



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

**May 18, 2016**

**12:00 p.m.**

**Upstate Workforce Board Conference Room**

### **Present:**

Ms. Ann Angermeier, Upstate Workforce Board  
Mr. Brent Bishop, Upstate Workforce Board  
Ms. Betty Guzzo, Committee Member  
Mr. Dwayne Hatchett, Upstate Workforce Board

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 Upstate Business Services**

Ms. Ann Angermeier, Executive Director for Upstate Workforce Board, explored the proposed SC Works Upstate Business Services plan with the committee, including Employer Products & Services and Management/Organizational structure. The Business Services Team/Rapid Response Unit is comprised of business services and Rapid Response services. She outlined each staff persons' job description, billing procedures and the overall goals for SC Works Upstate Business Services.

### **SC Works Update**

Ms. Dana Wood, Chief Operating Officer for Upstate Workforce Board, provided an update on SC Works. The SC Works Upstate, in partnership with multiple workforce agencies, hosted an upstate job fair on Thursday May 5, 2016 at SC Works Spartanburg from 8:00AM-12:00PM. The event was extremely successful. The event was sponsored by AFL, Contingent Resource Solutions, Michelin North America and Sitel. 502 job seekers and 71 employers attended, representing more than 2700 current job openings. Of the 502 job seekers who attended, it was reported that 53 job offers were made on-site, 90 interviews were scheduled on site and 20 referrals for immediate hire were made. Additionally, 150 candidates were scheduled for pre-hire assessments. SC Works Upstate is busy planning an event for Cherokee County to take place during the Fall of 2016.

Mr. Kalen Kunkel of KJK Consulting has started his contracted work at SC Works, currently finalizing the RSA/MOU for PY16 and assisting with some proposed changes for PY17, when the full implementation of the WIOA law is expected. Additionally, he is completing monitoring at the Center.

Ms. Wood provided additional updates on the continued outreach efforts of the SC Works staff.

### **Financials**

Mr. Brent Bishop, Chief Financial Officer of Upstate Workforce Board, reviewed the SC Works Operating and Rapid Response financials from July 1, 2015 through April 30, 2016. Mr. Bishop noted the budget reflected the second modification. The SC Works budget is on track. Mr. Bishop also reminded the members that at the upcoming Board meeting, an approval will be requested from One Stop for the transfer of \$50,000 from unobligated funds to additional training. Additionally, Mr. Bishop indicated that one Rapid Response grant is almost spent, at 99.19%.

### **PY16 Budget Approval**

The Committee reviewed both the PY15 and proposed PY16 One Stop budget. Several line items were increased from PY15, such as added mileage, out of town travel, professional development and computers and software. Ms. Angermeier indicated that half of the salary for Ms. Katherine Pendergrass, Director of Union County Workforce Development, is being paid by Union County and included in the Consulting line item. Several other line items were discussed; it was suggested to decrease mileage and add to Outreach.

***Ms. Martha Young made a motion to recommend the Upstate Workforce Board approve the PY16 One Stop budget, with the proposed changes. Ms. Betty Guzzo seconded the motion. There were no other questions or concerns and the motion passed.***

### **Adjournment**

With no further business, the meeting was adjourned at 1:24 p.m.

## AGENDA

### ONESTOP COMMITTEE MEETING Upstate Workforce Board Conference Room Wednesday, May 18, 2016 12:00 p.m.

- Welcome Mr. Craig Jacobs
- Greenville BST Ms. Ann Angermeier
- SC Works Update Ms. Dana Wood
- Financials *(ending April 2015)* Mr. Brent Bishop
- PY16 budget approval Committee  
*(Action required)*

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

# SC WORKS

## UPSTATE

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

## PRESS RELEASE

Contact: Johnnie-Lynn Crosby  
Phone: (864)764-1983 TTY: 711

FOR IMMEDIATE RELEASE



Local Upstate Job fair hosted by SC Works Upstate @ Spartanburg Community College downtown campus, Spartanburg SC

SC Works Upstate, in partnership with multiple workforce agencies hosted an upstate job fair on Thursday May 5, 2016 at SC Works Spartanburg from 8:00AM-12:00PM. The event was sponsored by AFL, Contingent Resource Solutions, Michelin North America and Sitel. 502 job seekers and 71 employers attended, representing more than 2700 current job openings! Of the 502 job seekers who attended, it was reported that 53 job offers were made on-site, 90 interviews were scheduled on site and 20 referrals for immediate hire were made. Additionally, 150 candidates were scheduled for pre-hire assessments.

