



## **Upstate Workforce Board Youth Committee Minutes**

**May 16, 2016**

**5:30 P.M.**

**BTC Conference Room**

### **Members Present:**

Mr. Curtis Anderson, Chair  
Mr. Craig Jacobs  
Ms. Cherie Pressley  
Ms. Susan Rogers  
Ms. Jennie Thomas  
Mr. David Wall

### **WB Staff Present:**

Ms. Ann Angermeier  
Mr. Brent Bishop  
Mr. Dwayne Hatchett

### **Welcome**

Mr. Curtis Anderson, Chair, called the meeting to order and welcomed everyone in attendance.

### **Monthly Financials**

Ms. Ann Angermeier, Executive Director of Upstate Workforce Board, reviewed the ACHIEVE program budget from July 2015 through March 2016. Ms. Angermeier noted that USC Upstate is behind one month on billing their invoices because they were catching up from installation of new accounting software. There were several questions regarding specific line items, such as indirect cost, salary and supportive services that Ms. Helen Merriweather, Director of ACHIEVE, clarified for the members. After some discussion, there were no additional questions or concerns.

Ms. Ann Angermeier reviewed The YouthStop™ program budget from July 2015 through April 2016. There were no additional questions or concerns.

### **Youth Program Reports**

Ms. Ann Angermeier provided a brief update of the youth programs. Ms. Kathy Bell provided some explanation of the Face Forward program and performance WorkKeys levels.

### **PY16 Budget Review & Approval**

The committee reviewed the ACHIEVE PY16 budget and several line items were discussed, including the necessity to purchase some new office equipment and salary changes (a full time position replacement as well as a SCSEP transitioning from AARP employee to an ACHIEVE staff member).

The committee reviewed The YouthStop™PY16 budget, most significantly the rent and current location. The rent on their current building has decreased significantly and District Six pays for the renters' insurance. Ms. Bell noted that considerable funds were added to the *Academic and Occupational Training* line item to provide additional training because last year this expense was skimmed as a result of the significant budget cuts.

***Ms. Cherie Pressley made a motion to present the ACHIEVE and The YouthStop™ PY16 budgets to the Upstate Workforce Board for approval. Ms. Susan Rogers seconded the motion. There were no abstentions and the motion carried.***

### **Adjournment**

With no further business or discussion from the floor, the meeting adjourned at 6:58 p.m.

**AGENDA**  
**YOUTH COMMITTEE MEETING**  
BTC Conference room  
May 16, 2016

- Welcome Mr. Curtis Anderson
- Monthly Financials Ms Ann Angermeier
- Youth Program Reports/Dashboards  
    ○ USC Upstate ACHIEVE Program Mr. Curtis Anderson  
    ○ The YouthStop
- PY16 Budget Review & Approval Committee
- Other Business & Adjourn

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

**ACHIEVE**  
**Profit & Loss Budget vs. Actual**  
July 2015 through February 2016

ACHIEVE		Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
67% of PY15					
Income					
Grants Received		343,196.78	343,196.78	0.00	100.0%
Total Income		343,196.78	343,196.78	0.00	100.0%
Expense					
Indirect Costs		454.84	14,552.94	-14,098.10	3.13%
Instructional Training		7,949.04	11,482.66	-3,533.62	69.23%
Operating Expenses		1,563.58	24,985.60	-23,422.02	6.26%
Staff Salaries & Fringe Benefit		96,768.58	178,511.80	-81,743.22	54.21%
Supportive Services		7,969.99	25,397.72	-17,427.73	31.38%
Vocational Exploration (W E)					
Staff Salary/Fringe		31,920.40	69,623.82	-37,703.42	45.85%
V E Indirect Costs		2,553.64	5,569.91	-3,016.27	45.85%
Vocational Exploration (W E) - Other		6,599.98	13,072.33	-6,472.35	50.49%
Total Vocational Exploration (W E)		41,074.02	88,266.06	-47,192.04	46.53%
Total Expense		155,780.05	343,196.78	-187,416.73	45.39%
Net Income		187,416.73	0.00	187,416.73	100.0%



