



WORKFORCE DEVELOPMENT BOARD
SC Works Operations Committee
January 18, 2017 at 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

AGENDA

- | | |
|---|--------------------------|
| I. Call to Order/Introductions | David Bowers, Vice Chair |
| II. Approval of Minutes (October 19, 2016)* | David Bowers |
| III. Old Business | |
| a. Strategic Plan - Workshops* | Kal Kunkel, Eckerd |
| b. Self-Sufficiency Rate - Update | Jennifer Kelly, Staff |
| IV. Reports | |
| a. Employer Services | Patty Manley, Staff |
| b. SC Works System | Steve Riddle, Eckerd |
| c. WIOA Adult/DW Program | |
| V. New Business | |
| a. Budget Modification 3* | Kal Kunkel, Eckerd |
| b. Report Format | Jennifer Kelly |
| c. Request for Proposals/Extension of Grant Awards* | |
| d. Next Meeting Date* | |
| VI. Other Business | |
| a. Job Search Regulations | Trent Acker |
| VII. Adjourn | David Bowers |

<p>Operations Committee March 22, 2017 at 3pm Location: Clemson SC Works Conference Room</p>
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WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
October 19, 2016 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Amanda Hamby	Teri Gilstrap	Ed Parris
David Bowers	Amanda Blanton	

Members Absent:

Richard Blackwell	Danny Brothers
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Staff Present:

Jennifer Kelly	Patty Manley	Trent Acker (via telephone)
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Guest Present:

Renee Alexander	Kal Kunkel	Steve Riddle
Kristin Sullivan		

I. Welcome and Introductions

Chair Richard Blackwell, officially called the meeting to order at 3:25pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 08-17-2016 Meeting Minutes

The minutes from the 08/17/16 meeting were emailed to committee members and included in the meeting packet. Chair Blackwell called for corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: Ed Parris made a motion to approve the minutes, seconded by Amanda Hamby. The motion carried unanimously.

III. Expungements

Jennifer Kelly provided an introduction of the DEW Expungement Policy calling attention to page which is the policy issued by Department of Employment and Workforce. Under WIOA, we are allowed to pay for expungements for participants in our program as a supportive service. Ms. Kelly stated, in order for us to pay for expungements, the Committee will need to decide whether or not to allow this into our supportive service policy.

Ms. Kelly introduced Ms. Kristen Sullivan from the 10th Circuit Solicitor's Office covering Anderson and Oconee Counties adding Ms. Sullivan has been invited to speak on the process to expunge a record and the associated costs with expunging a record.

i). Special Presentation

Ms. Sullivan provided an overview of the expungement process for our area stating the application is very simple and can be submitted numerous ways. Response is received by applicant within a week. Payments are the same across the State. Some expungements can only be done once others can be done additional times. Expungements are done for 1st offence of convictions on record. There are nine (9) categories of cases in which a person, if eligible, is entitled to have all criminal records relating to arrest or conviction expunged and destroyed however, expungements do not apply to 3rd party sites such as websites.

Ms. Sullivan provided Committee members with the following contact numbers:

- 10th Circuit Office - 864-260-4042
- Oconee – Katy Smith - 864-718-1072
- Anderson Pardon Office – Karin Buckner – 864-260-2230

ii). DEW Expungement Policy

Following the conclusion of the presentation Vice Chair Bowers excused Ms. Sullivan from the meeting then called for discussions and/or question/answer session, in consideration to modify the current Supportive Services Policy in include expungements.

Ms. Kelly explained that if approved, a modification to the policy will be drafted to include expungements to be covered up to a certain dollar amount and presented to the Board for final approval.

Following discussions, the Committee agreed to have staff draft a modification to the Supportive Services Policy to include verbiage that one expungement would be paid for as long as reasonable expectation of employment up conclusion of the expungement process and all other WIOA activities could be expected. The Committee will review prior to presenting to full Board for approval.

ACTION TAKEN: Motion from Amandy Hamby for staff draft a modification to the Supportive Services Policy to include expungements as discussed, seconded by Ed Parris. Motion carried.

