



Upstate Workforce Board Youth Committee Minutes

February 7, 2018

8:30 A.M.

Youth Stop

Members Present:

Mr. Curtis Anderson, Chair

Mr. Bill Brasington

Ms. Jasmine Buckmire

UWB Staff Present:

Ms. Dana Wood

Mr. Brent Bishop

Ms. Vicki Lawson

Guests:

Ms. Kathy Bell – YouthStop™

Ms. Michelle Hawkins - YouthStop™

Ms. Helen Merriweather- ACHIEVE

DEW Representative:

Ms. Jackie Taylor

Welcome

Mr. Curtis Anderson, Chair, called the meeting to order at 8:30 a.m. and welcomed everyone in attendance. He gave an introduction to Ms. Jasmine Buckmire, a new committee member.

Financials

Mr. Brent Bishop reviewed the ACHIEVE and YouthStop program budgets through December 2017. Mr. Bishop stated that both programs are tracking on schedule. Chairman Anderson asked why ACHIEVE's Operating Expenses are only at 2.61%. Mr. Bishop and Ms. Wood explained there is a delay in billing/invoicing on the USC side of the process and that it will be reflected on the next meeting's reports. ACHIEVE's rent payments to SC Works have also been delayed. These should be up-to-date soon and will bring the Operating Expenses to a more normal level. Ms. Helen Merriweather stated that the instructional training budget for ACHIEVE may not be fully utilized this program year due to over budgeting for driver's education training. Ms. Wood commented that a little carryover is acceptable, but a modification could be issued to make the line item adjustments. She encouraged Ms. Merriweather to monitor the budget and make the request if necessary.

Work-based Learning

Mr. Bishop stated that both programs are tracking well through December 2017. The usage percentage is 9.31% as of December 2017. At this point, 10% is the goal, so it is slightly under this. Mr. Brasington asked if it is normal for WBL not to be utilized until November. Ms. Merriweather

and Ms. Bell explained that there is an onboarding procedure for the youth who enter their programs and that academic security is the priority. Therefore, the youth are not ready for WBL until 2-3 months into the program (or longer). Mr. Anderson asked if there is anything the Upstate Workforce Board can do to help the programs. Both Ms. Merriweather and Ms. Bell stated their priority need is more students. They both feel they have strong employer relationships.

Grant Modification

Mr. Bishop presented the modification request from ACHIEVE. He explained the modification request includes line item shifts and the allocation of unobligated funds in the amount of \$2,368.75. Those funds will be used to offset the increase in the Infrastructure Funding Agreement related to co-location in SC Works Spartanburg. This money would come from the unobligated funds. Mr. Brasington and Mr. Anderson requested that the source of the funds be included in the grant modification before sending the modification out for a poll vote to the full committee.

Youth Program Reports/Dashboard

Ms. Kathy Bell, Director of The YouthStop, reviewed the *Just in Time* and *Dashboard* reports for December 2017, highlighting being at 85% of enrollment. YouthStop has experienced some TABE delays due to transitions in the TABE testing process. They have 8 participants engaged in forklift training and 6 in driver's education training. 6 participants are currently in work experience. Total enrollment is at 47 with a projected enrollment of 56. Mr. Anderson inquired if youth programs are still testing with WorkKeys. Ms. Wood said that the state is transitioning to a different product and the WIOA programs will do so as well. This discussion was tabled for a later date.

It was noted that Ms. Bell and Ms. Merriweather do a great job of leveraging funds. Mr. Brasington inquired if the \$417,631 budget included other funds not provided by WIOA. Ms. Bell stated that it does not. A discussion was held regarding how to reflect participant cost more truly if funds are being leveraged. Ms. Wood stated a discussion would be held outside of the committee to determine if there is a more effective process for tracking participant cost.

Ms. Helen Merriweather, Director of USC Upstate ACHIEVE Program, reviewed the *Just in Time* and the *Dashboard* for December 2017. She stated that the program is at 70% enrollment with plans to serve between 60-65 students this program year. Six GEDs have been issued. Twelve participants have only 1 of the 3 GED tests remaining to be passed. She reported that 2nd quarter outcomes are also on target.