SC Works Upstate is busy planning an event for Cherokee county to take place during the Fall of 2016.

SC Works Spartanburg

(864)764-1966

220 East Kennedy Street

Spartanburg, SC

SC Works is an equal opportunity employer / program. "Auxiliary aids and services available upon request to individuals with disabilities" TTY: 711

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

Meeting Date	May 18, 2016 at 12noon
Contact for Questions and Concerns	Mr. Craig Jacobs - 864.266.1561 Email: <a href="mailto:cjacobs@spencerhines.com">cjacobs@spencerhines.com</a>  Ms. Dana Wood - 864.596.2028 Email : <a href="mailto:dwood@upstatewib.org">dwood@upstatewib.org</a>
Significant Items and Issues Raised	<ul style="list-style-type: none"> <li>• SC Works Upstate Business Services review</li> <li>• Year-to-date budget review</li> <li>• PY16 One Stop program budget approval</li> </ul>
Action Taken	<ul style="list-style-type: none"> <li>• <i>Voted to approve the PY16 One Stop budget</i></li> </ul>
Results and Outcomes	<p><b><u>SC Works Upstate Business Services</u></b> Ms. Ann Angermeier, Executive Director for Upstate Workforce Board, explored the proposed SC Works Upstate Business Services plan with the committee, including Employer Products &amp; Services and Management/Organizational structure. The Business Services Team/Rapid Response Unit is comprised of business services and Rapid Response services. She outlined each staff persons' job description, billing procedures and the overall goals for SC Works Upstate Business Services.</p> <p><b><u>SC Works Update</u></b> Ms. Dana Wood, Chief Operating Officer for Upstate Workforce Board, provided an update on SC Works. The SC Works Upstate, in partnership with multiple workforce agencies, hosted an upstate job fair on Thursday May 5, 2016 at SC Works Spartanburg from 8:00AM-12:00PM. The event was extremely successful. The event was sponsored by AFL, Contingent Resource Solutions, Michelin North America and Sitel. 502 job seekers and 71 employers attended, representing more than 2700 current job openings! Of the 502 job seekers who attended, it was reported that 53 job offers were made on-site, 90 interviews were scheduled on site and 20 referrals for immediate hire were made. Additionally, 150 candidates were scheduled for pre-hire assessments. SC Works Upstate is busy planning an event for Cherokee County to take place during the Fall of 2016.</p> <p>Mr. Kalen Kunkel of KJK Consulting has started his contracted work at SC Works, currently finalizing the MOU/RSA for PY16 and assisting with some proposed changes for PY17, when the full implementation of the WIOA law is expected. Additionally, he is completing monitoring at the Center.</p> <p>Ms. Wood provided additional updates on the continued outreach efforts of the SC Works staff.</p>

### **Financials**

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### **PY16 Budget Approval**

The Committee reviewed both the PY15 and proposed PY16 One Stop budget as a side-by-side comparison to determine the estimated cost for the end of June. Several line items were increased from PY15, such as added mileage, out of town travel, professional development and computers and software. Ms. Angermeier indicated that half of the salary for Ms. Katherine Pendergrass, Director of Union County Workforce Development, is being paid by Union County and included in the Consulting line item. Several other line items were discussed. Ms. Martha Young made a motion to recommend the Upstate Workforce Board approve the PY16 One Stop budget, with the proposed changes. Ms. Betty Guzzo seconded the motion. There were no other questions or concerns and the motion passed.