**ACHIEVE**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through March 2016**

ACHIEVE					
	75% of PY15	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Grants Received		343,196.78	343,196.78	0.00	100.0%
Total Income		343,196.78	343,196.78	0.00	100.0%
<b>Expense</b>					
Indirect Costs		1,384.14	14,552.94	-13,168.80	9.51%
Instructional Training		8,399.72	11,482.66	-3,082.94	73.15%
Operating Expenses		1,718.43	24,985.60	-23,267.17	6.88%
Participant Wages & Fringes		0.00	0.00	0.00	0.0%
Payroll Expenses		0.00	0.00	0.00	0.0%
Staff Salaries & Fringe Benefit		106,547.55	178,511.80	-71,964.25	59.69%
Supportive Services		9,501.75	25,397.72	-15,895.97	37.41%
<b>Vocational Exploration (W E)</b>					
Staff SalaryFringe		37,718.24	69,623.82	-31,905.58	54.17%
V E Indirect Costs		3,017.47	5,569.91	-2,552.44	54.17%
Vocational Exploration (W E) - Other		7,799.98	13,072.33	-5,272.35	59.67%
Total Vocational Exploration (W E)		48,535.69	88,266.06	-39,730.37	54.99%
Total Expense		176,087.28	343,196.78	-167,109.50	51.31%
Net Income		167,109.50	0.00	167,109.50	100.0%

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

	YouthStop			
	83% of PY15			
Income				
Grants Received	433,991.87	433,991.87	0.00	100.0%
Total Income	433,991.87	433,991.87	0.00	100.0%
Expense				
Academic/Occupational Training	837.87	14,350.00	-13,512.13	5.84%
Career Dev. Sp. Wages & Fringes	47,485.45	52,727.88	-5,242.43	90.06%
Operating Expenses	57,858.90	76,307.24	-18,448.34	75.82%
Staff Salaries & Fringe Benf.	214,551.94	269,886.25	-55,334.31	79.5%
Supportive Svcs for A & O Svcs	1,485.05	10,720.50	-9,235.45	13.85%
Vocational Exploration (WE etc)	3,775.47	10,000.00	-6,224.53	37.76%
Total Expense	325,994.68	433,991.87	-107,997.19	75.12%
Net Income	107,997.19	0.00	107,997.19	100.0%

**UPSTATE WORKFORCE INVESTMENT AREA  
CUMULATIVE BUDGET SUMMARY**

2016-2017

**Project Name**      USC Upstate ACHIEVE Program  
**Grant #:**                      \_\_\_\_\_

**TOTAL BUDGET**

Out-Of-School Youth                      \$     387,810.41  
In-School Youth                                      \_\_\_\_\_

**TOTAL GRANT COST**

<b>\$     387,810.41</b>
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**UPSTATE WORKFORCE INVESTMENT AREA  
OUT-OF-SCHOOL YOUTH BUDGET SUMMARY**

2016-2017

**Project Name** USC UPSTATE ACHIEVE PROGRAM

**Grant #:**

	<b><u>TOTAL BUDGET</u></b>		
		<b>PY15</b>	<b>% Change</b>
Staff Salaries & Fringe Benefits	\$ 173,963.09	\$ 208,245.12	-16.46%
Indirect Costs	\$ 15,166.25	\$ 16,931.61	-10.43%
Operating Expenses	\$ 37,200.60	\$ 24,985.60	48.89%
Instructional Training	\$ 18,475.00	\$ 13,637.66	35.47%
Vocational Exploration (Work Experience, etc)	\$ 15,400.00	\$ 11,072.33	39.09%
Staff Salary/Fringe	\$ 61,532.84	\$ 40,393.02	52.34%
Indirect Costs	\$ 4,992.63	\$ 3,231.44	54.50%
Participant Wages & Fringes			
Supportive Services	\$ 61,080.00	\$ 22,700.00	169.07%
 <b>TOTAL GRANT COST</b>	 <b>\$ 387,810.41</b>	 <b>\$ 341,196.78</b>	 13.66%