Youth RFP Planning

Ms. Wood explained the law requires competitive solicitation for program providers every 3 years and that this year is a solicitation year. She explained that the Youth Committee is responsible for reviewing, scoring proposals and making a recommendation to the full board regarding WIOA Youth program providers. She also stated that it would not be appropriate for Mr. Bill Brasington or Ms. Lisa Hannon to participate in the process due to a conflict of interest. She is currently working to form the review committee. A training for review committee members will be held. The proposed timeline was shared for informational purposes and is not final.

SC Chamber Update

Ms. Wood informed the group that she and staff from R.D. Anderson are working to address the interpretation the HR community has regarding child labor laws as it relates to student learner opportunities. Meetings have been held with the SC Chamber and SC Department of Commerce on the topic. Two goals at this time are to work with the local delegation to introduce a new bill with clearer language and to create an endorsement from several state leaders with the benefits and simple language of what is legal and allowable. Many HR managers are not even willing to discuss possible opportunities. We are hopeful that an endorsement will be the short term fix to opening the lines of communication so that students can have more opportunities to learn on the job. This change could also create a talent pipeline for local industry. We know this is a statewide issue and that is why we are working with Columbia. We are hopeful our efforts will impact the whole state of South Carolina.

Committee Focus Ideas

Ms. Lawson explained that she will now be the staff member assigned to the Youth Committee due to Ms. Simone Mack- Orr's increasing workload with profiles and employer engagement. In an effort to better serve the youth, there are plans to overhaul the youth committee. After doing research, Ms. Lawson identified and shared several focus ideas for consideration. These ideas include: Parent career engagement/parent panels, promotion of manufacturing/construction careers, and youth focus panels. Ms. Lawson shared that the UWB would like to begin discussions about hosting a construction career fair like what has been done in the past. Mr. Anderson requested that small business careers in plumbing and electricity be included. Ms. Lawson potentially plans to form ad hoc committees to begin the work on these focus areas.

Mr. Brasington asked if the UWB is active in school career fairs and exploration days. He wondered if this is something in which the Youth Committee needs to get involved. Ms. Lawson responded that she is currently scheduled to participate in 3 career fairs and 1 career exploration day. Ms. Wood commented on the close communication and partnership between the Board and the Regional Education Center. The UWB staff will entertain any ideas for further collaboration.

Other Business

There was no other business.

Adjournment

With no further business or discussion from the floor, the meeting adjourned at 9:48 a.m.

The next meeting will be held on April 18, 2018 at 8:30 a.m.



**AGENDA
YOUTH COMMITTEE MEETING
February 7, 2018
8:30 a.m.
YouthStop**

- Welcome Mr. Curtis Anderson

- Financial Update Mr. Brent Bishop

- Work-based Learning Mr. Brent Bishop

- Grant Modification Mr. Brent Bishop

- Youth Program Reports/Dashboards
 - USC Upstate ACHIEVE Program
 - The YouthStop

- RFP Planning Ms. Dana Wood

- SC Chamber Update Ms. Dana Wood

- Committee Focus Ideas Ms. Vicki Lawson
 - Parent Career Engagement
 - Promotion of Manufacturing/Construction Careers
 - Youth Focus Panels

- Other Business & Adjourn

Next Meeting Date: April 18, 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 December 2017

ACHIEVE					
50% of PY17		<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
Grants Received		364,476.00	364,476.00	0.00	100.0%
Total Income		<u>364,476.00</u>	<u>364,476.00</u>	<u>0.00</u>	<u>100.0%</u>
Expense					
Indirect Costs		10,398.93	20,905.46	-10,506.53	49.74%
Instructional Trng. & Sup. Svs.		5,672.10	43,030.21	-37,358.11	13.18%
Operating Expenses		797.49	30,592.08	-29,794.59	2.61%
Staff Salaries & Fringe Benefit		123,517.30	253,533.25	-130,015.95	48.72%
Work Based Learning		3,460.63	16,415.00	-12,954.37	21.08%
Total Expense		<u>143,846.45</u>	<u>364,476.00</u>	<u>-220,629.55</u>	<u>39.47%</u>
Net Income		<u><u>220,629.55</u></u>	<u><u>0.00</u></u>	<u><u>220,629.55</u></u>	<u><u>100.0%</u></u>

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

YouthStop 50% of PY17	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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.	5,479.49	20,158.50	-14,679.01	27.18%
Operating Expenses	39,785.18	75,161.23	-35,376.05	52.93%
Staff Salaries & Fringe Benf.	148,985.80	307,310.44	-158,324.64	48.48%
Work Based Learning	1,422.25	15,000.00	-13,577.75	9.48%
Total Expense	195,672.72	417,630.17	-221,957.45	46.85%
Net Income	<u>221,957.45</u>	<u>0.00</u>	<u>221,957.45</u>	<u>100.0%</u>