IV. Old Business

a. Strategic Plan - Workshops

Vice Chair Bowers referred to pages 11-12 reporting at the last meeting, the Committee reviewed the 4th strategic action item: ***Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers.***

The proposal from previous meetings was to use PY'15 data as a baseline, however, the Committee further discussed what that increase should look like. The committee tabled this item and requested Renee Alexander bring additional information regarding the Workshops to the committee for review. Mr. Bowers deferred to Ms. Alexander for update.

Ms. Alexander referred to pages 13-16 and provided data and information as requested from the August meeting on trends regarding workshop attendance for PY'15 pointing out the information is broken down by day of week and by time of day workshop offered.

Vice Chair Bowers called for discussion to establish a baseline for workshops in an effort to know if attendance is increased for this program year and vote once the baseline has been established.

Following discussions, Vice Chair Bowers called for the Committee to make a recommendation or action at this meeting and not table the item again. Ms. Kelly offered for staff to review the following options to present at the next meeting:

- A sliding scale to measure success – tie the goal to caseloads, traffic and UI
- Revise the Strategic Plan goal
- Online workshop options
- Best practices from other areas in the State

ACTION TAKEN: Motion from David Bowers for staff to evaluate and investigate the four options as discussed to revise Strategic Plan Goal, second by Amanda Blanton. Motion carried.

b. Self-sufficiency Rate

Ms. Kelly referred to pages 17-18 reporting the Committee reviewed the UW self-sufficiency report at the August Committee meeting adding, as shown on page 19, we are currently set at 10.47/hr which is 170% of the current U.S. issued Lower Living Standard Income Level for South Carolina (LSIL) for rural Oconee County (Pickens and Anderson are slightly higher due to being metropolitan areas). Ms. Kelly further reported the Incumbent Worker Training (IWT) Grant Committee made a decision to pilot the self-sufficiency wage of 200% or \$12.32/hr for the local IWT grant proposing this Committee wait to see how employers react to the slightly higher pay rate for the local IWT grant.

ACTION TAKEN: Motion by Ed Paris to approve piloting a higher self-sufficiency wage of \$12.32 per hour via the 16IWT01 Local Incumbent Worker Training grant, second by Amanda Hamby. Motion carried. Motion carried.

V. **Reports**

a. SC Works System

Ms. Alexander referred to pages 20-25 reporting the Adult budget is expended at 18.9% however there are charges that were incurred that will bring the expenditure rate more in line with goal; the Dislocated Worker (DW) budget is currently showing expenditures at 14% out of the 25% goal. Ms. Alexander reported the low expenditure rate is due to staff changes. Going forward, the report will only reflect operating cost and no training due to the Rapid Response Dislocated Worker grant recently received. Continuing, Ms. Alexander reported the Operator budget is currently expended at 11.6% highlighting the ITA report on page 25 showing \$107,263.44 currently obligated for training.

b. WIOA Adult/DW Program

Ms. Alexander referred to the Usage Reports on pages 26-30 which show the demographic snapshot for participants in WIOA; the individualized career services, which is a snapshot of who is in the program; and an overview of training services provided.

Ms. Alexander stated a Workshops calendar is included on page 31 and success stories for WIOA participants are located on pages 32-35 as information for committee members.

c. Employer Services

Patty Manley reported the Business Services Team meetings are continuing to be held on a monthly basis stating the September meeting was held at the Industrial Technology Center in Sandy Springs with a tour of the Welding department given by Paul Phelps and in October, Mr. Steve Finger will present information on a Ride to Work Initiative that is being discussed in Oconee County to the members of the BSIT.

