



## **UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING**

**November 10, 2016**

**Noon**

**SC Works Spartanburg**

### **Present:**

Mr. Shelly Blount, Committee Member

Ms. Johnnie-Lynn Crosby, SC Works

Mr. Jeff Gossett, Committee Member

Ms. Betty Guzzo, Committee Member

Mr. Craig Jacobs, Chair

Ms. Alice Lang, UWB

Ms. Kara Tanenbaum, UWB

Ms. Dana Wood, UWB

### **Welcome**

The meeting was called to order at 12:05 p.m. by Mr. Craig Jacobs, Committee Chair.

### **SC Works Update**

Ms. Dana Wood provided an update to the Committee, referencing the September 2016 and October 2016 *Just In Time* reports. She reported that the caseloads went down because the case management system used went in and automatically made some changes, causing a lot of clients to exit because they did not have certain activities. Staff are now doing change request forms and asking for the cases to be reopened. Ms. Wood stated that this problem occurred state-wide and they are working to fix it. Ms. Wood reported that there will be a Poverty Simulation event held on January 17, 2017, and that the committee members will be invited to attend it.

### **Financials**

Ms. Dana Wood reported that the only 2 items on which they were above 25% were the management fee (28.98%) and utilities (26.07%). SC Works has partnered with Greenville for Business Services and they are going to reimburse our local area, so the percentage will go down after that.

- **Update on Outreach line item utilization:**  
\$7,000 budget line for outreach. Mr. Craig Jacobs, One-Stop Committee Chairman, said that regarding the Outreach Funds, \$3,000 will go to the Welcome to SC Works video and \$425 was spent on the poverty simulation. Dana said that the remaining money will be spent on advertising to promote the new Gaffney location and the relocation of Church Street staff in Spartanburg.

### **Grant Modification**

Ms. Dana Wood noted that at the last Board meeting, members voted to allocate \$16,000 to handle the move-in of DEW in Spartanburg and Cherokee. The grant is increasing by \$15,714.91. The remainder of the changes are line item shifts.

**Mr. Shelley Blount made a motion to approve the grant modification as requested. Mr. Jeff Gossett seconded the motion. It was passed unanimously.**

### **IWT Approval**

The One-Stop committee members had had some difficulty in scoring the companies competing for the Incumbent Worker Training grants because the instructions were not clear. Ms. Johnnie-Lynn Crosby and Ms. Dana Wood worked with committee members to complete the ranking by reviewing each company individually. Ms. Crosby agreed to tally the ranking and then send it out to committee members by email and allow the committee to vote and then present the final choices at the Board meeting. Mr. Craig Jacobs recommended that the committee find a better way to do this scoring activity next year. Everyone agreed.

### **MOU/RSA/Co-location Update**

Ms. Dana Wood reported that co-location is moving ahead. The official move date in Spartanburg is December 9<sup>th</sup>, so the Center will shut down that day and all staff will help with the move. Morale is up and the DEW Staff are thrilled at the prospect of the co-location.

In Gaffney, the landlord is doing some modifications to be ADA compliant and they are looking at a move-in date of December 1<sup>st</sup> and 2<sup>nd</sup>, to be operational on December 5<sup>th</sup>. They are moving to Tiffany Park which is behind the Federal Credit Union. IT issues could possibly delay the opening date to December 15<sup>th</sup>.

The committee asked how the move costs are being handled. Ms. Wood answered that DEW is handling the move, using teams out of Columbia. Their IT department has been doing a lot as well. SC Works Upstate did have to contract some IT work out, but 95% of the IT cost was DEW's responsibility. Upstate Workforce Board staff negotiated with DEW and they are paying for their fair share of the move expenses.

Ms. Wood reported they have a fully executed MOU and RSA with every required partner. Board Chairman Curtis Anderson has signed. All of our County Council chairs have signed and Katherine O'Neil has signed as well. The whole process will have to be restarted in January. The 2017 program year will look a little bit different because more partners will be required to pay cash money into the infrastructure of the system whether or not they are located at SC Works. All of the partners have all been made aware of this requirement.



### **Performance negotiation update**

Ms. Dana Wood reported that the Board staff did reach an agreement on the performance for the program year. The Board took the state measures on everything except for Adult Wage and Dislocated Worker Wage requirements and were able to negotiate those. The wages are now a Median Wage, not an Average Wage. They negotiated the Adult Wage for \$4,800 for the second quarter after exit for the Adult wage. For the Dislocated Worker, it came in at \$6,350 for second quarter after exit.