	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	12/31/2017	Total
UWB Work-based Learning Requirement							
PY17 Youth Allotment	\$ 818,631.00						\$ 3,460.63
20% Requirement for Work Experience	\$ 163,726.20						\$ 35,976.37
ACHIEVE budget for:							
Work Experience/Training	\$ 16,415.00				\$ 1,152.00	\$ 2,308.63	\$ 3,460.63
Staff Salary/Fringe	\$ 59,138.83		\$ 17,539.49	\$ 5,802.96	\$ 6,128.81	\$ 6,505.11	\$ 35,976.37
OUT							\$ -
Pre-apprenticeship							\$ -
Job Shadowing							\$ -
	\$ 75,553.83						\$ -
YouthStop budget for:							
Work Experience	\$ 15,000.00				\$ 256.50	\$ 1,165.75	\$ 1,422.25
Out - CDS Wages & Fringes	\$ 78,703.56	\$ 5,561.56	\$ 6,868.94	\$ 7,799.88	\$ 7,395.77	\$ 5,590.18	\$ 35,338.80
OUT	\$ 2,122.47						\$ -
Pre-apprenticeship							\$ -
Job Shadowing							\$ -
	\$ 93,703.56						\$ -
Total Currently Budgeted	\$ 169,257.39						\$ -
Remaining Needed	\$ (5,531.19)	0.26% \$ 5,561.56	0.94% \$ 24,408.43	3.92% \$ 13,602.84	5.58% \$ 14,933.08	7.41% \$ 15,569.67	9.31% \$ 76,198.05

**SC WORKS UPSTATE
GRANT MODIFICATION REQUEST FORM**

ACHIEVE PROGRAM

Date: 2/1/2018

Grant number: 17Y603C4-UWB Modification #1

Change(s) requested (note which section(s) of the original grant are to be changed, then state the new wording to reflect those changes):

OPERATING EXPENSES (PG 3)

PREMISES RENT/PHONES/OTHER (LINE ITEM 5)

INCREASE BY \$2,368.75 (FROM \$22,807.08 TO \$25,175.83);

THIS INCREASES THE OVERALL BUDGET BY \$2,368.75,

WITH OPERATING EXPENSE INCREASING FROM \$30,592.08 TO \$32,960.83 AND
THE OVERALL BUDGET INCREASING FROM \$364,476 TO \$366,844.75.

Reason for modification:

The request to increase funds under OE Premises Rent/Phones/Other is due to an increase in this area after the MOU/IFA was finalized. The understanding is that the UWB will provide the fund to cover the additional \$2,368.75 for the current PY17 year. For PY18 budget, ACHIEVE will cover the MOU/IFA amount, which will be known before the budget is completed for PY18 since PY18 MOU/IFA discussions are beginning in February 2018.

OPERATING EXPENSES (PG 3)

PROFESSIONAL DEV (LINE 13)

DECREASE BY \$1,000 (FROM \$1,450 TO \$450)

AND MOVE TO

OFFICE SUPPLIES (LINE 1)

INCREASE BY \$1,000 (FROM \$2,500 TO \$3,500)

Reason for modification:

Staff will not be attending the Spring SETA conference as planned, so the amount is reallocated to Office Supplies (which was decreased by \$3,400 from the previous year).

SUPPORTIVE SERVICES (PG 4)

C. OTHER TRAINING ACTIVITIES

4. GRADUATION COSTS

DECREASE BY \$1,600 (FROM \$1,600 TO \$0)

AND MOVE TO

C 3: SUPPLIES/MATERIALS (CLASSROOM)

INCREASE \$1,600 (FROM \$6130 TO \$7,730)

Reason for modification:

Each year, funds are allocated for Graduation Costs. ACHIEVE has decided to have graduation after the program year ends, in August or September. These funds will be reallocated to Supplies/Materials for the classroom. There is no overall increase in Supportive Services, and this reallocation does not affect the overall budget amount.

