



Upstate Workforce Board Youth Committee Minutes

November 9, 2016

8:30 A.M.

Youth Stop

Members Present:

Mr. Curtis Anderson, Chair
Mr. Doug Bryson
Ms. Cherie Pressley
Ms. Susan Rogers
Ms. Carolyn Rutherford

UWB Staff Present:

Ms. Kara Tanenbaum
Mr. Brent Bishop
Ms. Alice Lang

DEW Representative:

Ms. Amanda Lucas

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.

ACHIEVE Financials

Mr. Brent Bishop, Chief Financial Officer of Upstate Workforce Board, reviewed the ACHIEVE program budget for July 2016 through September 2016. Mr. Bishop said there were no issues of any kind. There were no additional questions or concerns.

The YouthStop Financials

Mr. Brent Bishop reviewed The YouthStop program budget for July 2016 through September 2016. Mr. Bishop said everything was on track where it should be. There were no additional questions or concerns.

Work-based Learning Update

Mr. Brent Bishop explained the purpose of the work-based learning program. He said the reporting has become consistent and thanked Ms. Kathy Bell and Ms. Helen Merriweather for working to

streamline the program. Chair Curtis Anderson said members of the Upstate Workforce Board are available to reach out to area businesses to become involved in the program.

Youth Program Reports/Dashboard

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the *Just in Time* reports for September and October 2016 and the *Dashboard* for July 2016 to September 2016, including enrollment (carryover and new), statistics and performance, work experiences/training, leadership projects and several other program highlights.

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* reports for September and October 2016 and the *Dashboard* for July 2016 to September 2016, including certificate attainment, successful placement, and skill gains attainment. She also talked about tours, job fairs and training in which staff have been involved. Ms. Bell also discussed doing recovery and plans to partner with Broome and Dorman High Schools as YouthStop moves from an in-school to an out-of-school program. Ms. Bell also answered some questions of clarification about the *Dashboard*.

Employer Appreciation Luncheon

The committee discussed the idea, brought up at the previous meeting, of holding an Employer Appreciation Banquet. They agreed to move forward with it and form an ad hoc committee. Ms. Cherie Pressley, who has planned similar events, agreed to help organize the banquet and made a number of suggestions. The committee agreed that the event should be held in mid-May, include work experience students and their supervisors, and be kept to a maximum of 100 attendees. Ms. Pressley asked for staff from Upstate Workforce Board to help with logistics.

Other Business

Chair Curtis Anderson thanked outgoing Upstate Workforce Board Executive Assistant Ms. Kara Tanenbaum for her time and effort on the Youth Committee.

Adjournment

With no further business or discussion from the floor, the meeting adjourned at 9:30 a.m.

The next meeting will be held on January 11, 2017 at 8:30 a.m.

AGENDA
YOUTH COMMITTEE MEETING
YouthStop
Wednesday November 9, 2016

- Welcome Mr. Curtis Anderson
- Financial Update Mr. Brent Bishop
- Work-based Learning Update Mr. Brent Bishop
- Youth Program Reports/Dashboards
 - USC Upstate ACHIEVE Program Ms. Helen Merriweather
 - The YouthStop Ms. Kathy Bell
- Employer Appreciation luncheon Ms. Kara Tanenbaum
- Other Business & Adjourn

NEXT MEETING: January 11, 2017, 8:30am at YouthStop

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

ACHIEVE
Profit & Loss Budget vs. Actual
July through September 2016

ACHIEVE					
	25% of PY16	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		387,740.41	387,740.41	0.00	100.0%
Total Income		387,740.41	387,740.41	0.00	100.0%
Expense					
Indirect Costs		0.00	20,004.89	-20,004.89	0.0%
Instructional Trng. & Sup. Svs.		7,909.20	73,779.39	-65,870.19	10.72%
Operating Expenses		7,550.06	37,051.00	-29,500.94	20.38%
Staff Salaries & Fringe Benefit		54,010.63	234,595.13	-180,584.50	23.02%
Work Based Learning		0.00	22,310.00	-22,310.00	0.0%
Total Expense		69,469.89	387,740.41	-318,270.52	17.92%
Net Income		318,270.52	0.00	318,270.52	100.0%

