\$ 10,221.73	20.76%		
Total Expense	\$ 137,542.00	\$ 390,062.93	\$ 252,520.93	35.26%		

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

PY14
The YouthStop

Expense	TOTAL		Current %	42%
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget
Salaries & Fringe Benefits	\$ 111,417.84	\$ 300,581.77	\$ 189,163.93	37.07%
Operating Expenses	\$ 35,530.68	\$ 83,173.88	\$ 47,643.20	42.72%
Instructional Training	\$ 3,297.62	\$ 32,402.40	\$ 29,104.78	10.18%
Work Readiness/Work Experience Stipends	\$ 236.38	\$ 20,000.00	\$ 19,763.62	1.18%
Supportive Svcs: Transportation	\$ 128.00	\$ 5,500.00	\$ 5,372.00	2.33%
Supportive Svcs: Other*	\$ 3,617.20	\$ 41,200.00	\$ 37,582.80	8.78%
Total Expense	\$ 154,227.72	\$ 482,858.05	\$ 328,630.33	31.94%

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

PY14

Arbor: SC Works Upstate

Expense	TOTAL				Current %	42%
	thru November 30, 2014 Expenditures					
	Budget	Variance	% of Budget			
Salaries	\$ 190,943.94	\$ 579,903.08	\$ 388,959.14	32.93%		
Fringes	\$ 32,091.32	\$ 134,710.14	\$ 102,618.82	23.82%		
Temp Help		\$	\$	#DIV/0!		
Dues/Professional						
Mileage	\$ 501.56	\$ 800.00	\$ 298.44	62.7%		
Professional Development	\$ 5,776.03	\$ 16,704.48	\$ 10,928.45	34.58%		
Travel Out-of-Town	\$ 100.00	\$ 3,000.00	\$ 2,900.00	3.33%		
Training	\$ 130.02	\$ 2,700.00	\$ 2,569.98	4.82%		
Office Supplies	\$ 123,338.07	\$ 346,500.00	\$ 223,161.93	35.6%		
Outreach	\$ 6,450.46	\$ 12,000.00	\$ 5,549.54	53.75%		
Printing Supplies/Copier	\$ 3,455.75	\$ 20,000.00	\$ 16,544.25	17.28%		
Postage	\$ 569.65	\$ 2,500.00	\$ 1,930.35	22.79%		
Rent/Facilities Cost	\$ 512.91	\$ 1,000.00	\$ 487.09	51.29%		
Equipment Rental	\$ 26,200.00	\$ 136,650.00	\$ 110,450.00	19.17%		
Contracting/Consulting Svcs	\$ 2,151.80	\$ 5,300.00	\$ 3,148.20	40.6%		
Telephone & Data	\$ 1,129.04	\$ 18,495.84	\$ 17,366.80	6.1%		
Electric/Utilities	\$ 5,850.39	\$ 23,000.00	\$ 17,149.61	25.44%		
Bldg/Equipment M&R-Insurance-Janitorial	\$ 4,233.94	\$ 15,582.00	\$ 11,348.06	27.17%		
Supportive Services	\$ 4,669.69	\$ 17,474.36	\$ 12,804.67	26.72%		
Computers & Software	\$ 7,950.00	\$ 24,000.00	\$ 16,050.00	33.13%		
Indirect		\$ 4,600.00	\$ 4,600.00	0.0%		
Management Fee (Profit)	\$ 29,843.54	\$ 104,215.21	\$ 74,371.67	28.64%		
	\$ 31,485.04	\$ 85,113.54	\$ 53,628.50	36.99%		
Total Expense	\$ 477,383.15	\$ 1,554,248.65	\$ 1,076,865.50	30.71%		
Non-WIA RSA Reimbursements		\$	\$	0.00%		
Total WIA Expense	\$ 477,383.15	\$ 1,554,248.65	\$ 1,076,865.50	30.71%		