For questions regarding this modification request, please contact:

NAME: Helen Merriweather
TITLE: Director
EMAIL: hmerriweather@uscupstate.edu
PHONE: 864-764-1971

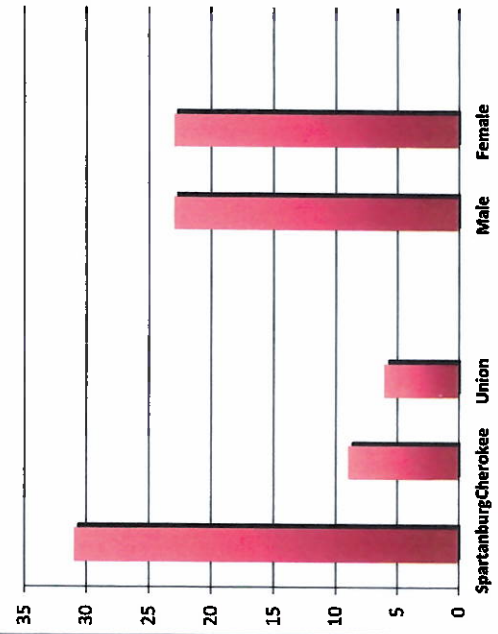
**SUBMIT COMPLETED FORM TO:
UPSTATE WB ONESTOP SERVICES COORDINATOR**



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	32	16							240
# Of applications received	3	2	10	3	4	3							25
# Of academically eligible	3	2	10	3	4	2							24
# Of eligible WIOA applicants	n/a	0	5	n/a	3	2							10
# Of referrals to other agencies	2	6	0	3	0	4							15
# Of carryovers (Prev. Yr or Mo)	n/a	36	36	38	43	44							44
# Of new enrollments	0	0	2	5	1	2							10
% Of Enrollment Benchmark	n/a	65%	69%	78%	80%	84%							84%
Total active end of month	36	36	38	43	44	46							46
# Of exiters entering follow-up	0	0	0	14	0	0							14
# Placed in empl/college/adv trng	13	7	4	12	0	0							36
# Of diploma's earned	0	0	0	13	0	3							16
# WorkKeys platinum earned	0	0	0	0	0	0							0
# WorkKeys gold earned	0	0	0	0	0	0							0
# WorkKeys silver earned	0	3	1	3	4	0							11
# WorkKeys bronze earned	0	0	0	0	0	2							2

The YouthStop™ Demographics



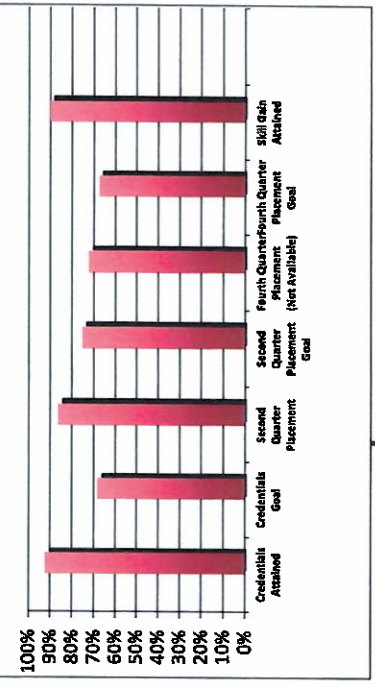
Total Served YTD 46 Carry-overs plus New Enrollments

Cost Category	Budget	YTD Expense	YTD Goal	YTD Actual
Staff	\$ 228,607	\$ 113,648	50%	50%
Operating	\$ 75,161	\$ 39,785	50%	53%
Instructional Training	\$ 10,990	\$ 4,859	50%	44%
Work Based Learning	\$ 93,704	\$ 36,761	50%	39%
Supportive Service/Incentives	\$ 9,169	\$ 620	50%	7%
Total	\$ 417,631	\$ 195,673	50%	47%

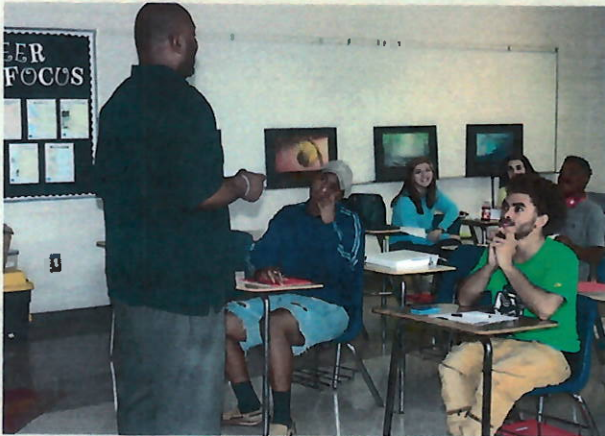
Invoices through: 12/31/2017

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

Performance



Odds 'n Ends



Sam Etheredge, social worker at The YouthStop™, led a group session focusing on "Creating Your Brand" at Dorman High School. The topic focuses attention on how individual decisions and choices work together to create a personal "brand." Participants are encouraged to be intentional in creating a brand that reflects responsibility, work ethic and honesty.

