



UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING

September 15, 2016

12:00 p.m.

SC Works

Present:

Mr. Brent Bishop, Upstate Workforce Board
Mr. Shelley Blount, Committee Member
Ms. Betty Guzzo, Committee Member
Mr. Craig Jacobs, Committee Chair

Ms. Kara Tanenbaum, Upstate Workforce Board
Ms. Dana Wood, Upstate Workforce Board
Ms. Martha Young, Committee Member

Welcome and Opening of Meeting

The meeting was called to order at 12:01 p.m. by Mr. Craig Jacobs, Chair.

SC Works Update

Ms. Dana Wood provided an update to the Committee, referencing the July 2016 Dashboard, July 2016 *Just In Time* report and Center Traffic/Enrollment spreadsheet. In comparing PY 14 to PY15, there has been a decline of traffic in all three Centers. Staff informed the committee that they were monitoring traffic and enrollment numbers for PY16. The committee questioned how SC Works Upstate planned to utilize the \$7,000.00 for outreach. Mr. Shelley Blount requested a plan for the \$7,000.00 budgeted for outreach. He felt that it may be necessary to provide more resources to help market the program and increase traffic. A plan will be provided at the next committee meeting.

MOU/RSA Update

Ms. Dana Wood provided an update to the Committee:

- PY14 and PY15 -- the Upstate Workforce Board has reached an agreement with the Department of Employment & Workforce (SCDEW). Agreements have been signed and SCDEW will be mailing a check for approximately \$56,000. The staff will make specific request for allocation when necessary.
- PY16 -- UWB currently has a draft in place and currently clarifying some language with SCDEW over IT and the sharing of costs with the resource room. Ms. Wood hopes to finalize the language by the end of the week. SCDEW's goal is to have all local area MOU/RSAs signed by September 30, 2016. The Upstate WB is working diligently with SCDEW to meet that goal.
- Co-location in Spartanburg -- there were three areas of concern that SCDEW had before agreeing to co-locate: (1) creating a civility policy to encourage positive behavior—an ad hoc committee created a draft policy and the policy was recently issued as a state instruction letter; (2) concerns about parking, which SC Works Upstate has addressed by adding signage in the parking garage ; (3) budget, which could not be provided until UWB knew the number of employees relocating and how the offices would be set up. There are some construction costs within the space that SCDEW is fully

funding. These details are being finalized and a draft budget has been presented to SCDEW for consideration.

- Cherokee office – SC Works Upstate and SCDEW with the assistance of Upstate WB staff have been searching for a new permanent location for the SC Works Cherokee office. After much research, both groups decided to lease a space at Tiffany Park. The goal is to be operational at the new location before the end of the year. There are several ADA modifications to be made as well as addressing IT set up. Both of these items take time. Both groups are working together collaboratively to achieve this goal.
- With the transition of SC Works working towards co-location with SCDEW in Spartanburg and Cherokee, there are some associated costs relating to the following line items: rent, phone/internet, utilities, equipment rental (copier) and facility cost (shred services, janitorial, business licenses, etc.). Also, SC Works Union was not charged rent in PY15. Due to some maintenance needs in that space, Union County will be charging rent for PY16. Rent was not built in the original budget ResCare budget. The items listed above amount to roughly \$16,000.00. Many of the cost associated with the \$16,000.00 will be cost shared with SCDEW. It is necessary to have the funding available upfront since the payments from SCDEW will not be received until quarterly billing is completed. ***A motion was made by Mr. Shelly Blount to allocate \$16,000.00 of the PY14/PY15 RSA payment received by the Upstate WB to ResCare for services related to relocation (Cherokee and Spartanburg) and Union rent. The motion was seconded by Ms. Martha Young. The motion carried with no abstentions.***

Financials

Mr. Brent Bishop, Chief Financial Officer of Upstate Workforce Board, reviewed the SC Works Operating and Rapid Response financials for July 2016. As it is the beginning of the program year, there are not a lot of expenditures at this point. The SC Works budget is on track. Mr. Bishop also noted that an IWT grant (#15IWT03) was fully spent and reflected in the August 2016 financials.

Non-Board Committee Members

As the new WIOA regulations encourage non-Board members to be part of the One Stop Committee, Mr. Jacobs has requested at past Upstate Workforce Board meetings that the members suggest individuals to him for serving on the Committee. So far there have been no suggestions made of individuals to contact from the Board; however, Ms. Johnnie Lynn Crosby, Regional Director of Business Solutions of SC Works Upstate/Greenville, provided a slate of businesses and contacts who would be viable to serve on the Committee. The list was reviewed and the Committee agreed that the UWB staff can pursue the potential members, strongly encouraging that one member from Union and one from Cherokee Counties be recruited.

