



Upstate Workforce Board Youth Committee Minutes
December 6, 2017
8:30 A.M.
Youth Stop

Members Present:

Mr. Curtis Anderson, Chair
Mr. Bill Brasington
Ms. Theresa Perry
Ms. Lisa Hannon

UWB Staff Present:

Ms. Simone Mack-Orr
Mr. Brent Bishop

DEW Representative:

Ms. Jackie Taylor

Guests:

Ms. Kathy Bell – YouthStop™
Ms. Helen Merriweather- ACHIEVE

Welcome

Mr. Curtis Anderson, Chair, called the meeting to order at 8:30 a.m. and welcomed everyone in attendance including Ms. Jackie Taylor who is the new Priorities and Populations Coordinator for SCDEW.

Financials

Mr. Brent Bishop reviewed the ACHIEVE and YouthStop program budgets through October 2017. Mr. Bishop stated that both programs are tracking on schedule. Mr. Bishop explained that USC is the fiscal agent for the ACHIEVE program and Spartanburg School District Six is the fiscal agent for YouthStop.

Work-based Learning

Mr. Bishop stated that both programs are tracking well through October 2017. Mr. Bishop tracks this percentage monthly. It was suggested that Mr. Bishop show the salaries that are tied to work-based learning, plus the money that is spent directly on work experience should be shown separately from the budget. A spreadsheet is already being used to track these and will be included in the committee packets moving forward.

Youth Program Reports/Dashboard

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the *Just in Time* and the *Dashboard* for October 2017, with 66% enrollment, 3 GEDs, 11 participants needing one part

and five participants needing two parts. Ms. Merriweather said that they continue to push driver's education and the advanced skills training. They are on target for placements and striving to meet performance measures. They also received another grant to continue their behavioral health efforts.

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* and *Dashboard* reports for October 2017, highlighting being at 80% enrollment and having three students in Work Readiness training. YouthStop also informed the committee that they received a Community Block Grant from Spartanburg County that will allow them to have a part-time position to work at Dorman with their recovery program. Ms. Bell reported that there are two individual programs running that focus on keeping young men and women from being distracted by outside influences that could lead them down the wrong path. Condolences were expressed for the loss of Ms. Michelle Hawkins mother and Mr. Jamie Coxs' grandmother.

Other Business

Mr. Curtis Anderson asked the committee to introduce themselves to Ms. Jackie Taylor, the new Priority Populations Coordinator with SCDEW.

Adjournment

With no further business or discussion from the floor, the meeting adjourned at 9:25 a.m.

The next meeting will be held on February 7, 2018 at 8:30 a.m.



AGENDA

YOUTH COMMITTEE MEETING

December 6, 2017

8:30 a.m.

YouthStop

- Welcome Mr. Curtis Anderson
- Financial Update Mr. Brent Bishop
- Work-based Learning Mr. Brent Bishop
- Youth Program Reports/Dashboards
 - USC Upstate ACHIEVE Program
 - The YouthStop
- Other Business & Adjourn

Next Meeting Date: February 7, 2018

Our Mission Statement:

Build and maintain a workforce development system that meets the needs of employers.

ACHIEVE
Profit & Loss Budget vs. Actual
July through October 2017

ACHIEVE					
	33% of PY17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		364,476.00	364,476.00	0.00	100.0%
Total Income		364,476.00	364,476.00	0.00	100.0%
Expense					
Indirect Costs		6,935.47	20,905.46	-13,969.99	33.18%
Instructional Trng. & Sup. Svs.		4,000.55	43,030.21	-39,029.66	9.3%
Operating Expenses		797.49	30,592.08	-29,794.59	2.61%
Staff Salaries & Fringe Benefit		81,895.26	253,533.25	-171,637.99	32.3%
Work Based Learning		0.00	16,415.00	-16,415.00	0.0%
Total Expense		93,628.77	364,476.00	-270,847.23	25.69%
Net Income		270,847.23	0.00	270,847.23	100.0%

YouthStop
Profit & Loss Budget vs. Actual
July through October 2017

YouthStop					
	33% of PY17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		417,630.17	417,630.17	0.00	100.0%
Total Income		417,630.17	417,630.17	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		4,834.00	20,158.50	-15,324.50	23.98%
Operating Expenses		28,739.00	75,161.23	-46,422.23	38.24%
Staff Salaries & Fringe Benf.		97,779.38	307,310.44	-209,531.06	31.82%
Work Based Learning		0.00	15,000.00	-15,000.00	0.0%
Total Expense		131,352.38	417,630.17	-286,277.79	31.45%
Net Income		<u>286,277.79</u>	<u>0.00</u>	<u>286,277.79</u>	<u>100.0%</u>