### **Items Referred for Board Action**

**The One Stop Committee recommends that the Upstate Workforce Board approve the PY16 program budget as presented.**

### **Website Reference**

[www.upstateworkforceboard.org](http://www.upstateworkforceboard.org)

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## **Business Services Plan**

### **Upstate PY 2016**

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# **SC WORKS**

## **UPSTATE**

**BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER**

### **I. Employer Product and Services**

Various services are available to employers through our Business Service Team:

- Customized Labor Market Information
- On-line job postings
- Customized training
- Incumbent Worker Training Grant information
- Skill assessment
- WorkKeys Job Profiles
- Recruitment, screening and referral service
- Annual large scale Job Fair
- Use of facilities for hiring activities
- Incentives available to employers (WOTC, Federal Bonding)
- On the Job training
- Strategies to avoid layoffs
- Assistance in managing a layoff
- Reemployment services for effected employees
- Resource to other local business services

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## Management/Organizational Structure

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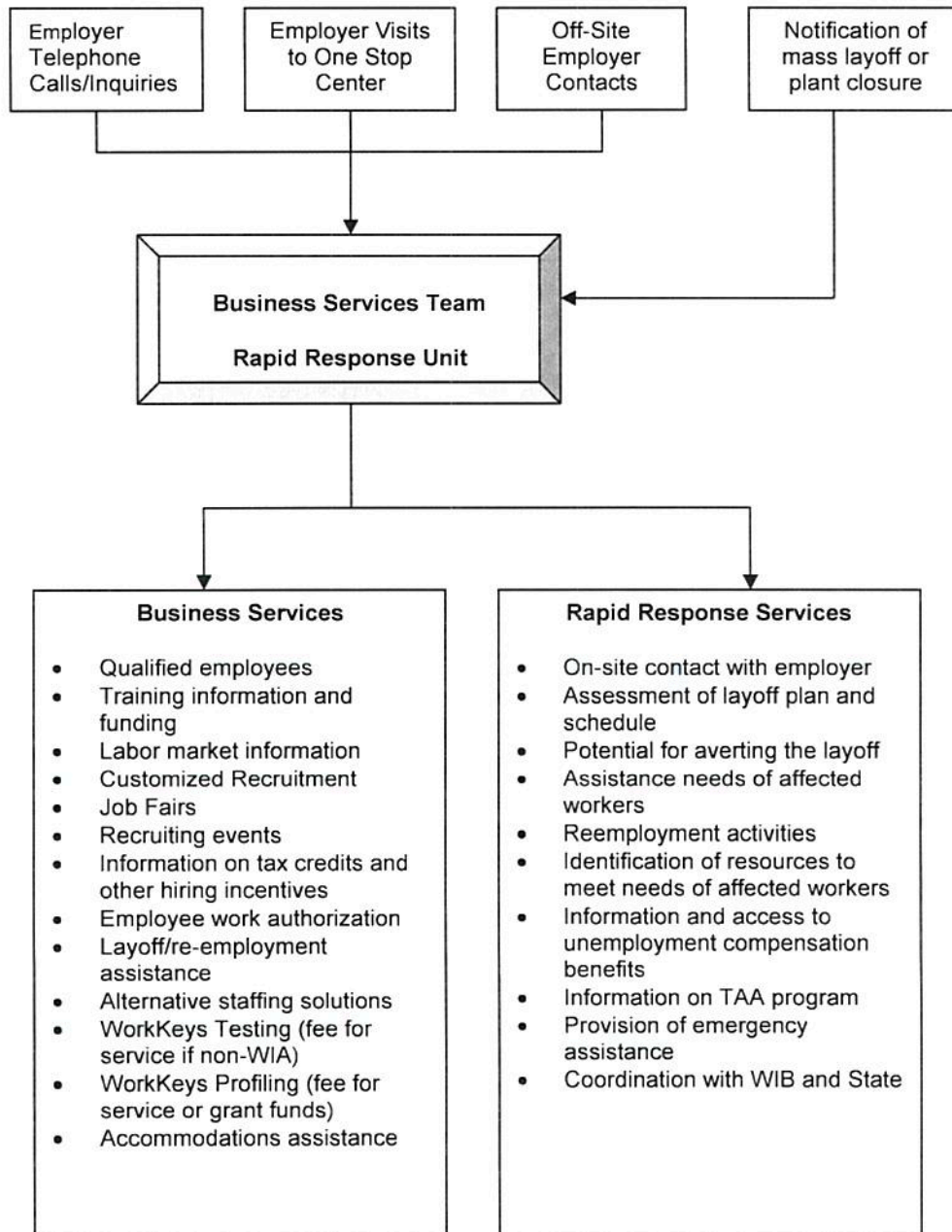
The Director of Business Services (DBS) serves as the Lead contact with SCDEW, sets metrics and goals for the 4 county business services team (BST), implements strategies to hold staff accountable, monitors BST performance, and is responsible for ensuring consistent uniform practices and services across all four counties: Cherokee, Greenville, Spartanburg and Union. The DBS provides functional supervision to all business services team members as it relates to the business services team vision and goals.