Executive Session

Mr. Shelley Blount made a motion to go into Executive session. Ms. Martha Young seconded the motion. At the conclusion of the session, Mr. Shelly Blount made a motion to adjourn the Executive session and Ms. Martha Young seconded the motion. No action was taken.

Adjournment

With no further business, the meeting was adjourned at 1:21 p.m.

AGENDA

ONESTOP COMMITTEE MEETING September 15, 2016 SC Works-Upstate

- Welcome Mr. Craig Jacobs

- SC Works Update Ms. Dana Wood
 - Dashboard
 - Center Traffic/Enrollments
 - Just In Time Reports

- Financials *(ending July 2016)* Mr. Brent Bishop

- MOU/RSA Update Ms. Dana Wood
 - PY14/15
 - PY16
 - Co-location (Spartanburg, Cherokee)

- Non-Board Committee Members Mr. Craig Jacobs

- Business from the floor

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

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

SC Works Upstate

Monthly Report Card PY16
(July 2016)

Bringing Employers
and
Job Seekers
Together



DASHBOARD 07/01/2016 through 07/31/2016

	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	0	0	0	0	0	0	0	0	0	0	0	1845
WIOA Traffic (Spartanburg 77 , Union 7)	84												84
UI Traffic (Spartanburg 80 , Union 60)	140												140
WP Traffic (Spartanburg 1127 , Union 491)	1618												1618
Total Unduplicated Center Traffic	1037	0	0	0	0	0	0	0	0	0	0	0	1037
# Scheduled for Orientation	57	0	0	0	0	0	0	0	0	0	0	0	57
# Attended Orientation	42	0	0	0	0	0	0	0	0	0	0	0	42
# of Workshops Offered	32	0	0	0	0	0	0	0	0	0	0	0	32
# Scheduled for Workshops	35	0	0	0	0	0	0	0	0	0	0	0	35
# of Workshop Attendees	21	0	0	0	0	0	0	0	0	0	0	0	21
New ADULT Enrollments	12												12
New DW Enrollments	3	0	0	0	0	0	0	0	0	0	0	0	3
Total Caseload	253	0	0	0	0	0	0	0	0	0	0	0	253
New ADULTS beginning training	7	0	0	0	0	0	0	0	0	0	0	0	7
New DWs beginning training	0	0	0	0	0	0	0	0	0	0	0	0	0
% New Clients vs Clients Entering Trng	46.7%												46.7%
# of New Job Orders Placed	230	0	0	0	0	0	0	0	0	0	0	0	230
# of New Jobs Available	787	0	0	0	0	0	0	0	0	0	0	0	787
# Entered Employment	85	0	0	0	0	0	0	0	0	0	0	0	85

CAREER CONSULTANT CASELOADS:

Nancy Wilson - 83
Melika Jones - 75
Susi Garcia - 95

CENTER TRAFFIC:

Location	PY16	PY15	Change
*Cherokee	0	1067	-1067
Spartanburg	1284	1109	+175
Union	561	659	-98

TRAINING PROVIDERS AND PROGRAMS

Provider	Training Program/Number of enrollees
TDI	CDL 4

Union figures absorbed into other Talent Development Specialists

Gaffney figures are not being reported due to relocation

Highlighted Events and Outreach

July 1st - July 31st

5th -Kenneth represented SC Works at the Resource Rally held on July 5th. This was an invitation only event held at the center for recently released offenders. There were multiple partners present and Kenneth discussed what SC Works offers with both clients and partners during the event.

7th - Kenneth went to the Department of Social Services to speak to the Able Bodied Adult Without Dependents (ABAWD) class regarding training through the WIOA program, upcoming events, and the clothes closet.

7th - Kenneth went to the Spartanburg County Library to conduct an onsite workshop about Interviewing with Success. This will be an ongoing workshop held monthly at the Library.

15th Lajuana, Doug, Tracy, and Pam were participants in the monthly SC Works Spartanburg Partner meeting. Ann Angermeier presented info on the Upstate Workforce Development Board and WIOA. Several DEW, DSS, and Woodruff partners were represented.

15th Lajuana attended the Hispanic Alliance Meeting held at Chapman Cultural Center. She spoke to the group regarding new WIOA regulations and referral process changes.

19th Lajuana attended a Rapid Response Planning meeting for Hubble, and Nancy attend one for Spartan Foods on the 20th to determine needs for 302 employees affected by the plant closures.

19th Katherine hosted SCC Union's Informational session for participants interested in attending SCC. Katherine discussed how participants might qualify for WIOA funds.

20th Lajuana attended the Financial Stability Task Force Meeting. The focus was to discuss the work group descriptions and receive a Charity Tracker presentation.

20th Katherine met with Isaac McKissick of YouthBuild to discuss his vision for a community based alternative education program for youth ages 16 thru 24 and how SC Works could possibly partner.

28th All SC Works Staff heard from representatives from the core and required WIOA partner list. Information about each program was shared. State representatives from DEW, DSS, and Indian Development Council attended, in addition to the UWB Executive Director.