A Program of the Upstate Workforce Development Board
Serving Cherokee, Spartanburg and Union
www.upstateworkforceboard.org

Just In Time Report

Issue
J. I. T. PY 17 **4**

October 2017

PARTICIPANT LEADERSHIP DEVELOPMENT

- The participants have been busy developing résumés and practicing workplace skills, including WorkKeys. They are preparing for Job Internships and learning soft skills.
- The counselors, Brad Peterson and Cheryl Owens, continued group workshops throughout the month.
- Students and staff continued the community based service through delivering Mobile Meals.
- Rita Monroe with Kelly Services did a workshop for the participants to discuss interviewing skills, appropriate dress, soft skills and host of other employability topics.
- Participants toured Spartanburg Community College.

STAFF DEVELOPMENT

- October 4—Helen Merriweather attended the Safety Net meeting and heard two presentations: Grow, a Spartanburg Housing Authority initiative, and The Haven spoke of upcoming changes and new goals.
- October 5—Helen Merriweather attended the Grantee Meeting to discuss goals and give program updates.
- October 5—Helen Merriweather and Elyse Miller, Adult Education Transition Specialist, met to discuss increase partnering efforts for our co-enrolled participants.
- October 18—Helen Merriweather attended the Workforce Board Youth Committee meeting to provide updates from the youth programs and other Workforce Board staff. The meeting was held at The YouthStop.
- October 20—Ranee Standberry attended the Spartanburg SC Works partner meeting. Kevin Boniface with Commission for the Blind spoke.
- October 23—Helen Merriweather attended the Mary Black Foundation committee meeting (CAB) for the prevention of teen pregnancy. The Connect website was discussed along with upcoming year strategies.
- October 24—Susan Griffith attended the Cherokee County SC Works partner meeting. Kristen Smith, site supervisor with Cherokee/Union County DHEC discussed various topics, one being information on Choose Well.
- October 24—Helen Merriweather attended the Union County SC Works partner meeting. The Palmetto College, the online degree program for University of South Carolina, discussed eligibility and enrollment process.
- October 25—Ranee Standberry attended the Spartanburg Youth Council meeting and heard the Chamber of Commerce speak of the \$4.5 million initiative.
- October 10—ACHIEVE staff was invited by the Pacolet Branch Library to present ACHIEVE's services with concentration on the purpose of WorkKeys and practice interviewing skills.

OUTREACH

Job Internships Underway

ACHIEVE spends at least 20% of its overall budget on job internships for it youth participants. Youth learn job skills, and just as importantly, have hands-on experience learning soft skills. Participants have completed one OJT, one job internship with two more on-going. Four business partners have agreed to hire and/or mentor ACHIEVE's youth:

Davis Services, Incorporated
Spartanburg YMCA
Palmetto Paws Pet Salon and Spa
St. Luke's Medical Clinic

For the next three calendar quarters, other ACHIEVE youth will be able to perform a job internship in an area of interest. We look forward to their opportunity and successful outcomes.



Meet Ella Colston, ACHIEVE's first Goodwill SCSEP. Ella will be assisting staff in data entry and office duties. ACHIEVE brought two AARP SCSEPs on staff last year.

Pre-Enrollment testing and WIOA Orientation every Thursday at 12:30pm ACHIEVE location.

Cherokee and Union County testing by appointment: Call to schedule.

ACHIEVE is co-located with SC Works Spartanburg at the SCC Downtown Campus.

<https://www.uscupstate.edu/outreach/achie>

While the Upstate Workforce Board funds ACHIEVE, ACHIEVE is administered by USC Upstate. Upstate oversees the grant and operates as ACHIEVE's fiscal agent.



ACHIEVE is thankful to our most recent community grants that have supported our counseling services: Episcopal Church of Advent, United Way Youth Philanthropy and, most recently, the Downtown Rotary Club.