Three new participants were certified in November and December.

On November 10, 2017, a group of participants visited Lander University in Greenwood, SC. The group toured the entire campus, and meet with admissions and financial aid staff to discuss the application and enrollment process.

Workshops continued during

the last two months of the year and focused on soft skill development and workplace interactions.

Work readiness training was offered and work experience placements continued. Currently, participants are placed at Elite Dance Academy, James M. Cudd CPA, Spartanburg School District No. 6, and Smokin' Wings. If you know of a business or non-profit willing to host a work experience, please contact Shannon Wilkins at 864-583-4433 for a consultation.

Staff Development

Kathy E. Bell attended the Youth Committee meeting on December 6, 2017. The meeting was held at The YouthStop™ and included discussions on work experience and recent programmatic audits.

On December 11, 2017, Craig Jacobs, Upstate Workforce Board member, visited The YouthStop™ site and met with staff members to discuss programming. Two participants also attended the meeting and answered questions from the client perspective. Discussion centered on staff responsibilities, building usage and programs.

The YouthStop™ staff attended a staff retreat to plan for the 2018 spring semester on December 18, 2017. Items for discussion included SCWOS updates, job shadowing, work experience options, and work readiness training.



As part of the Connect to College through Community program, participants at The YouthStop™ tour local colleges and technical programs to get firsthand knowledge of the course offering, academic requirements and enrollment procedures. This program year participants have toured Greenville Technical College, Spartanburg Community College, Spartanburg Methodist College and Lander University.

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

360 East Main Street
Spartanburg • South Carolina • 29304
864.585.4433 • 864.583.4050 (f) • TTY:711

"An equal opportunity employer/program"

"Auxiliary aids and services available upon request to individuals with disabilities"

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

12/31/2017

	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	9	6							44
Pending Applications	4	4	4	3	3	4							22
Eligible WIOA Applicants	2	3	3	3	2	3							16
Referrals to other agencies	8	7	6	4	4	5							34
Carryover (Prev. Yr)	28	NA	NA	40	NA	NA							NA
New Enrollments	1	2	2	3	3	1							29
New enrolls BSD--rdg and/or math	1	1	2	3	3	0							10
Total Active End of Quarter	NA	NA	35	NA	NA	37							NA
Total Served (New, CO)	29	31	33	36	39	40							NA
Exiters entering FoIUp-2nd/4th	0	0	15	0	0	13							28
Placed in Empl/College/Adv Trng	0	0	10	0	0	12							22
GEDs Earned	2	1	0	1	0	2							6
Occupational Credentials Earned	20	0	4	0	0	0							24
Attaining L/N in at least 1 subj	0	1	1	1	1	2							6
WorkKeys Earned	1	1	2	1	2	2							9
Résúmes	3	3	1	2	3	3							15
Work Experiences Completed	1	0	0	1	1	1							4
Driver's Ed	0	0	0	0	0	1							1

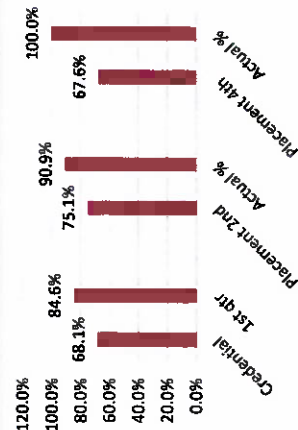
Exiters entering Follow-up is the total for 2nd and 4th quarters. Placement is recorded at end of quarter.