**UPSTATE WORKFORCE INVESTMENT AREA  
PROPOSED YOUTH BUDGET SUMMARY**

**Project Name**      The YouthStop™ - Spartanburg County School District Six

	<b><u>TOTAL BUDGET</u></b>		
		<b>PY15</b>	<b>% Change</b>
Staff Salaries & Fringe Benefits	\$ 270,598.58	\$ 269,886.26	0.26%
Indirect Costs	\$ -	\$ -	
Operating Expenses	\$ 76,307.23	\$ 76,307.23	0.00%
Academic and Occupational Training	\$ 27,350.00	\$ 14,350.00	90.59%
Vocational Exploration (Work Experience, etc)	\$ 15,000.00	\$ 10,000.00	50.00%
Career Development Specialist Wages & Fringes	\$ 53,782.42	\$ 52,727.88	2.00%
Supportive Services for Academic and Occupational Servic	\$ 10,920.50	\$ 10,720.50	1.87%
<b>TOTAL GRANT COST</b>	<b>\$ 453,958.73</b>	<b>\$ 433,991.87</b>	<b>4.60%</b>

# USC Upstate ACHIEVE Program Progress Report PY15 July 1, 2015--June 30, 2016

3/31/2016

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	18	15	16	16	7	10	10	18				118
Pending Applications	5	20	11	12	12	3	5	4	7				78
Eligible WIA Applicants	1	4	3	2	2	1	3	7	9				32
Referrals to other agencies	3	6	5	6	6	2	2	3	6				39
Carryover (Prev Yr)	30	NA	NA	38	NA	NA	41	NA	NA				NA
New Enrollments	0	3	4	3	0	2	4	2	4				22
New enrolls BSD--rdg and/or math	0	1	3	2	0	0	3	1	3				13
Total Active End of Quarter	0	NA	36	NA	NA	42	NA	NA	44				NA
Total Served (New, CO)	30	33	37	40	40	42	47	49	53				NA
Exiters entering Follow-up	0	9	3	0	4	4	0	2	3				25
Of those exiting the # Employed or in Advanced Training at Enrollment	0	3	1	0	0	0	0	0	0				4
Placed in Empl/College/Adv Trng	0	4	2	0	3	5	0	2	2				18
GEDs Earned	0	2	0	0	0	5	0	1	3				11
Occupational Credentials Earned	20	0	5	1	1	0	0	0	4				31
Entering as BSD in rdg and/or math	22	2	3	2	0	0	3	1	3				36
Attaining L/N in at least 1 sub)	18	4	3	0	5	1	0	3	2				38
WorkKeys Earned (Silver or Bronze)	18	0	0	1	1	0	0	2	8				31
Pre-employment class completed	0	4	2	3	2	1	0	5	3				20
Work Experiences Completed	0	0	1	1	5	3	0	1	3				14
Driver's Ed	0	5	0	0	0	0	0	0	0				5

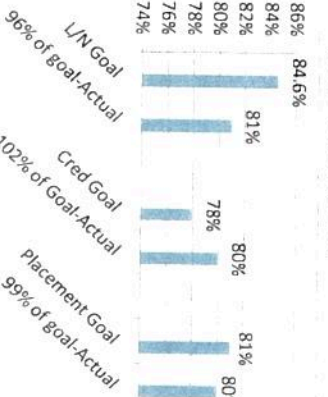
30 of the carried over need L/N.

## YTD Budget--02/29/2016

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 208,245.12	\$ 132,426.35	64.0%
Operating	\$ 24,985.60	\$ 2,306.96	9.0%
Training	\$ 68,334.45	\$ 24,332.95	36.0%
Support Services	\$ 22,700.00	\$ 5,688.11	25.0%
Indirect	\$ 16,931.61	\$ 2,979.68	18.0%
<b>Total</b>	<b>\$ 341,196.78</b>	<b>\$ 167,734.05</b>	

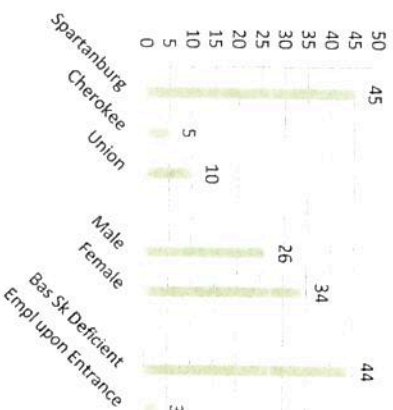
Note: Staff salary/fringe includes the percentages allotted in the Training category, which causes the Training category (which includes WE) to seem less spent. These figures are actual and may not have billed by USC.