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 CLOSED	\$ 63,060.00	\$ 63,390.00	\$ 330.00	99.48%
Rapid Response IWT #13-02 CLOSED	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 15,003.84	\$ 77,181.30	\$ 62,177.46	19.44%
14M903IWT01-UWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
14RRIWT07 (9/14/15)	\$ -	\$ 65,320.00	\$ -	
Total Expense	\$ 89,688.84	\$ 430,126.30	\$ 340,437.46	#DIV/0!
			\$ 340,437.46	20.85%

PY14
WIB Office

						Current %	42%
Expense	thru		Regular Formula Funds	Incentive Grant 13INC	Total Budget	Variance	% of Budget
	November 30, 2014						
Salaries/Fringe/Indirect	\$ 173,545.29		\$ 498,325.00		\$ 498,325.00	\$ 324,779.71	34.83%
Temp Help	\$ 33,879.80		\$ 87,699.00		\$ 87,699.00	\$ 53,819.20	38.63%
Dues-Professional	\$ 5,028.15		\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 1,216.85	80.51%
Mileage	\$ 1,128.96		\$ 4,000.00		\$ 4,000.00	\$ 2,871.04	28.22%
Professional Development	\$ 8,800.13		\$ 14,000.00	\$ 2,645.00	\$ 16,645.00	\$ 7,844.87	52.87%
Office Supplies & Expense	\$ 2,596.98		\$ 9,000.00		\$ 9,000.00	\$ 6,403.02	28.86%
Copier Expense	\$ 1,534.79		\$ 4,000.00		\$ 4,000.00	\$ 2,465.21	38.37%
Advertising/Promotional/Outreach	\$ 2,799.99		\$ 10,500.00		\$ 10,500.00	\$ 7,700.01	26.67%
Printing	\$ 233.20		\$ 900.00		\$ 900.00	\$ 666.80	25.91%
Postage	\$ 209.14		\$ 800.00		\$ 800.00	\$ 590.86	26.14%
Rent-Spartanburg	\$ 23,258.64		\$ 50,035.00		\$ 50,035.00	\$ 26,776.36	46.48%
Consulting Services	\$ 1,644.36		\$ 3,650.00		\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 548.75		\$ 1,200.00		\$ 1,200.00	\$ 651.25	45.73%
Vehicle Parts	\$ 283.35		\$ 1,000.00		\$ 1,000.00	\$ 716.65	28.34%
Vehicle - Fuel, Oil, Lub	\$ 735.55		\$ 3,500.00		\$ 3,500.00	\$ 2,764.45	21.02%
Telephone/Fax	\$ 4,074.50		\$ 14,400.00		\$ 14,400.00	\$ 10,325.50	28.30%
Miscellaneous Expense	\$ 207.42		\$ 4,400.00		\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 763.94		\$ 19,400.00	\$ 600.00	\$ 20,000.00	\$ 19,236.06	3.82%
Computers/Software	\$ 2,533.60		\$ 3,500.00		\$ 3,500.00	\$ 966.40	72.39%
Miscellaneous Equipment	\$ 23.25		\$ 1,000.00		\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 263,829.79		\$ 734,909.00	\$ 5,890.00	\$ 740,799.00	\$ 476,969.21	35.61%
Rent-Spartanburg (Evans Building)	\$ 33,358.62		\$ 39,300.00		\$ 39,300.00	\$ 5,941.38	84.88%
Rent-Union SC Works	\$ 2,250.00		\$ 2,250.00		\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 35,608.62		\$ 41,550.00		\$ 41,550.00	\$ 5,941.38	85.70%
	\$ 299,438.41		\$ 776,459.00	\$ 5,890.00	\$ 782,349.00	\$ 482,910.59	38.3%

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

Date: 01/02/2015

Grant number: 14M903Q1-UWIB – Modification #3

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

Changes Requested:

Training (+\$100,000.00): Reflects a line item increase from \$346,500.00 to \$446,500.00 due to increased UWIB funding to support training needs.