During PY16 and beyond, the BST will coordinate and collaborate with mandatory and non-mandatory SC Works partners on the following:

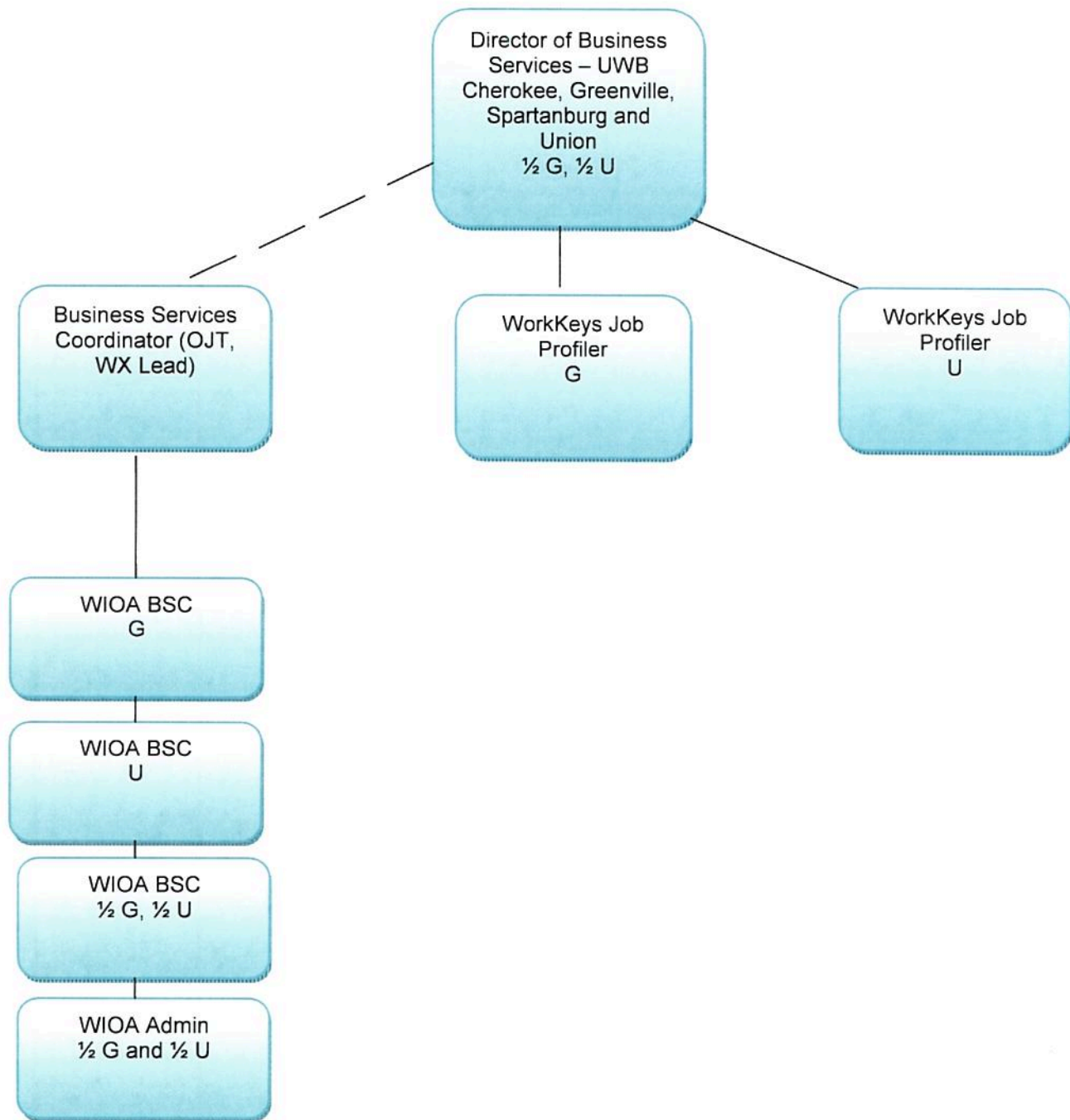
1. DBS will work with our partners to implement an improved, more effective, uniform referral process.
2. DBS will regularly solicit input on how to improve services, communicate program changes, and discuss concerns. Business Services team meetings will be held no less than monthly.