Ms. Manley reported, since the 5/18/16 OneStop Operations Committee meeting we've held 1 quarterly job fair and several stand alone hiring events:

- i). The Pickens County quarterly job fair was held 10/13/16 at Rock Springs Bapt. Church in one of their gyms from 3-6pm with 27 employers, staffing agencies & partners participating and 80 job seekers attending.
- ii). The following stand-alone hiring events at area SC Works Centers have been hosted:
 - Trace Staffing at the Easley Center with 8 job seekers
 - Statosphere at the Seneca Center with 20 job seekers
 - Addus Home Care at the Anderson Center with 1 job seeker
 - Schneider Electric/VOLT at the Seneca Center with 90 job seekers
 - Trace Staffing at the Seneca Center with 5 job seekers
- iii). Upcoming Events:
 - Burger King at Anderson Center
 - Staff One Plus at Clemson Center
 - Regional Upstate Job Fair in Greenville

Ms. Manley reported the local Incumbent Worker Training Grant has been received from the State in the amount of \$83,432. Trent Acker, Jennifer Kelly, Ms. Manley, Richard Blackwell, Teri

Gilstrap, and Ray Farley met on 10/17/16 for planning purposes. Solicitation will go out 10/24/16 with applications due by 11/4/16 with a follow up meeting scheduled for 11/17/16 to review applications and make decisions on which companies to award funding.

Ms. Manley reported no new On-the-Job (OJT) contracts have been written since the August OneStop Operations Committee meeting adding she is continuing to meet with and talk to employers to promote OJT, has spoken at SHRM meetings to share OJT information with local HR representatives and continues to communicate with Career Coaches to keep them abreast of employers interested in OJT in an effort to place WIOA participants.

VI. New Business

Ms. Kelly provided a brief overview on the close of PY'15 SC Works Center and reports listed as shown on pages 18-22.

a. Eligible Training Provider List – Halsey, LLC

Trent Acker reported, via phone, WorkLink staff received an application from Halsey Street, LLC requesting approval to be placed on the Eligible Training Provider List. Halsey Street, LLC provides training on Solar Photovoltaic Entry Level Installation, which is an in-demand occupation across the United States, but according to O*Net is not in-demand in South Carolina. The cost of this course will be \$3,000 and training will be available in various parts of South Carolina, one of which will be in Spartanburg. Tri-County Technical College is currently discussing adding this program through Halsey Street.

ACTION TAKEN: Motion from Amanda Hamby to allow the process to continue with Hulsey Street, LLC and TCTC prior to making a recommendation for Board approval to approve or deny the application to the ETPL, seconded by David Bowers. Motion carried.

b. Budget Modification 2

Kal Kunkel provided 2 additional pages to meeting packet and reported Eckerd is requesting an addition of \$100,000 from carryover funds to the Adult/DW program budget stating the majority of which will fund occupational training and supportive services with a small amount to provide increases to career coach salaries.

ACTION TAKEN: Motion from David Bowers to accept and approve budget modification 2, increase AD/DW budget by \$100,000 of carryover funds as presented, second by Amanda Hamby. Motion carried.

Mr. Kunkel presented an increase of \$840.26 to staff costs to the Rapid Response budget.

ACTION TAKEN: Motion from Amanda Hamby to approve budget mod 2 to the Rapid Response budget as presented, seconded by Amanda Blanton, Motion carried.

C. Meeting Dates for 2017

Mr. Bowers stated the 2017 proposed meeting dates are in the packet for review adding the dates are in keeping with the previous program year, the third Wednesday afternoon of each month at 3pm and called for discussion and vote for meeting dates for Calendar Year 2017: January 18, March 22, May 17, August 16, and October 18

ACTION TAKEN: Motion from Amanda Hamby to approve proposed Committee meeting dates for 2017, seconded by Amanda Blanton/Teri Gilstrap. Motion carried.

d. Business Incentive Grant

Ms. Manley reported WorkLink achieved and exceeded the Business Engagement goal of 685 new employers engaged with the SC Works System for PY15. As of June 30, 2016, WorkLink engaged a total of 975 new businesses or 142% of goal and has received the \$10,000 Incentive Grant which is to be used for Business & Employer Services. Staff proposed the funds be allocated to the Job Fair line item to be used for business and employer services outreach & related expenses.

Ms. Manley reported, staff brings a recommending for the Committee's approval to form an ad hoc Committee (comprised of Patty Manley, Pat Pruitt, Meredith Durham, Leanne Cobb, Trent Acker and the Economic Developers) to discuss and make recommendations on how the funds should be used as related to job fair & employer outreach services following methodology and procurement policies and present recommendations for expenditures to Trent Acker for approval prior to moving forward.