USC Upstate ACHIEVE Program
Progress Report PY17
 July 1, 2017 -- June 30, 2018

10/31//2017

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Attended Orientation (POC)	5	8	6	10									29
Pending Applications	4	4	4	3									15
Eligible WIOA Applicants	2	3	3	3									11
Referrals to other agencies	8	7	6	4									25
Carryover (Prev. Yr)	28	NA	NA	40									NA
New Enrollments	1	2	2	3									29
New enrlmnts BSD--rdg and/or math	1	1	2	3									7
Total Active End of Quarter	NA	NA	35	NA									NA
Total Served (New, CO)	28	31	33	36									NA
Exiters entering FolUp-2nd/4th	0	0	15	0									15
Placed in Empl/College/Adv Trng	0	0	10	0									10
GEDs Earned	2	1	0										3
Occupational Credentials Earned	20	0	4	0									24
Attaining L/N in at least 1 subj	0	1	1	1									3
WorkKeys Earned	1	1	2	1									5
Resumes	3	3	1	2									9
Work Experiences Completed	1	0	0	1									2
Driver's Ed	0	0	0	0									0

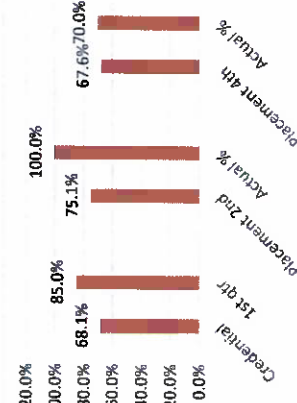
Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

10/31/2017

Cost Category	Budget	YTD Expense	YTD %
Staff/Fringe	\$ 198,775.07	\$ 58,552.81	
Operating	\$ 30,592.08	\$ 797.49	
Indirect	\$ 16,524.81	\$ 5,068.07	
Instructional Trng	\$ 13,550.00	\$ 3,600.00	
Supportive Services	\$ 29,480.21	\$ 400.55	
Work-Based Learning	\$ 75,553.83	\$ 25,209.85	
Total	\$ 364,476.00	\$ 93,628.77	25.70%

Accruals (\$10,864.25):
 Operating Exp--\$8551.09
 WBL--\$2,206.63
 SS--\$106.53

PY17
 (July 1, 2017 -- Sept 30, 2017)

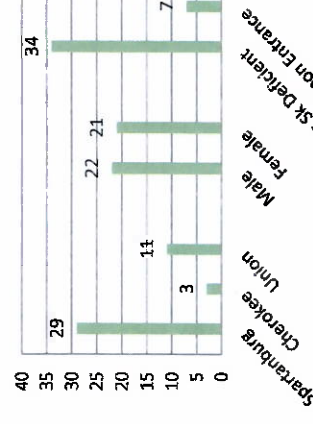


WIOA Measures are preliminary and based on applicable quarters.

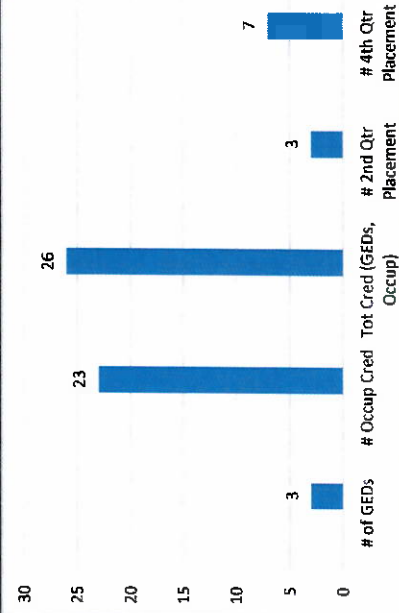


Demographics of Total Served--43
 (Follow-up not included)

PY17
 7/1/17--11/7/17



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



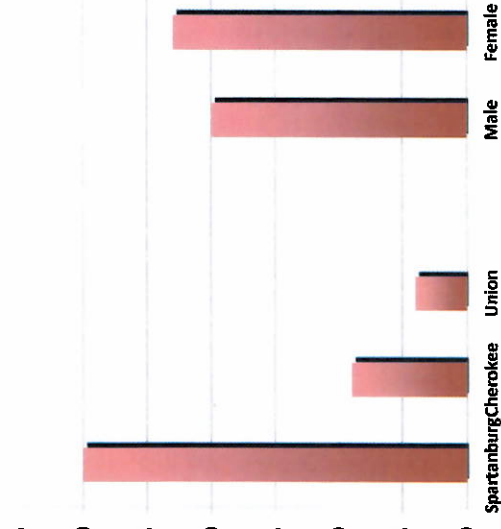
Year to Date: Participants may have more than one credential, but only one is counted per participant in outcome. All credentials are reflected here