## II. Business Services

The SC Works Upstate Business Services team is comprised of the Upstate Workforce Board Director of Business Services (DBS), Wagner-Peyser Recruitment Specialists and Business Services Representatives from SC Works Upstate partners such as SC Works BST, VR, DSS, SC JUMMP program, and Goodwill Job Connection. In this model, the DBS develops, implements, and oversees special projects to include ReadySC projects. In addition the DBS manages daily functional supervision over the full team. There are 2.5 WorkKeys job profilers on the SC Works Upstate team. The Wagner-Peyser Business Services Recruiters manage all job orders and referrals to local employers. SC Works Upstate partners that are actively engaged and assist in the delivery of business services.



## II. Business Services Staff



# SC Works Upstate

Monthly Report Card FY15  
(April 2016)

Bringing Employers  
and  
Job Seekers  
Together



DASHBOARD 04/01/2016 through 04/30/2016

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	2835	2183	1849	1852	1294	1778	2122	1591	1850	1850	0	0	19315
WIOA Traffic (Spartanburg 103, Union 2)	225	149	77	81	59	53	118	100	91	105	0	0	1059
UI Traffic (Spartanburg 75, Union 47)	322	181	197	160	173	230	231	145	148	122	0	0	1299
WP Traffic (Spartanburg 1076, Union 547)	2329	1902	1567	1360	1067	1824	1364	1348	1783	1623	0	0	15287
Total Unduplicated Center Traffic	1373	1133	854	994	1047	1173	1415	965	1191	1644	0	0	11200
# Scheduled for Orientation	49	31	34	20	30	42	55	32	47	51	0	0	391
# Attended Orientation	41	21	16	14	21	33	38	26	26	30	0	0	266
# of Workshops Offered	32	25	31	29	28	27	28	32	39	43	0	0	315
# Scheduled for Workshops	77	58	42	50	20	27	42	75	208	224	0	0	823
# of Workshop Attendees	57	39	32	39	16	20	26	79	183	143	0	0	634
New ADULT Enrollments	17	16	3	11	7	7	17	13	13	16			120
New DW Enrollments	0	1	2	0	1	1	7	2	2	4	0	0	20
Total Caseload	331	333	269	271	257	245	255	250	266	253	0	0	2711
New ADULTS beginning training	17	16	4	0	3	2	11	10	8	3	0	0	74
New DWs beginning training	2	2	0	0	1	0	2	2	1	0	0	0	19
% New Clients vs Clients Entering Trng	111.8%	105.9%	80.0%		56.0%	25.0%	54.2%	86.0%	60.0%	15.0%			64.6%
# of New Job Orders Placed	235	251	238	245	184	192	251	205	268	232	0	0	2337
# of Jobs New Jobs Available	453	864	1022	1220	335	852	1388	849	717	576	0	0	6265
# Entered Employment	38	10	24	19	78	10	9	10	22	22	0	0	247

## CAREER CONSULTANT CASELOADS

Nancy Wilson - 81  
Melba Jones - 86  
Susi Garcia - 90  
Damaris Anderson - 16

## CENTER TRAFFIC

	FY13	FY14	Change
Localist	8	1253	-1253
Cherokee			
Spartanburg	1254	1374	-120
Union	596	611	-215