30th Meika and Maria presented 31 individuals with information on SC Works Services and WIOA at the Cherokee County ReGenesis Health Fair.

- July 20th -Business Services Team in Greenville

- July 22nd -Regional Director of Business Services (RDBS) and a South Carolina Vocational Rehabilitation (SCVR) representative met with the Re-entry center about enhancing partnership to generate more job ready candidates for local employers.

- July 25th -RDBS attended committee meeting in Union to discuss strategic plan to engage employers, next steps: Poverty Simulation for employers scheduled for October 12, 2016.

- July 25th -RDBS and SCVR representative met at Broad River Electric for layout planning for October 18th Cherokee County job fair.

-July 27th -RDBS met with Sloan Construction to discuss potential partnership with Upstate Business Services Team: possible customized training/OJT in the works for Heavy Equipment Operators.

- July 28th -RDBS attended sector strategies strategic planning session in Easley with Upstate Workforce Board Director.

Social Media Outreach:

Keep your eye on your social media. We are posting to Facebook and Tweeting everyday!

Talent Engagement News:

July 1st - July 31st

Center	Job Referrals
Spartanburg	416
Union	151

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

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

Cherokee - 11
Spartanburg - 24
Union - 7

WorkKeys Completed: 7/1 - 7/31

Spartanburg - 36
Union - 0

Intensive Workshop Attendance: 21

Training /Support Services Funding (New Program Year)

Adult ITA Funding	\$171,315.00
Obligation Remaining	\$150,750.00
Adult Support Services	\$5,400.00
Obligation Remaining	\$5,020.00
DW ITA	\$145,935.00
Obligation Remaining	\$134,935.00
DW Support Services	\$4,600.00
Obligation remaining	\$4,505.00

Arbor
Profit & Loss Budget vs. Actual
July 2016

Arbor					
	8% of PY16	Jul 16	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		1,309,265.35	1,309,265.35	0.00	100.00%
Total Income		1,309,265.35	1,309,265.35	0.00	100.00%
Expense					
Administration					
Dues, Prof fees, Subscriptions		0.00	1,000.00	-1,000.00	0.00%
Fringes		5,469.55	101,972.54	-96,502.99	5.36%
Indirect Cost		4,836.35	79,632.77	-74,796.42	6.07%
Management Fee		6,955.96	72,009.59	-65,053.63	9.66%
Salaries		30,619.01	454,200.45	-423,581.44	6.74%
Total Administration		47,880.87	708,815.35	-660,934.48	6.76%
Operating Expenses					
Computers and Software		0.00	26,500.00	-26,500.00	0.00%
Contract/Consulting Services		2,294.64	29,500.00	-27,205.36	7.78%
Equipment Rental		232.14	3,000.00	-2,767.86	7.74%
Mileage		502.16	14,000.00	-13,497.84	3.59%
Misc. & Facilities Costs		319.36	9,500.00	-9,180.64	3.36%
Office Supplies		0.00	7,500.00	-7,500.00	0.00%
Outreach		0.00	7,000.00	-7,000.00	0.00%
Postage		9.33	1,200.00	-1,190.67	0.78%
Printing Supplies		31.79	1,500.00	-1,468.21	2.12%
Professional Development		0.00	10,000.00	-10,000.00	0.00%
Relocation		0.00	1,000.00	-1,000.00	0.00%
Rent		9,231.87	135,500.00	-126,268.13	6.81%
Telephone		1,031.87	13,500.00	-12,468.13	7.64%
Travel-Out of Town		0.00	3,500.00	-3,500.00	0.00%
Utilities		900.71	10,000.00	-9,099.29	9.01%
Total Operating Expenses		14,553.87	273,200.00	-258,646.13	5.33%
Supportive Services					
Transportation		155.00	10,000.00	-9,845.00	1.55%
Total Supportive Services		155.00	10,000.00	-9,845.00	1.55%
Training Expenses					
Instructional Training		0.00	317,250.00	-317,250.00	0.0%
Total Training Expenses		0.00	317,250.00	-317,250.00	0.0%
Total Expense		62,589.74	1,309,265.35	-1,246,675.61	4.78%
Net Income		1,246,675.61	0.00	1,246,675.61	100.0%

PY15

Arbor: Rapid Response Grants

PY16

Arbor Grants

		TOTAL		Current %		8%
		thru July 31, 2016 Expenditures	Budget	Variance	% of Budget	
Grant	Rapid Response IWT #15RRIWT05 (12-15-16)	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%	
	IWT 15M903IWT01-UWIB #15IWT03 (8-31-16)	\$ 43,594.00	\$ 54,504.00	\$ 10,910.00	79.98%	
Totals		\$ 43,594.00	\$ 104,504.00	\$ 60,910.00	41.72%	