Ms. Wood explained a few changes regarding performance. It used to be that if we met 80% of a goal that was considered meeting the goal. That is all gone under the new law, so the goal is the goal. There are multiple way to pass or fail measures. You can fail one measure, but still pass overall because you have to pass 90% of your goals. So under the new law, the performance reports we show the Board are going to look different. There is also Statistical Adjustment Model (SAM) which will be used by the State, based on the population we serve, and will not do this until the fourth quarter, so we cannot plan for that. Ms. Ann Angermeier is looking for a tool that we can run our numbers through to get an idea of what that SAM will be.

### **Adjournment**

With no further business, the meeting was adjourned at 1:47 p.m.

**The next meeting will be held on January 10, 2017 at 8:30 a.m.**

## **AGENDA**

### **ONESTOP COMMITTEE MEETING**

**November 10, 2016**

**Noon-1pm**

**SC Works-Upstate**

- Welcome Mr. Craig Jacobs
- SC Works Update Ms. Dana Wood
  - Dashboard
  - Just In Time Reports
- Financials *(ending September 2016)* Mr. Craig Jacobs
  - Update on Outreach line item utilization
- Grant Modification *(Action needed)*
- IWT Approval (Action needed) Ms. Johnnie-Lynn Crosby
- MOU/RSA/Co-location Update Ms. Dana Wood
- Performance negotiation update Ms. Dana Wood

Next Meeting Date: January 10, 2016, 8:30 a.m. at SC Works

# SC Works Upstate

Monthly Report Card PY16  
(October 2016)

Bringing Employers  
and  
Job Seekers  
Together



DASHBOARD 10/01/2016 through 10/31/2016

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter						TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	1845	1771	1601	1224	0	0	0	0	0	0	0	0	6441
WIOA Traffic (Spartanburg 52, Union 4)	84	129	92	56									361
UI Traffic (Spartanburg 72, Union 30)	140	121	85	102									448
WP Traffic (Spartanburg 757, Union 309)	1618	1519	1424	1066									5627
Total Unduplicated Center Traffic	1037	1055	981	715	0	0	0	0	0	0	0	0	3788
# Scheduled for Orientation	57	62	41	41	0	0	0	0	0	0	0	0	201
# Attended Orientation	42	43	29	23	0	0	0	0	0	0	0	0	137
# of Workshops Offered	32	28	25	31	0	0	0	0	0	0	0	0	116
# Scheduled for Workshops	35	54	68	65	0	0	0	0	0	0	0	0	222
# of Workshop Attendees	21	23	54	56	0	0	0	0	0	0	0	0	154
New ADULT Enrollments	12	23	13	7									55
New DW Enrollments	3	4	5	1	0	0	0	0	0	0	0	0	13
Total Caseload	253	257	268	194	0	0	0	0	0	0	0	0	253
New ADULTS beginning training	7	15	9	7	0	0	0	0	0	0	0	0	38
New DWs beginning training	0	0	3	2	0	0	0	0	0	0	0	0	5
% New Clients vs Clients Entering Trng	46.7%	55.6%	66.7%	112.5%									70.3%
# of New Job Orders Placed	230	325	232	246	0	0	0	0	0	0	0	0	1033
# of New Jobs Available	787	1054	748	789	0	0	0	0	0	0	0	0	3378
# Entered Employment	85	57	91	77	0	0	0	0	0	0	0	0	310

## TALENT DEVELOPMENT SPECIALISTS CASELOADS:\*\*\*

Nancy Wilson - 71  
Meika Jones - 52  
Susi Garcia - 45  
Nikki Burgess- 26

## CENTER TRAFFIC:

Location	PY16	PY15	Change
*Cherokee	0	241	-241
Spartanburg	881	994	-113
Union	343	627	-284

## TRAINING PROVIDERS AND PROGRAMS

Provider	Training Program/Number of enrollees
TDI	CDL 5
SCC	Forklift 1

\*\*\*Due to a state SCWOS error, many case files were closed in the system, resulting in the system showing significantly fewer cases for some TDS's.

We are working with the SCWOS Coordinator and the state on resolving the issue. This was state-wide.