## PY15--3rd Qtr (Jan 1--Mar 31, 2016)

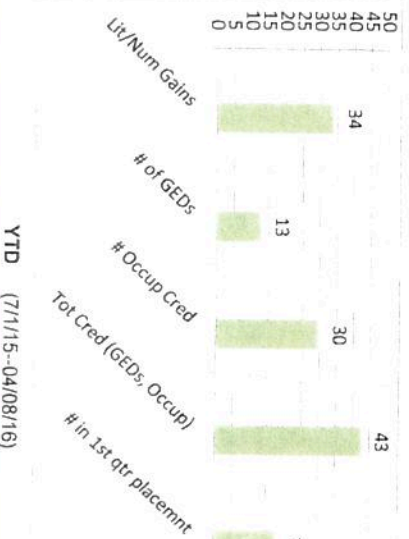


WIA Common Measures

## Demographics of Total Served--60 PY15 7/1/15--04/08/16



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



YTD (7/1/15--04/08/16)

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





A Program of the Upstate Workforce Development Board  
Serving Cherokee, Spartanburg and Union

## March 1<sup>st</sup> – March 31<sup>st</sup>

### PARTICIPANT ACTIVITIES

- On March 8 and 22, participants attended workshops on communication and decision making led by a Carolina Center for Behavioral Health counselor. Participants toured the Regency Beauty Institute-Spartanburg. Not only did they learn about careers in cosmetology, but the emphasis was on how to present oneself for a job interview. Participants and staff received hairstyling, manicures and facials. The entrepreneurship piece that corresponds with cosmetology careers was an added feature.
- ACHIEVE participants continued the service learning project...delivering Mobile Meals.
- On March 31, Chris Goldman with *Student Painters*, interviewed selected ACHIEVE students for summer work experiences.

### STAFF ACTIVITIES

- On March 1, staff met with the Forester Behavior Center Impact Coalition to help plan the upcoming events to drive the Drug Free Communities grant. On March 8, an organizational meeting was held in Boiling Springs, which ACHIEVE staff helped facilitate.
- On March 4, Helen Merriweather attended the SC Works In-House meeting for center partner planning.
- On March 7, Helen Merriweather attended the WB Youth Committee meeting to give updates and discuss strategies for best practices.
- On March 10, Helen Merriweather attended the Mental Health of America Lunch/Learn workshop that held a discussion on mental illness.
- On March 11, Helen Merriweather attended the Hispanic Awareness meeting.
- On March 17, two staff each attended the Cherokee County Partnerships meeting held at SCC, Cherokee and the Union County Workforce Summit held at Jonesville Vocational Rehabilitation.
- On March 18, Helen Merriweather attended the SC Works Partnership meeting, featuring an update on the Spartanburg Community Indicators.
- On March 21, Gale Jackson and Helen Merriweather attended the Workforce Board meeting.
- On March 23, Susan Griffith and Helen Merriweather attended the CommunityWorks Train the Trainer financial workshop, one of three.
- On March 28, Helen Merriweather, attended quarterly update for the Mary Black Foundation CAB meeting for strategic planning of the grant awarded to the MBF to educate and intercept youth to prevent teen pregnancy.
- On March 28, Helen Merriweather participated in the bi-monthly Workforce Board Grantee meetings. Program updates and WIDA news was shared among the grantees.

Located with SC Works Spartanburg at the SCC Downtown Campus

[www.uscrnstate.edu/academics/achieve](http://www.uscrnstate.edu/academics/achieve)—(864) 764-1977

## Just In Time Report

### Training and Work Experiences Connection

On March 21-25, ACHIEVE hosted the second yearly CellBotics training held in the SC Works Center. Four participants were selected to participate in this entrepreneurship and specialized cellphone and handheld device training. Participants spend an intense week in hands-on training learning to repair devices and learn where/how to obtain materials for repair. Nikki Russell, the owner of CellBotics and instructor, not only trains but mentors these youth. One student is performing a work experience with employment planned at the end. She will become a trainer to assist Ms. Russell. Another CellBotics student is scheduled to begin a work experience as well.