ACTION TAKEN: Motion from David Bowers to approve staff's recommendation to allocate the Incentive Grant of \$10,000 for Job Fair and related expenses and to form an ad hoc committee to carry out the Business Incentive Grant as presented, second by Amanda Blanton. Motion carried.

VII. Other Business

Mr. Acker provided information on the current state of WorkKeys assessments that are to be sunset by ACT. (phone communication very broken Bowers requested Mr. Acker email information to committee members.

VIII. Adjourn

Respectfully submitted by: Patty Manley

Strategic Plan Update

Updated January 18, 2017

Goal I. Improve the skill level of the workforce to meet the demands of business and industry.

The One Stop and Youth Committees will oversee the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Objective 1:

A. Monitor WorkKeys Data on an ongoing basis to report the trends in certification of workers.

ANDERSON COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	1.17.17 Difference
Current	Private	947	168	519	257	+	-	18	753	194
	Public	644	100	369	172	+	-	81	530	114
Emerging & Transitioning	High School	4834	1151	2626	1030	27	-	325	2859	1975
	College	104	15	63	26	0	-	6	85	19
	Adult Education	816	213	507	96	0	-	94	658	158
	Unemployed	1462	354	853	254	+	-	71	1121	341
	Recent Veteran	10	+	9	0	0	-	0	8	2
	Workforce category not identified	51	18	24	9	0	-	0	49	2
	Totals	8868	2020	4970	1844	+	-	595	6063	2805
NCRC Earned WKIV*		4541							3620	921
Difference from previous review:										158

OCONEE COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	1.17.17 Difference
Current	Private	333	48	205	78	+	-	7	258	75
	Public	335	41	174	115	5	-	127	274	61
Emerging & Transitioning	High School	1307	300	704	295	8	-	0	777	530
	College	24	+	14	7	0	-	0	17	7
	Adult Education	297	85	185	26	+	-	0	252	45
	Unemployed	904	219	558	126	+	-	6	595	309
	Recent Veteran	+	+	0	+	0	-	0	0	0
	Workforce category not identified	98	30	58	9	+	-	0	97	1
	Totals	3301	727	1898	658	+	-	140	2273	1028
NCRC Earned WKIV*		2402							1393	1009
Difference from last review:										77

PICKENS COUNTY										
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]										
WORKFORCE		TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS	10.20.15 Baseline	1.17.17 Difference
Current	Private	438	57	266	111	4	-	22	318	120
	Public	272	34	177	61	0	-	44	183	89
Emerging & Transitioning	High School	2514	568	1325	603	18	-	161	1541	973
	College	74	8	36	28	+	-	5	55	19
	Adult Education	1027	165	651	211	0	-	98	898	129
	Unemployed	956	192	582	178	4	-	67	635	321
	Recent Veteran	13	+	8	+	0	-	0	7	6
	Workforce category not identified	300	66	188	46	0	-	0	299	1
	Totals	5594	1092	3233	1241	+	-	397	3936	1658
NCRC Earned WKIV*		3395							2119	1276
Difference from previous review:										85

Objective 2:

- B. Continue to build a better understanding of the employee skill level needs in the area through better coordination with workforce development partners
 - *Business Service Integration Team meetings – Third Friday of every month at 9AM, Clemson SC Works Center*
 - *Met December 9, 2016, next meeting January 20, 2017*
 - *Quarterly Partner meeting*
 - *Met December 2, 2016, next meeting February 24, 2017*

Objective 4:

- C. Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers.