12/31/2017

Cost Category	Budget	YTD Expense	YTD %
Staff/Fringe	\$ 198,775.07	\$ 87,540.93	
Operating	\$ 30,592.08	\$ 797.49	
Indirect	\$ 16,524.81	\$ 7,520.82	
Instructional Trng	\$ 13,550.00	\$ 4,198.00	
Supportive Services	\$ 29,480.21	\$ 1,274.48	
Work-Based Learning	\$ 75,553.83	\$ 42,315.11	
Total	\$ 364,476.00	\$143,646.83	39.00%

PY17

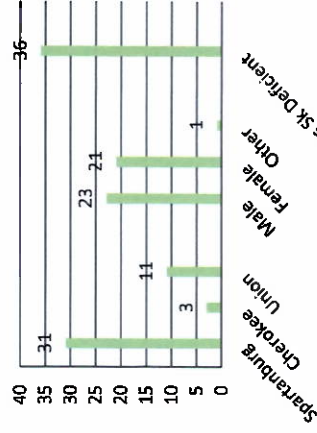
(Oct 1, 2017-- Dec 31, 2017)



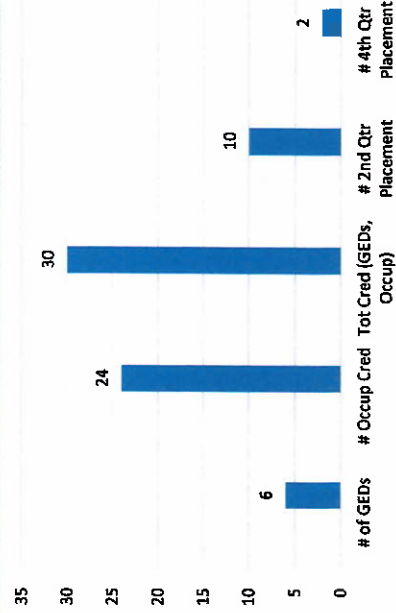
WIOA Measures are preliminary and based on applicable quarters.

**Demographics of Total Served--45
(Follow-up not included)**

**PY17
7/1/17--01/10/2018**



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.



December 1, 2017—December 31, 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, Cheryl Owens and Jayna Patel, continued group and individual counseling throughout the month.
- Students and staff continued the community based service through delivering Mobile Meals. Students delivered their special project to each MIM recipient.

STAFF DEVELOPMENT

- Dec 5—Staff met with Craig Jacobs, longstanding Upstate Workforce Board member, and gave overview of program and discussed ways that Mr. Jacobs can volunteer services.
- Dec 6—Helen Merriweather attended the Upstate Workforce Board Youth Committee meeting to discuss projects and updates.
- Dec 8—Ranee Standberry and Helen Merriweather attended the Spartanburg Youth Council December breakfast. Networking was rampant.
- Dec 14—Helen Merriweather attended the SC Works MOU/IFA meeting for updates on shared resources.
- Dec 18—Helen Merriweather sits on the Mary Black Foundation CAB grant committee. She attended the end of year luncheon and participated in roundtable discussions and action items.
- Dec 19—The ACHIEVE staff enjoyed a holiday breakfast together at Denny's.
- Dec 20—SC Works, SCDEW and ACHIEVE sponsored a family for which to buy Christmas gifts. The gifts were delivered to the family of three children.

Pre-Enrollment testing and WIOA Orientation every Thursday at 12:30pm at 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/achieve/>

GED Math and Physics: Hands-On

GED preparation is somewhat streamlined and often the main sources of study are the books and the computer. The ACHIEVE GED instructor decided to allow the students to engage in a project where they used skills in measuring, team-work and creativity. They were provided supplies and told to turn the classroom door into a fireplace scene. They had to measure with accuracy and uniformity. The students used soda boxes glued together for the mantel. They had to figure how to make the mantel stay in place and not droop, using water bottles, working in some physics concepts. The door became rather personal as they added their own cut-out stockings. The Center employees noticed the originality and the depth created.



2nd Quarter Outcomes Oct 1, 2017—Dec 31, 2017

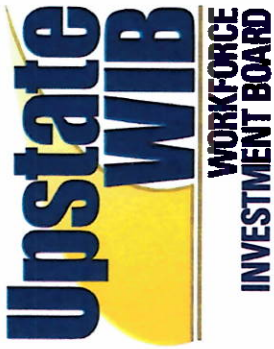
Credentials _____ Goal-----68.1%
 Actual----84.6%

2nd Qtr Placement ___ Goal-----75.1%
 Actual--90.9%

4th Qtr Placemnt ___ Goal-----67.6%
 Actual-----100%

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





2018 WIOA Youth Request for Proposals Review Process