\*Gaffney figures are not being reported due to relocation\*

\*Workshop numbers include Gaffney Preferred Pass sessions\*

## New Trainings by County

Cherokee	0
Spartanburg	2
Union	4



## Highlighted Events and Outreach

September 1<sup>st</sup> – September 30<sup>th</sup>

- 1<sup>st</sup>-Katherine attended a presentation at Vocational Rehabilitation in Jonesville, regarding their Holmsview Center in Greenville SC.
- 13<sup>th</sup>-Doug, Johnnie-Lynn, Tori, and Lajuanua attended the 2016 Bi-Annual Upstate Regional Summit- 'Creating a Leading Region' Purpose of Summit was to grow awareness of some of the collaborative efforts being done across the Upstate and discuss how we can continue to build regional capacity and our place as a leading region in the state, and country. Leadership Panel, Breakout sessions (6), and keynote speaker of Geoff Colvin, an award winning motivational thinker and speaker, broadcaster, author- on the most significant trends and issues on business and the economy.
- 14<sup>th</sup> & 15<sup>th</sup>-Kenneth attended a Rapid Response session in Greenville and in Duncan for employees being laid off due to the relocation of Sealed Air. Kenneth conducted an on- site workshops on LinkedIn and provided an overview of SC Works services. Kenneth also discussed how the Workforce Innovation and Opportunity Act (WIOA) could assist dislocated workers with trainings and re-certifications.
- 14<sup>th</sup>-Katherine hosted a meeting between Union County Detention Center Director, Sgt. Robert Duclose, Deputy Amanda Secalf and Vista Volunteer, Bethany to discuss starting a job readiness program at the Detention Center.
- 16<sup>th</sup>-Lajuanua led the monthly Community Partner meeting, where ideas for speakers for the following year were discussed.
- 16<sup>th</sup>-Maria attended the Hispanic Alliance meeting at the Una Fire Station hosted by Councilman Brown and The National Association for the Advancement of Colored People (NAACP). Councilman Brown spoke about the changes coming to the Una area. The international festival will be having Mexico as the main theme for this year's event.
- 19<sup>th</sup>-Nancy provided a WIOA presentation to a group at Woodruff Adult Ed Program and assisted with registration for 7 students in the class.
- 22<sup>nd</sup>-Melika attended the Social, Health, Organization of Cherokee County (SHOC) Meeting held at the Cherokee County Public Library. The speaker was Kevin Phillips, with Epiphany Family Services. There were 14 people in attendance.
- 22<sup>nd</sup>-Katherine hosted the Union Workforce Summit with 27 people in attendance. Ann Angermeyer presented an overview of Generational Diversity; Dean Hybl facilitated the meeting
- There were several other regularly scheduled monthly meetings attended.

## Just In Time Report

americanjobcenter

J.I.T. PY16  
9/1/16 thru 9/30/16 Data 3

### Business Services Focus

During September 2016, SC Works Upstate/Greenville Regional Director of Business Solutions (RDBS) and SCVR Regional Business Services Specialist (RBSS) continued meeting with Sloan Construction to develop specific curriculum for asphalt pavers and heavy equipment operators. The proposal has been submitted to SCVR in Columbia for approval for The Bryant Center to provide the training.

During September the Upstate Business Services Team participated in a bus tour of Spartanburg. The tour was an eye opening experience and revealed many challenges of relying on public transportation.

On September 14th, SC Works hosted an onsite job fair at Spartan Foods. The company is scheduled to close this year and the closure will affect 123 staff. Twelve companies participated in the event and those companies were ecstatic to be connected with such a loyal and talented workforce.

September 30<sup>th</sup>, RDBS led the 2<sup>nd</sup> Regional Business Services Team Meeting in Duncan, SC. The team approved the Regional Strategic Plan.

### Social Media Outreach:

Facebook= 21 posts and 20 new likes  
Twitter= 24 posts and 0 new followers

Center	Job Referrals
Spartanburg	310
Union	27

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

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

Spartanburg – 20  
Union – 9

**WorkKeys Completed: 9/1 – 9/30**

Spartanburg - 20  
Union - 14

**Intensive Workshop Attendance: 54**

**Training /Support Services Funding**  
(New Program Year)

Adult ITA Funding	\$171,315.00
Obligation Remaining	\$54,821.50
Adult Support Services	\$5,400.00
Obligation Remaining	\$2,835.00
DW ITA	\$145,935.00
Obligation Remaining	\$127,935.00
DW Support Services	\$4,600.00
Obligation remaining	\$4,310.00