Key Action Strategies:

1. Gather information from partners and community as to the types of workshops that should be offered.
 - a. Ensure workshop topics and/or curriculum is applicable to skills needed from industry input
 - b. Plan workshops early and market workshops through multiple venues: websites, social media, print, news outlets, partner’s organizations, etc.
 - c. Plan workshops to be interactive and engaging
2. Coordinate a minimum of 8 workshops per month
3. Coordinate with partners to host workshops
 - a. Ask partners to require attendance to workshops
4. Monitor workshop content, presentation and feedback
5. Annually evaluate what workshops are best suited for participants in the workforce system

Traffic Count and Workshop Summary

Historical data from the most recently completed program year

PY15 (July15-June16)

Total center traffic count for PY15 = 19,978

Total workshop attendance for PY 15= 838

Percentage of workshop attendees to total center traffic in PY15 = 4%

Data for current program year

PY16 (July16 –December 16)

Center traffic count for PY16 (July- Dec) = 8,390

Workshop attendance for PY 16 (July –Dec) = 438

Data for same time period last program year

PY15 (July15 –December 15)

Center traffic count for PY16 (July- Dec) = 9,999

Workshop attendance for PY 16 (July –Dec) = 452

Center traffic has decreased by 24% from the same time period from this current program year (PY16) in comparison to the same time period last program year (PY15).

Workshop traffic has decreased by 4% from the same time period this current program year (PY16) in comparison to the same time period last program year (PY15). Additionally, it is important to note that there have been 28 attendees in the Wells Fargo financial workshops this program year. Therefore, 6% of this year's workshop attendees have received a gift card upon completing the financial workshop.

Other items of consideration:

WIOA participants make the majority of workshop attendees and are sent to workshops due to the fact that soft skills preparation is part of our WIOA program.

General customers using the center for basic career services **cannot be required** to attend a workshop. Workshops are offered at various times and of multiple subject areas but attendance is strictly up to the customer. Regardless, staff do continue to promote and recommend.

Adult 2810

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
07052016-1237	B. Duncil	JT Parnell	Adult	2319503	PRO Touch Gen. Contractors	Pickens	07/11/16	10/07/16	320	\$21.34	75%	\$5,121.60	(\$5,121.60)	\$0.00	\$0.00	\$0.00
07052016-8773	J. Swanger	C. Morgan	Adult	2273524	PRO Touch Gen. Contractors	Pickens	07/11/16	10/07/16	320	\$32.00	75%	\$7,680.00	(\$7,680.00)	\$0.00	\$0.00	\$0.00
11012016-8479	D. Emery	C. Morgan	Adult	3206033	Belton Metal Co., Inc.	Anderson	11/11/16	12/1/16	480	\$11.00	75%	\$3,960.00	(\$3,168.58)	\$791.42	\$791.42	\$0.00
11072016-6046	C. Davis	C. Morgan	Adult	2177928	Belton Metal Co., Inc.	Anderson	11/14/16	02/03/17	480	\$12.00	75%	\$4,320.00		\$4,320.00		\$4,320.00
12052016-0639	A.Chester	W.Hunter	Adult	2164563	Belton Metal Co., Inc.	Anderson	12/12/16	03/10/17	480	\$12.00	75%	\$4,320.00		\$4,320.00		\$4,320.00

Budget	Remaining
\$32,000.00	\$22,568.58

Anderson	Pickens	Oconee
\$791.42	\$0.00	\$4,320.00
15%	0%	85%

Hours Trained	Average Wage
2080	\$17.67

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$25,401.60	(\$15,970.18)	\$9,431.42	\$791.42	\$8,640.00
Net Obligated		\$9,431.42		

DW 2820

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
														\$0.00		\$0.00

Budget	Remaining
\$8,000.00	\$8,000.00

Anderson	Pickens	Oconee
\$0.00	\$0.00	\$0.00
#DIV/0!	#DIV/0!	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Obligated		\$0.00		

DWT NEG

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance

Budget	Remaining
	\$0.00

Anderson	Pickens	Oconee
\$0.00	\$0.00	\$0.00
#DIV/0!	#DIV/0!	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Obligated		\$0.00		

DW - Rapid Response

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance

Budget	Remaining
	\$0.00

Anderson	Pickens	Oconee
\$0.00	\$0.00	\$0.00
#DIV/0!	#DIV/0!	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Obligated		\$0.00		