*Kendall Richards  
Cellbotics trainee  
and  
Work Experience  
recipient*



J. I. T. PY 15 **9**

March 2016

### 3<sup>rd</sup> Quarter Statistics

Enrollment	96%
Credentials	102%
Literacy/Numeracy	81%
1 <sup>st</sup> Qtr. Placement	80%

### YTD Enrollment Demographics

Male/Female	26/34
Spartanburg Co.	45
Union Co.	10
Cherokee Co.	5

### AN EXTRA SPECIAL COMMUNITY SPOTLIGHT

ACHIEVE hosts a Community Spotlight where individuals from the community visit ACHIEVE staff and participants to share their life stories about how they overcame obstacles and achieved their goals that brought them to their current job and lifestyle. This month's CS featured one of ACHIEVE's graduates who now attends USC Upstate, Chris Goldman (2009). Chris shared his tribulations as a young boy and teen. One can imagine how the ACHIEVE participants listened intently. Chris's CS extended to a workshop as he discussed entrepreneurship and invited ACHIEVE participants to apply for summer work with his company, *Student Painters*.



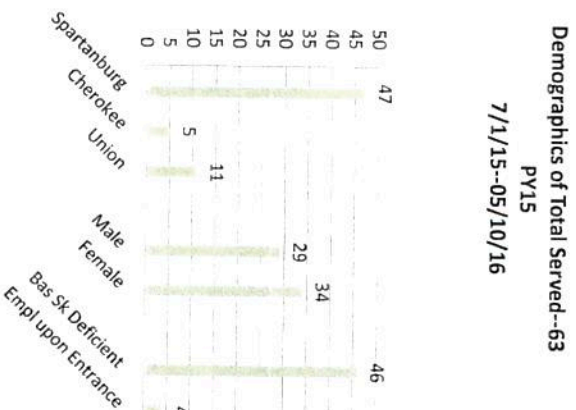
# USC Upstate ACHIEVE Program Progress Report PY15 July 1, 2015--June 30, 2016

4/30/2016



	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	8	18	15	16	16	7	10	10	18	15			133
Pending Applications	5	20	11	12	12	3	5	4	7	10			89
Eligible WIA Applicants	1	4	3	2	2	2	1	3	9	8			40
Referrals to other agencies	3	6	5	6	6	2	2	3	6	2			41
Carryover (Prev. Yr)	30	NA	NA	38	NA	NA	41	NA	NA	36			NA
New Enrollments	0	3	4	3	0	2	4	2	4	3			25
New enlirnis BSD--rdg and/or math	0	1	3	2	0	0	3	1	3	2			15
Total Active End of Quarter	0	NA	36	NA	NA	42	NA	NA	44	36			NA
Total Served (New, CO)	30	33	37	40	40	42	47	49	53	57			NA
Exiters entering Follow-up	0	9	3	0	4	4	0	2	3	0			25
Of those exiting the # Employed or in Advanced Training at Enrollment	0	3	1	0	0	0	0	0	0	0			4
Placed in Empl/College/Adv Trng	0	4	2	0	3	5	0	2	2	0			18
GEDs Earned	0	2	0	0	0	5	0	2	3	3			15
Occupational Credentials Earned	20	0	5	1	1	0	0	0	4	4			35
Entering as BSD in rdg and/or math	22	2	3	2	0	0	3	1	3	2			38
Attaining L/N in at least 1 subj	18	4	3	0	5	1	0	3	2	3			39
WorkKeys Earned (Silver or Bronze)	18	0	0	1	1	1	0	2	8	4			35
Pre-employment class completed	0	4	2	3	2	1	0	5	3	2			22
Work Experiences Completed	0	0	1	1	5	3	0	1	3	3			17
Driver's Ed	0	5	0	0	0	0	0	0	0	1			6

30 of the carried over need L/N

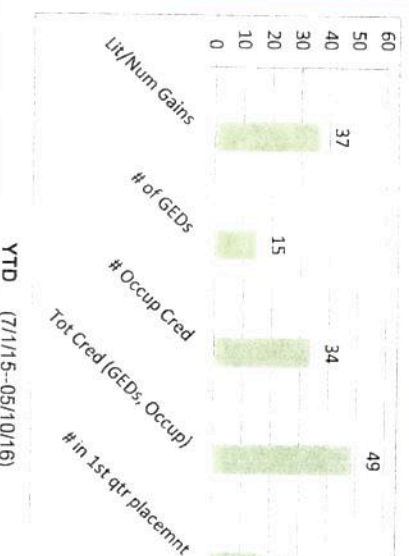
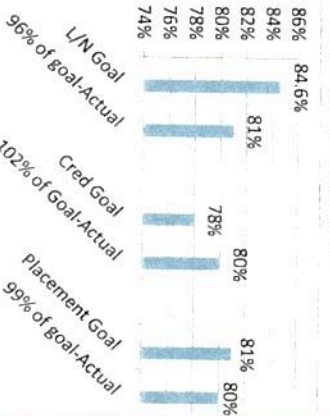


This chart includes students that cannot be counted in carryover but still being served:--new, carryover and carryover not counted.