**Arbor**  
**Profit & Loss Budget vs. Actual**  
**July through September 2016**

Arbor					
	25% of PY16	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
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%
<b>Expense</b>					
<b>Administration</b>					
Dues, Prof fees, Subscriptions		700.00	1,000.00	-300.00	70.0%
Fringes		19,277.39	101,972.54	-82,695.15	18.9%
Indirect Cost		16,935.02	79,632.77	-62,697.75	21.27%
Management Fee		20,867.88	72,009.59	-51,141.71	28.98%
Salaries		109,963.01	454,200.45	-344,237.44	24.21%
Total Administration		167,743.30	708,815.35	-541,072.05	23.67%
<b>Operating Expenses</b>					
Computers and Software		1,248.90	26,500.00	-25,251.10	4.71%
Contract/Consulting Services		6,920.31	29,500.00	-22,579.69	23.46%
Equipment Rental		696.42	3,000.00	-2,303.58	23.21%
Mileage		2,455.08	14,000.00	-11,544.92	17.54%
Misc. & Facilities Costs		1,381.34	9,500.00	-8,118.66	14.54%
Office Supplies		620.19	7,500.00	-6,879.81	8.27%
Outreach		0.00	7,000.00	-7,000.00	0.0%
Postage		84.12	1,200.00	-1,115.88	7.01%
Printing Supplies		282.67	1,500.00	-1,217.33	18.85%
Professional Development		0.00	10,000.00	-10,000.00	0.0%
Relocation		0.00	1,000.00	-1,000.00	0.0%
Rent		27,695.61	135,500.00	-107,804.39	20.44%
Telephone		3,397.89	13,500.00	-10,102.11	25.17%
Travel-Out of Town		0.00	3,500.00	-3,500.00	0.0%
Utilities		2,607.07	10,000.00	-7,392.93	26.07%
Total Operating Expenses		47,389.60	273,200.00	-225,810.40	17.35%
<b>Supportive Services</b>					
Transportation		700.00	10,000.00	-9,300.00	7.0%
Total Supportive Services		700.00	10,000.00	-9,300.00	7.0%
<b>Training Expenses</b>					
Instructional Training		26,236.66	317,250.00	-291,013.34	8.27%
Total Training Expenses		26,236.66	317,250.00	-291,013.34	8.27%
Total Expense		242,069.56	1,309,265.35	-1,067,195.79	18.49%
Net Income		1,067,195.79	0.00	1,067,195.79	100.0%

PY15  
WIB Incentive Fund Grants

Upstate WB Incentive		Current %		25%	
		TOTAL			
Grant	thru September 30, 2016 Expenditures	Budget	Variance	% of Budget	
	Incentive Fund Grant #15INC03 (6-30-17)	\$ 1,722.67	\$ 3,577.00	\$ 1,854.33	48.16%
Totals		\$ 1,722.67	\$ 3,577.00	\$ 1,854.33	48.16%



PY15

Arbor: Rapid Response Grants

PY16

Arbor Grants

	TOTAL				Current %	25%
	thru September 30, 2016 Expenditures	Budget	Variance	% of Budget		
Grant	Rapid Response IWT #15RRIWT05 (12-15-16)					
Totals						

	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%
	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%

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

**Date:** 10/31/2016

**Grant number:** 16M903Q1-UWIB

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

**Change(s) Requested:**

**Please Note:** \*All changes in line items below reflect changes in the budget after the removal of the Greenville portion of the Business Solutions Team, unless specifically mentioned. A reminder that the Upstate Workforce Board is working in collaboration with the Greenville Workforce Development Board on a regional approach for Business Solutions, under a joint MOU.

**Fund Transfer:** Reflects 47.83% transfer of funds from Dislocated Worker to Adult. Increases Net Adult funding after Greenville costs removed from \$707,003.29 to \$995,041.67 and reduces Net Dislocated Worker funding after Greenville costs removed from \$602,262.06 to \$314,223.68.

**Addition of Funds:** Reflects a \$15,714.91 increase granted by UWB in the Net Contract after from \$1,309,265.35 to \$1,324,980.26 with \$11,943.33 to Adult and \$3,771.58 to Dislocated Worker to address expected costs of new Gaffney location and rent for Union center. This increases Net Adult after Funds Transfer from \$995,041.67 to \$1,006,085.00 and increases Dislocated Worker after Funds Transfer from \$314,223.68 to \$317,995.26.

**Salaries** (-\$17,127.50): Reflects a line item decrease from \$454,200.45 to \$437,072.95 due to the reduction in salary for the shared Business Solutions Coordinator, reduction of percentage of Project Accountant salary due to sharing with an additional operation, addition of a shared Staff Accountant, reclassification of Union TDS to full-time, and removal of a part time Business Solutions Coordinator for Upstate.