PY'16 IWT Grant Total

			Requested Amount						
	Company	County	- Company Match	Granted				Fair Share %	Fair Share \$
	Allegro Inds.	Anderson	3,018.60	3,018.60			3.62%		
	Bosch	Anderson	73,933.50	15,808.08			18.95%		
	Materials Mgmt.	Anderson	10,804.00	10,804.50			12.95%		
	Mergon Corp.	Anderson	7,745.00	7,745.00			9.28%		
	Tactical Medical	Anderson	9,805.50	3,505.50			4.20%		
	<i>County total</i>		105,306.60		40,881.68			49%	40,881.68
	Johnson Controls	Oconee	55,055.00	30,550.32			36.62%		
	Sealed Air	Oconee	5,000.00	5,000.00			5.99%		
	<i>County total</i>		60,055.00		35,550.32		42.61%	43%	35,550.32
	Imperial Die Casting	Pickens	7,000.00	7,000.00	7,000.00		8.39%	8%	7,000.00
	TOTAL APPLICATIONS REC'D		337,723.20						
				83,432.00	83,432.00				
				Total to Give	83,432.00				83,432.00
				Balance	-				

Data through: December 2016
 Last Revision Date: 1/12/17

SC WORKS | BRINGING EMPLOYERS
 AND JOB SEEKERS TOGETHER
WORKLINK
 ANDERSON-OCONEE-PICKENS

PY16 - July 1, 2016 to June 30, 2017

	Q1 2016	Q1 2016	Q1 2016	Q2 2016	Q2 2016	Q2 2016	Q3 2016	Q3 2016	Q3 2016	Q4 2016	Q4 2016	Q4 2016	Total
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	3403	3627	2909	2748	2419	2524							9849
Individuals that Registered	307	331	272	238	245	212							1605
Anderson	129	134	121	110	98	97							689
Clemson	52	65	32	45	46	24							264
Easley	70	65	60	40	49	51							335
Inactive Honea Path	0	0	0	0	0	0							0
Inactive Liberty Center	0	0	0	0	0	0							0
Seneca	56	67	59	3	52	40							277
Job Search Services	7410	6473	4671	4034	3589	3972							30149
Anderson	3299	2848	2147	1937	1651	1796							13678
Clemson	1363	1276	898	658	661	674							5530
Easley	1366	1089	742	633	514	628							4972
Inactive Honea Path	0	0	0	0	0	0							0
Inactive Liberty Center	3	0	1	0	0	0							4
Seneca	1379	1260	883	806	763	874							5965
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1606	1762	1311	1348	1219	1144							8390
Anderson	608	695	446	491	455	451							3146
Clemson	503	591	488	459	424	391							2856
Easley	86	112	71	74	63	58							464
Seneca	409	364	306	324	277	244							1924
Access Point Traffic	0	0	0	0	0	0							0
Orientation Attendance	27	88	76	61	27	26							305
Workshops Offered	92	106	90	98	89	76							551
# Attended Employability	33	29	30	25	59	35							211
# Attended Financial Literacy	0	0	15	7	2	4							28
# Attended Computer Skills	43	46	22	25	19	34							189
Referrals to Partners:	85	56	55	50	55	68							369
# of Individuals Received Referral	78	53	52	45	55	64							347