## TRAINING PROVIDERS AND PROGRAMS

Provider Training Program/Number of enrollees

\*Karlene Rogers are not being reported due to relocation

\*% of the Entered Employment numbers were ADULTs based

\*Workshop numbers higher due to OMB reach and it's open to all counties

Arbor  
**Profit & Loss Budget vs. Actual**  
July 2015 through April 2016

Arbor					
	83% of PY15	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Grants Received		1,151,364.93	1,151,364.93	0.00	100.0%
Total Income		1,151,364.93	1,151,364.93	0.00	100.0%
<b>Expense</b>					
Administration					
Dues, Prof fees, Subscriptions		40.00	100.00	-60.00	40.0%
Fringes		60,788.88	86,081.39	-25,292.51	70.62%
Indirect Cost		52,100.98	66,859.59	-14,758.61	77.93%
Management Fee		51,228.90	63,325.07	-12,096.17	80.9%
Salaries		325,080.50	403,143.11	-78,062.61	80.64%
Total Administration		489,239.26	619,509.16	-130,269.90	78.97%
Operating Expenses					
Computers and Software		2,642.32	6,225.77	-3,583.45	42.44%
Contract/Consulting Services		2,010.55	3,000.00	-989.45	67.02%
Equipment Rental		3,114.28	3,700.00	-585.72	84.17%
Facilities Costs		8,192.33	12,000.00	-3,807.67	68.27%
Mileage		5,305.25	8,000.00	-2,694.75	66.32%
Office Supplies		2,519.54	6,000.00	-3,480.46	41.99%
Postage		788.04	1,200.00	-411.96	65.67%
Printing Supplies		886.16	2,000.00	-1,113.84	44.31%
Professional Development		150.00	200.00	-50.00	75.0%
Relocation		990.12	1,500.00	-509.88	66.01%
Rent		110,060.70	134,180.00	-24,119.30	82.03%
Telephone		11,289.07	16,200.00	-4,910.93	69.69%
Travel-Out of Town		1,052.88	1,650.00	-597.12	63.81%
Utilities		8,373.64	12,000.00	-3,626.36	69.78%
Total Operating Expenses		157,374.88	207,855.77	-50,480.89	75.71%
Supportive Services					
Transportation		7,280.00	13,000.00	-5,720.00	56.0%
Total Supportive Services		7,280.00	13,000.00	-5,720.00	56.0%
Training Expenses					
Instructional Training		190,734.86	311,000.00	-120,265.14	61.33%
Total Training Expenses		190,734.86	311,000.00	-120,265.14	61.33%
Total Expense		844,629.00	1,151,364.93	-306,735.93	73.36%
Net Income		306,735.93	0.00	306,735.93	100.0%

PY15

Arbor: Rapid Response Grants

Grant	TOTAL				Current %	83%
	thru April 30, 2016 Expenditures	Budget	Variance	% of Budget		
Rapid Response IWT #14RRIWT16 (3/15/16)	\$ 60,950.00	\$ 60,950.00	\$ -	100.00%		
Rapid Response IWT #14RRIWT17 (3/28/16)	\$ 78,445.00	\$ 78,445.00	\$ -	100.00%		
Rapid Response IWT #14RRIWT18 (4/5/16)	\$ 42,600.00	\$ 42,950.00	\$ 350.00	99.19%		
Rapid Response IWT #15RRIWT05 (12-15-16)	\$ -	\$ 50,000.00	\$ 50,000.00	0.00%		
IWT 15M903IWT01-UWIB #15IWT03 (8/31/16)	\$ 19,244.00	\$ 54,504.00	\$ 35,260.00	35.31%		
Totals	\$ 201,239.00	\$ 286,849.00	\$ 85,610.00	70.16%		

**SC WORKS UPSTATE  
GRANT MODIFICATION REQUEST FORM**

(If necessary, use more than one form)

**Date:** 05/06/2016

**Grant number:** 15M903Q1-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:**

**Addition of Funds:** Reflects a \$50,000.00 increase in the contract from \$1,151,364.93 to \$1,201,364.93 with \$39,000.00 to Adult and \$11,000.00 to Dislocated Worker to increase training funds. This increases from \$898,034.64 to \$937,034.64 and increases Dislocated Worker after Funds Transfer from \$253,300.29 to \$264,300.29.

**Training Funds (+\$47,250.00):** Increase in Training Funds from \$311,000.00 to \$358,250.00.

**Management Fee (+\$2,750.00):** Reflects an increase in the Management Fee from \$63,325.07 to \$66,075.07 resulting from the increase in the total contract amount.

**Reason for modification:** Receipt of training funds for summer training sessions from the WB.

**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 WIB ONESTOP SERVICES COORDINATOR**

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

**WIB Director:** \_\_\_\_\_  
Signature Date

- ☐ Approval to begin modification process  
☐ Disapproved