**Fringe** (+\$367.26): Reflects a line item increase from \$101,972.54 to \$102,339.80 due to increase in 2017 Worker's Compensation premiums and increased participation in company Healthcare plan for 2017.

**Dues and Subscriptions** (+\$500.00): Reflects a line increase from \$1,000.00 to \$1,500.00 to cover Chamber memberships for 2017.

**Supplies** (+\$750.00): Reflects a line item increase from \$7,500.00 to \$8,250.00 due to set up of new Gaffney location and increased Spartanburg Resource Room supply costs due to co-location with SC DEW.



**Printing Supplies** (+\$750.00): Reflects a line item increase from \$1,500.00 to \$2,250.00 due to printing of business cards for new employees and printing of materials for the new Gaffney location.

**Postage** (+\$300.00): Reflects a line item increase from \$1,200.00 to \$1,500.00 for mailing information regarding new Gaffney location.

**Telephone** (+\$6,300.00): Reflects a line item increase from \$13,500.00 to \$19,800.00 for the addition of phones in Gaffney and increased phone billing in Spartanburg due to co-location with SC DEW.

**Rent** (-3,829.60): Results in a line item decrease from \$135,500.00 to \$131,670.40 due to the direct payment of rent from the Achieve program to the Operator and the addition of rent for the new Gaffney location and the existing Union location.

**Equipment Rental** (+\$1,500.00): Reflects a line item increase from \$3,000.00 to \$4,500.00 for new Toshiba printer for the Gaffney location.

**Misc & Facilities Costs** (+\$3,906.00): Reflects a line item increase from \$9,500.00 to \$13,406.00 due to the addition of the Gaffney location to cover shred services, janitorial, trash pickup, insurance, etc.

**Utilities** (+\$1,800.00): Reflects a line item increase from \$10,000.00 to \$11,800.00 in order to pay for utilities at the new Gaffney location.

**Computers & Software** (+\$7,809.03): Reflects line item increase from \$27,303.19 to \$34,612.22 in order to restore original Windows7 programs to computers that were reduced to XP, replace 2 staff laptops, image computers to be received from SC DEW during co-location process and purchase a smart board for use in Conference Room 114 at Comprehensive Center.

**Relocation Costs** (+\$3,000.00): Reflects a line item increase from \$1,000.00 to \$4,000.00 in order to purchase 2 aluminum ramps for the Gaffney location for ADA compliance, for the purchase of signage for the new Gaffney location and to move former ring central phone service from Wilmac Road to new location.

**Training Funds** (+\$8,250.00): Increase in Training Funds from \$317,250.00 to \$325,500.00 in order to develop transitional jobs program.

**Indirect Costs** (+\$575.40): Reflects an increase of Indirect from \$79,329.58 to \$79,904.98 resulting from the increase in funds to cover costs for new Gaffney location and addition of rent for existing Union location.

**Management Fee** (+\$864.32): Reflects an increase in the Management Fee from \$72,009.59 to \$72,873.91 resulting from the increase in the total contract amount.

**Reason for modification:** Original budget was submitted with 54% of funds going to Adult and 46% going to Dislocated Worker. Actual DW funds trend experienced has averaged close to 23%, but with possible company layoffs in the near future, 24% DW is reasonable expectation. Thus, we are asking for Adult to be increased to 76% and reducing Dislocated Worker to 24%. We have agreed to a lease for a new location in Gaffney (111-C Tiffany Park): this will result in increased expenditures for facilities, maintenance, supplies, equipment, postage, and relocation line items. Salary line item changes reflect making the Union Talent Development Specialist full time rather than part time; less salary required for shared Greenville/Upstate Business Solutions Coordinator; removal of part time Business Solutions Consultant for the Upstate (Greenville declined to share this as a full time position), addition of a shared Staff Accountant; and decreased salary for a shared Project Accountant. Computers and Software increases reflect continuing upgrading of computers on hand; imaging of up to 18 computers to be transferred from SC DEW to the Upstate due to co-location of SC DEW in comprehensive center; and purchase of a Smart Board for Conference/Meeting Room 114. The increase in contract of \$15,714.91 (split 74% AD and 24% DW) is an addition provided by the UWB directly related to increased costs for new Gaffney location and addition of rent for Union center.

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

NAME: Douglas J. Stephenson  
TITLE: Project Director  
EMAIL: [Douglas.Stephenson@rescare.com](mailto:Douglas.Stephenson@rescare.com)  
PHONE: 864-764-1976

**SUBMIT COMPLETED FORM TO:**  
**UPSTATE WB ONE-STOP SERVICES COORDINATOR**

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