YouthStop
Profit & Loss Budget vs. Actual
July through September 2016

YouthStop					
	25% of PY16	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Income					
Grants Received		453,958.73	453,958.73	0.00	100.0%
Total Income		453,958.73	453,958.73	0.00	100.0%
Expense					
Instructional Trng. & Sup. Svs.		270.11	38,270.50	-38,000.39	0.71%
Operating Expenses		18,856.53	76,307.23	-57,450.70	24.71%
Staff Salaries & Fringe Benf.		63,724.72	324,381.00	-260,656.28	19.65%
Work Based Learning		40.75	15,000.00	-14,959.25	0.27%
Total Expense		82,892.11	453,958.73	-371,066.62	18.26%
Net Income		371,066.62	0.00	371,066.62	100.0%

September 1, 2016---September 30, 2016

- Participant Leadership Development
- The participants have been busy developing résumés and practicing workplace skills, including WorkKeys. They are preparing for Work Experiences and learning soft skills.
- During September, the Upstate Workforce Development Board sponsored several leadership classes that included financial literacy, goal setting and other life/leadership skills. Seven ACHIEVE students were selected to participate in three sessions.
- Five participants trained and received certification in CellBotics, with trainer and owner of CellBotics, Nicole Russell.

Staff Development

- On September 7, staff attended the Upstate Workforce Development Board (UWDB) Youth Committee meeting. Program updates and discussion about Work Experiences was the gist of the meeting.
- On September 19, staff attended the first PY16 Upstate Workforce Development Board meeting, held at the YMCA. Program updates were given and discussion on the SC Works/DEW merge was held.
- On September 22, Susan Griffith attended the Union Workforce Summit, held at SC Works Union. Ann Angermeier enlightened the group with a presentation about millennials and the workplace.
- On September 29, staff attended the UWDB Grantee meeting. Along with Program updates and discussions, ACHIEVE introduced its newest employee, Renee Standberry, who fills the position of Business Manager. She will be featured in the October J/T.

Pre-enrollment testing every Thursday at 12:45pm at ACHIEVE location. Cherokee and Union County testing is by appointment. Call to schedule.

Just In Time Report

Leadership Workshops

The Upstate Workforce Development Board (UWDB) consistently seeks grants through its non-profit organization, the Upstate Workforce Futures Corporation (UWFC), to help employers and its funded programs. Recently, the UWFC received a grant from the Carolina Foothills Federal Credit Union.

This grant will promote a leadership institute for the two UWDB youth programs, ACHIEVE and The YouthStop.



Seven ACHIEVE youth spent three sessions with Donny Kaufmann, the instructor who departed leadership skills training on topics such as financial literacy, goal setting and other life skills. In the early spring, another set of ACHIEVE participants will have the opportunity to experience the leadership sessions.

Goodbye to Gale Jackson

After 26 years as Business Manager of the ACHIEVE Program, Gale has made the decision to retire her service. Gale has offered a wealth of knowledge and dedication to ACHIEVE. She truly has believed in her work and leaves a legacy.

Gale has agreed to offer consultation to the new Business Manager, so we look forward to seeing her at ACHIEVE.

Gale will be missed, but the ACHIEVE staff truly wishes her many wonderful years.