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	26	61	57	48									192
# Of applications received	3	2	10	3									18
# Of academically eligible	3	2	10	3									18
# Of eligible WIOA applicants	n/a	0	5	n/a									5
# Of referrals to other agencies	2	6	0	3									11
# Of carryovers (Prev. Yr or Mo)	n/a	36	36	38									38
# Of new enrollments	0	0	2	5									7
% Of Enrollment Benchmark	n/a	65%	69%	78%									78%
Total active end of month	36	36	38	43									43
# Of exiters entering follow-up	0	0	0	14									14
# Placed in empl/college/adv trng	13	7	4	12									36
# Of diploma's earned	0	0	0	13									13
# WorkKeys platinum earned	0	0	0	0									0
# WorkKeys gold earned	0	0	0	0									0
# WorkKeys silver earned	0	3	1	3									7
# WorkKeys bronze earned	0	0	0	0									0

The YouthStop™ Demographics



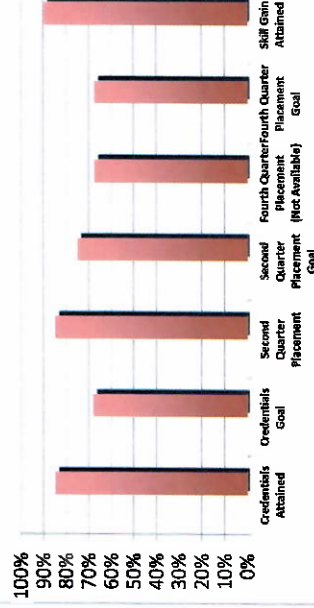
Total Served YTD 43 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 228,607	\$ 75,427	33%	33%
Operating	\$ 75,161	\$ 28,739	33%	38%
Instructional Training	\$ 10,990	\$ 4,504	33%	4%
Work Based Learning	\$ 93,704	\$ 22,353	33%	24%
Supportive Service/Incentives	\$ 9,169	\$ 330	33%	3%
Total	\$ 417,631	\$ 131,353	33%	31%

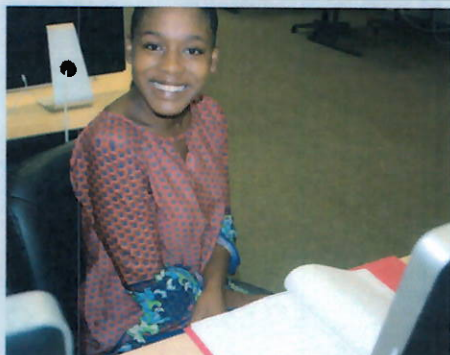
Invoices through: 10/31/2017

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

Performance



Odds 'n Ends



Kassidy Miller completed work readiness during October and is in the process of setting up a work experience with the Spartanburg city police.

Three new participants were certified in October from Spartanburg County. These participants are a part of the recovery program offered through The YouthStop™ at Dorman High School, which allows students between the ages of 17 -21 to re-enroll in high school and work toward a SC diploma. Services are delivered on-site at DHS and include all elements of WIOA programming.

Workshops were offered during the month of October in all three

counties of service. The general focus is on soft skills needed for the workplace. Additional workshops are offered on personal development and are usually gender-specific.

Group and individual counseling continued throughout October.

Participants in Cherokee County attended College Application Day. Helpers were available to assist each individual with the application process. Spartanburg Community College offered fee waivers to each applicant.

Armed forces recruiters met with participants to discuss career opportunities and entry requirements in the US military.



A recruiter from the United States Navy spoke to participants about career pathways, training and educational options, and daily life as a member of the navy.

Recruiters visit participants as part of our career exploration series.

Staff Development

Kathy E. Bell and Michelle W. Hawkins attended the Youth Committee meeting on October 18. The meeting was held at the The YouthStop™ and included discussions on training opportunities and in-demand careers.

On October 19, Alice Lang of the Upstate Workforce Board, visited the site of The YouthStop™ recovery program at Dorman High School. She sat in on a participant workshop and met with staff to learn more about services and programming.

James R. Cox attended the SC Works Union Partner Meeting on October 24 and heard discussion about the Palmetto College program at USC Union.

Shannon D. Wilkins attended the Spartanburg Youth Alliance Meeting on October 27 at the main branch of the Spartanburg County Library. The group heard a presentation focusing on the OneSpartanburg initiative at the Spartanburg Area Chamber of Commerce.

The YouthStop™
"Where Academic Preparation and Career Readiness Meet"

360 East Main Street

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