## YTD Budget--03/31/2016

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 208,245.12	\$ 148,003.16	71.0%
Operating	\$ 24,985.60	\$ 2,461.81	10.0%
Training	\$ 68,334.45	\$ 25,983.63	38.0%
Support Services	\$ 22,700.00	\$ 7,219.87	32.0%
Indirect	\$ 16,931.61	\$ 4,372.81	26.0%
<b>Total</b>	<b>\$ 341,196.78</b>	<b>\$ 167,734.05</b>	

## PY15--3rd Qtr (Jan 1--Mar 31, 2016)



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

Note: Staff salary/fringe includes the percentages allotted in the Training category, which causes the Training category (which includes WFE) to seem less spent. These figures are actual and may not have billed by USC.

WIA Common Measures



### 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	35	37	239	90	30	15	50	25	60	30			611
# Of applications received	2	1	3	14	4	1	3	6	2	6			42
# Of academically eligible	2	1	3	14	8	1	3	6	2	4			44
# Of eligible WIOA applicants	2	1	2	3	7	0	1	5	2	4			27
# Of referrals to other agencies	5	5	1	2	2	1	23	10	2	5			56
# Of camovers (Prev. Yr or Mo)	7	7	8	13	16	23	26	27	29	32			32
# Of new enrollments	0	3	2	3	7	3	1	2	3	4			28
% Of Enrollment Benchmark	14%	20%	26%	32%	46%	51%	51%	55%	62%	72%			72%
Total active end of month	7	10	13	16	23	26	27	29	32	36			36
# Of exits entering follow-up	0	0	59	1	0	0	2	0	0	0			62
# Placed in employ/college/training	0	0	48	1	0	0	2	0	0	0			51
# Of diploma's earned	0	0	52	1	0	2	3	0	3	3			64
# WorkKeys platinum earned	0	0	0	0	0	0	0	0	0	0			0
# WorkKeys gold earned	0	0	1	0	0	0	0	1	0	0			2
# WorkKeys silver earned	0	0	1	0	0	1	1	0	3	1			7
# WorkKeys bronze earned	0	0	0	1	0	1	0	0	0	1			3

Total Served YTD

36 Camovers plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 269,886	\$ 214,552	82%	79%
Operating	\$ 76,307	\$ 57,859	82%	76%
Instructional Training	\$ 14,350	\$ 838	82%	6%
Work Placement & Recovery	\$ 62,728	\$ 51,261	82%	82%
Supportive Service/Incentives	\$ 10,721	\$ 1,485	82%	14%
<b>Total</b>	<b>\$ 433,992</b>	<b>\$ 325,995</b>	<b>82%</b>	<b>75%</b>

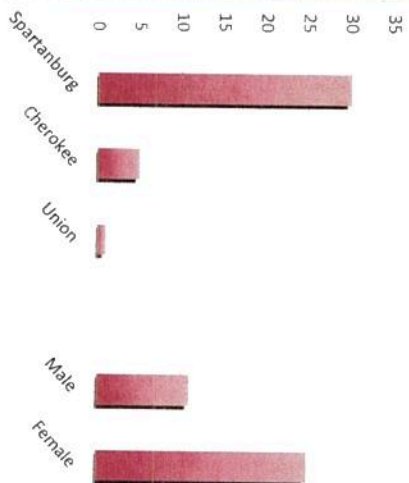
Invoices through: 4/30/2016

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

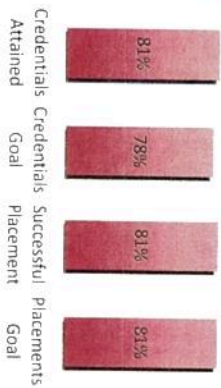
Funded by the Upstate Workforce Board--Administered by Spartanburg County School District No. 6



### The YouthStop™ Demographics



### PY15 4rd Quarter Performance (Projected)



### YTD Outcomes for PY15