Outreach (-\$6,000.00): Reflects a line item decrease from \$20,000.00 to \$14,000.00 due to UWIB request to support larger UWIB outreach efforts.

Telephone (+\$5,000.00): Reflects a line item increase from \$23,000.00 to \$28,000.00 due to prospective impact of telephone system transition related to DEW IT transition in Gaffney.

Contract/Consulting Services (-\$5,000.00): Reflects line item impact from \$18,495.84 to \$13,495.84 to move the expected reduction in anticipated consulting costs to the Telephone line item.

Indirect (-628.80): Reflects line item impact due to decrease in Outreach.

Management Fee (+5,437.46): Reflects line item impact due to overall increase in contract value.

Reason for modification:

This budget modification is requested to indicate addition of Training funds (as directed, \$65,000.00 added to Adult and \$35,000.00 added to Dislocated Worker Training Line item funding streams), reduction of Outreach to support UWIB Outreach efforts, and address anticipated need for increased communication costs in Gaffney.

For questions regarding this modification request, please contact:

NAME: Douglas J. Stephenson
TITLE: Project Director
EMAIL: douglas.stephenson@rescare.com
PHONE: 864-764-1976

FORMULA SUMMARY		PY14				
	MOD 3			MOD 3 PROPOSED BY ARBOR		
(WHOLE DOLLARS)						
Administration:	Budget		Proposed Modification	Modified Budget	% Diff	Explanation for Modification
Salaries	\$579,903.08		\$0.00	\$579,903.08	0.00%	
Fringes	\$134,710.14		\$0.00	\$134,710.14	0.00%	
Temp Labor	\$0.00		\$0.00	\$0.00	0.00%	
Dues, Prof fees, Subscriptions	\$800.00		\$0.00	\$800.00	0.00%	
Indirect Cost	\$104,215.21		-\$628.80	\$103,586.41	-0.60%	Impact due to reduction in Outreach funds
Management Fee	\$65,113.54		\$5,437.46	\$90,551.00	6.39%	Impact due to increase in total Contract Value
Operating Expenses:						
Professional Development	\$3,000.00		\$0.00	\$3,000.00	0.00%	
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00	0.00%	
Mileage	\$16,704.48		\$0.00	\$16,704.48	0.00%	
Office Supplies	\$12,000.00		\$0.00	\$12,000.00	0.00%	
Copier Supplies	\$0.00		\$0.00	\$0.00	0.00%	
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00	0.00%	
Postage	\$1,000.00		\$0.00	\$1,000.00	0.00%	
Telephone	\$23,000.00		\$5,000.00	\$28,000.00	21.74%	Impact of telephone system transition related to DEW IT
Rent	\$136,650.00		\$0.00	\$136,650.00	0.00%	
Equipment Rental	\$5,300.00		\$0.00	\$5,300.00	0.00%	
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36	0.00%	
Utilities	\$15,582.00		\$0.00	\$15,582.00	0.00%	
Contract Consulting Services	\$18,495.84		-\$5,000.00	\$13,495.84	-27.03%	Impact due to movement of funds to Telephone line item
Outreach	\$20,000.00		-\$6,000.00	\$14,000.00	-30.00%	Impact due to change in UWIB requested line item
Computers & Software	\$4,600.00		\$0.00	\$4,600.00	0.00%	
Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Training Expenses:						
Instructional Training	\$346,500.00		\$100,000.00	\$446,500.00	28.86%	Impact due to increased UWIB funding to support training needs
Training supplies	\$0.00		\$0.00	\$0.00	0.00%	
Supportive Services:						
Transportation-Special Projects	\$24,000.00		\$0.00	\$24,000.00	0.00%	
Child Care	\$0.00		\$0.00	\$0.00	0.00%	
Other Emergency Support	\$0.00		\$0.00	\$0.00	0.00%	
Total	\$1,554,248.65		\$98,808.66	\$1,653,057.31	6.36%	
Non-WIA Resource Sharing Reimbursements - Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Total WIA GRANT COST	\$1,554,248.65		\$98,808.66	\$1,653,057.31	6.36%	