USC Upstate ACHIEVE Program
Progress Report PY16
 July 1, 2016--June 30, 2017



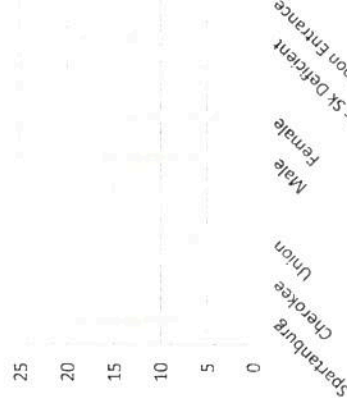
9/30/2016

	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	12	19										39
Pending Applications	5	6	5										16
Eligible WIA Applicants	1	4	5										10
Referrals to other agencies	3	2	3										8
Carryover (Prev. Yr)	21	NA	NA										NA
New Enrollments	2	2	3										7
New enrlmnts BSD--rdg and/or math	1	0	1										2
Total Active End of Quarter	0	0	31										NA
Total Served (New, CO)	24	26	29										NA
Exiters entering Follow-Up-2nd/4th	0	0	18										18
Of those exiting the # Employed or in	0	0	0										0
Advanced Training at Enrollment													
Placed in Emp/College/Adv Trng	0	0	13										13
GEDs Earned	0	0	1										1
Occupational Credentials Earned	0	0	5										5
Entering as BSD in rdg and/or math	15	0	1										16
Attaining LN in at least 1 subj	13	1	0										14
WorkKeys Earned	1	1	4										6
Resumes	5	4	3										12
Work Experiences Completed	0	0	0										0
Driver's Ed	0	2	0										2

Demographics of Total Served--35
 (Follow-up not included)

PY16

7/1/16--10/10/16



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

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

PY16 Preliminary Statistics
 (July 1, 2016-- Sept 30, 2016)

8/31/2016

Cost Category	Budget	YTD Expense	YTD %
Staff	\$ 234,595.13	\$ 34,568.41	0.7
Operating	\$ 37,051.00	\$ 200.00	0.6
Training	\$ 73,779.39	\$ 500.00	0.5
Support Services		\$ 2,256.67	0.4
Work-Based Learning	\$ 22,310.00	\$ -	0.3
Indirect	\$ 20,004.89	\$ -	0.2
Total	\$ 387,740.41		0.1



September data not available yet.

WIOA Measures are preliminary and based on applicable quarters

Participants may have more than one credential, but only one is counted per participant in outcome. All credentials are reflected here 10/10/16

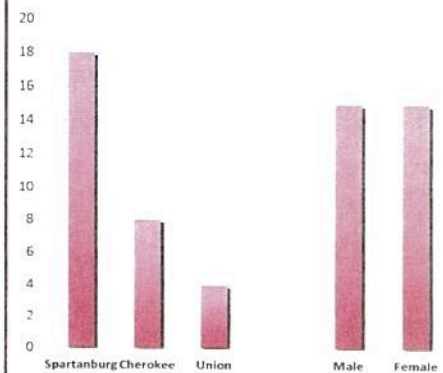


DASHBOARD

(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	16	41	27										84
# Of applications received	0	11	4										15
# Of academically eligible	0	2	2										4
# Of eligible WIOA applicants	0	n/a	2										2
# Of referrals to other agencies	6	3	6										15
# Of carryovers (Prev. Yr or Mo)	26	27	27										27
# Of new enrollments	0	0	3										3
% Of Enrollment Benchmark	54%	54%	60%										60%
Total active end of month	26	27	30										30
# Of exiters entering follow-up	22	0	0										22
# Placed in empl/college/adv trng	n/a	12	9										21
# Of diploma's earned	20	3	0										23
# WorkKeys platinum earned	0	0	0										0
# WorkKeys gold earned	0	0	0										0
# WorkKeys silver earned	0	1	0										1
# WorkKeys bronze earned	0	0	0										0

The YouthStop™ Demographics



Total Served YTD 30 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 270,599	\$ 37,099	25%	14%
Operating	\$ 76,307	\$ 18,857	25%	25%
Instructional Training	\$ 27,350	\$ 70	25%	3%
Work Placement & Recovery	\$ 68,782	\$ 26,667	25%	39%
Supportive Service/Incentives	\$ 10,921	\$ 200	25%	18%
Total	\$ 453,959	\$ 82,893	25%	18%

Invoices through 9/30/2016

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

PY16 4th Quarter

(final to be calculated on 9/30/17)



YTD Outcomes for PY16