PY 2013 WIA Annual Report Summary

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	67.4	103.2%	69.6	75.3	104.9%	79.0	73.8	90.1%	66.5	74.5	108.7%	81.0	67.2	99.6%	66.9	68.5	97.2%	66.6	64.0	108.8%	69.6
*Attainment of Degree or Certificate	Youth (14-21)	68.4	105.6%	72.2	77.7	109.8%	85.3	74.4	89.6%	66.7	75.0	110.6%	83.0	66.5	87.4%	58.1	65.0	89.5%	58.2	77.0	97.7%	75.3
***Literacy or Numeracy Gains	Youth (14-21)	53.6	111.6%	59.8	65.3	126.3%	82.5	55.0	91.7%	50.4	68.0	138.1%	93.9	53.0	99.1%	52.5	50.0	106.8%	53.4	61.5	105.4%	64.8
*Entered Employment Rate	Adults	69.7	104.0%	72.5	69.1	106.5%	73.6	71.0	93.9%	66.7	71.7	105.9%	75.9	70.5	104.8%	73.9	75.4	103.2%	77.8	66.7	99.3%	66.3
	DW	73.9	107.6%	79.5	71.2	102.1%	72.7	80.0	102.6%	82.1	75.0	110.3%	82.7	76.4	101.6%	77.6	85.2	97.7%	83.2	75.5	105.1%	79.4
**Retention Rate	Adults	86.4	99.3%	85.8	88.8	97.0%	86.2	83.8	101.7%	85.2	91.0	99.5%	90.6	87.1	98.3%	85.6	89.5	92.3%	82.6	86.0	98.2%	84.5
	DW	91.5	101.0%	92.4	93.3	100.9%	94.1	92.0	103.3%	95.1	96.3	97.2%	93.6	94.4	99.6%	94.0	90.7	99.9%	90.6	90.1	101.7%	91.7
**Average Earnings	Adults	10,514	105.2%	\$11,064	11,538	89.3%	\$10,305	10,063	91.8%	\$9,243	12,192	91.8%	\$11,190	11,889	91.5%	\$10,877	10,769	108.3%	\$11,659	11,054	96.6%	\$10,681
	DW	15,100	95.7%	\$14,449	14,908	89.2%	\$13,296	13,621	103.5%	\$14,098	15,643	88.4%	\$13,836	17,319	81.1%	\$14,045	15,000	106.9%	\$16,031	17,800	90.1%	\$16,035

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynchies			Waccamaw			Lowcountry		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	66.0	119.8%	79.1	67.4	111.9%	75.4	63.3	90.8%	57.5	63.6	96.7%	61.5	74.8	110.8%	82.9	67.4	83.1%	56.0
*Attainment of Degree or Certificate	Youth (14-21)	80.0	113.8%	91.1	64.0	102.2%	65.4	65.0	111.7%	72.6	65.6	98.5%	64.6	72.0	102.5%	73.8	68.6	94.2%	64.7
***Literacy or Numeracy Gains	Youth (14-21)	64.3	113.0%	72.6	50.9	93.1%	47.4	57.5	107.3%	61.7	51.9	110.1%	57.1	51.9	130.4%	67.7	50.0	120.7%	60.3
*Entered Employment Rate	Adults	66.3	102.1%	67.7	66.3	101.3%	67.2	66.9	109.9%	73.5	69.7	110.6%	77.1	72.4	108.7%	78.7	67.3	111.4%	75.0
	DW	72.6	104.2%	75.6	76.0	96.3%	73.2	75.4	107.5%	81.1	71.0	116.6%	82.8	78.1	109.1%	85.2	72.0	108.5%	78.1
**Retention Rate	Adults	85.6	102.8%	88.0	87.5	93.9%	82.2	84.3	106.1%	89.5	89.1	96.4%	85.9	85.8	104.5%	89.6	85.9	89.6%	77.0
	DW	92.0	100.9%	92.9	91.4	94.4%	86.3	92.1	102.5%	94.4	91.5	101.3%	92.7	91.7	101.4%	92.9	87.3	101.2%	88.4
**Average Earnings	Adults	10,443	108.1%	\$11,291	10,165	104.9%	\$10,659	11,225	100.3%	\$11,254	11,104	113.4%	\$12,592	10,350	103.8%	\$10,744	9,751	91.6%	\$8,936
	DW	13,898	106.5%	\$14,803	14,345	89.2%	\$12,791	15,100	100.2%	\$15,133	13,800	104.1%	\$14,364	15,100	97.1%	\$14,665	13,270	84.9%	\$11,269

Color Coding
Exceeds Goal Actual Performance is greater than 100.0% of the goal
Meets Goal Actual Performance is between 80.0% and 100.0% of the goal
Did Not Meet Goal Actual Performance is under 80.0% of the goal

*These measures include program exits from 10/1/12 to 9/30/13.
 **These measures include program exits from 4/1/12 to 3/31/13.
 ***These measures include program exits from 7/1/13 to 6/30/14.

Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

Meeting Date	December 1, 2014
Contact for Questions / Concerns	<p>Ms. Theresa Perry- 864-494-7016 Email to theresap@dmtonline.org</p> <p>Ms. Shannon Wilkins- 864-562-4479 Email to swilkins@upstatewib.org</p>
Significant Items / Issues Raised	<p><u>Guest Speaker</u></p> <p>Mr. Sam Napier spoke about Project Search, its services and how the program has been beneficial to students with disabilities.</p> <p><u>Program Updates</u></p> <p>Ms. Helen Merriweather and Ms. Michelle Hawkins gave an update about each youth program, which included their enrollment numbers, program activities and each program's progress thus far.</p> <p><u>Youth Service Coordinator Update</u></p> <p>Ms. Shannon Wilkins gave an update regarding the status of the Youth RFP, meeting dates concerning the RFP and WIOA.</p> <p><u>USC Upstate Achieve's Budget Modification</u></p> <p>ACHIEVE's original PY14 budget was approved before they were aware of plans to co-locate. Since their first modification, the Premises Rent line item has been further reduced, and communications cost have greatly decreased.</p> <p>The Premises Rent line item has decreased an additional \$886.69. This decrease caused Indirect Cost to decrease \$74.84. ACHIEVE is requesting to move the excess of funds from Premises Rent and Indirect Cost, totaling \$961.53, to the Other Training Expenses line item, increasing it from \$4,366.42 to \$5,326.95, to allow ACHIEVE to increase funds for the training of participants.</p> <p>ACHIEVE's internet and phones are now included in Premises Rent, which led to the surplus of funds in the Communications line item. The Communications line item has decreased \$3,049.00. Achieve is requesting to move \$1,526.00 from Communications to Staff Travel and Professional Development, \$600.00 from Communications to Advertising/ Printing and \$923.00 from Communications to GED Fees. The reallocation of these monies will fund more marketing materials, conferences for staff to learn about WIOA, and cover the increase in the cost of the GED (including retakes).</p>

Action Taken	<p>On November 25, 2014, the Program and Planning Committee met to discuss and vote on the USC Upstate Achieve budget modification.</p> <p>There was not a quorum at the Upstate Youth Alliance meeting on December 1, 2014. The Upstate Youth Alliance voted on the modification via poll vote on December 16, 2014.</p>
Results / Outcomes	The modification was approved by the Program and Planning Committee and The Upstate Youth Alliance.
Items Referred for Board Action	Budget modification for USC Upstate Achieve
Website Reference	www.upstatewib.org