Data through: December 2016
 Last Revision Date: 1/12/17

SC WORKS | BRINGING EMPLOYERS
 AND JOB SEEKERS TOGETHER
WORKLINK
ANDERSON-OCONEE-PICKENS

PY16 - July 1, 2016 to June 30, 2017

	Q1 2016	Q1 2016	Q1 2016	Q2 2016	Q2 2016	Q2 2016	Q3 2016	Q3 2016	Q3 2016	Q4 2016	Q4 2016	Q4 2016	
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Employer Services													
Internal Job Orders Created	212	308	238	233	259	189							1439
Anderson	90	93	89	72	76	67							487
Clemson	60	87	83	53	117	71							471
Easley	22	38	18	31	18	20							147
Inactive Honea Path	0	0	0	0	0	0							0
Inactive Liberty Center	0	0	0	0	0	0							0
Seneca	40	90	48	77	48	31							334
Services Provided Employers	998	1308	1175	1226	1019	839							6565
Anderson	358	481	431	408	203	262							2143
Clemson	539	702	572	664	724	516							3717
Easley	32	41	24	12	6	20							135
Inactive Honea Path	0	0	0	0	0	0							0
Inactive Liberty Center	0	0	0	0	0	0							0
Seneca	69	84	148	142	86	41							570
Hiring Events	4	10	3	8	5	3							33
Total Job Seekers	35	650	29	188	64	16							982
Anderson	30	598	1	26	22	10							687
Oconee	5	40	20	65	17	0							147
Pickens	0	12	9	97	25	6							149
Entered Employments	29	75	112	115	101	118							550
Anderson	7	22	31	14	5	16							95
Clemson	5	35	59	85	83	95							362
Easley	0	0	2	1	0	0							3
Inactive Honea Path	1	0	0	0	0	0							1
Inactive Liberty Center	1	0	0	0	0	0							1
Seneca	15	18	20	15	13	7							88
Rapid Response Events	0	0	0	0	0	0							0

DEMOGRAPHICS (Year to Date)		Data through: December 2016	Last Revision Date: 1/12/17				
<i>WIOA Enrollments</i>							
YTD (Last Date of Access)							
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	2	0	0	0	2	1%
	19-21	7	1	4	0	12	5%
	22-32	41	18	17	0	76	35%
	33-44	33	15	11	0	59	27%
	45-54	26	17	9	1	53	24%
	55-64	8	3	6	0	17	8%
	65+	0	0	0	0	0	0%
	Total	117	54	47	1	219	100%
Race		Anderson	Oconee	Pickens	Other	Total	
	African American/Black	39	14	7	0	60	27%
	American Indian/Alaskan Native	1	1	0	0	2	1%
	Asian	1	0	0	0	1	0%
	Hawaiian/Other Pacific Islander	0	0	0	0	0	0%
	White	74	38	38	1	151	69%
	Not Provided	2	1	2	0	5	2%
	Total	117	54	47	1	219	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	
	Hispanic or Latino heritage	3	1	3	0	7	3%
	Not Hispanic or Latino heritage	112	53	44	1	210	96%
	Not Provided	2	0	0	0	2	1%
	Total	117	54	47	1	219	100%
Gender		Anderson	Oconee	Pickens	Other	Total	
	Female	61	36	26	0	123	56%
	Male	56	18	21	1	96	44%
	Total	117	54	47	1	219	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	
	Less than 9th Grade	4	0	1	0	5	2%
	9th-12th Grade (No Diploma)	34	15	7	0	56	26%
	GED	16	7	10	0	33	15%
	HSD	47	24	17	0	88	40%
	Vocational School Certificate	3	2	3	0	8	4%
	Associate's Degree	8	3	3	0	14	6%
	Bachelor's Degree	4	2	6	1	13	6%
	Education beyond a Bachelor's degree	1	1	0	0	2	1%
	Total	117	54	47	1	219	100%
Disability from the Demographic Tab on the WIOA Application		Anderson	Oconee	Pickens	Other	Total	
	No	116	49	46	1	212	97%
	Yes	1	5	1	0	7	3%
	Total	117	54	47	1	219	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	
	Employed	48	16	18	1	83	38%
	Employed but received notice of layoff	0	0	1	0	1	0%
	Not Employed	69	38	28	0	135	62%
	Total	117	54	47	1	219	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	
	No	108	53	45	1	207	95%
	Yes	9	1	2	0	12	5%
	Total	117	54	47	1	219	100%

All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

PY16 - July 1, 2016 to June 30, 2017

WIOA Individualized Career Services = September 1, 2016 - June 30, 2017

Job Seeker at WIOA Enrollment							Caseload Breakdown			Eligibility					
	A	O	P	Other	Total		Active	Follow-up	Total		November	YTD Total			
Veterans															
CO	7	1	2	0	10	Hamrick	51	57	108	YTD Total Determinations	22	112			
New	2	0	0	0	2	Hunter	61	54	115						
Offenders						Morgan	53	59	112						
CO	35	15	9	0	59	Parnell	54	54	108						
New	4	3	1	0	8	Total	219	224	443						
TAA Co-enrolled						Active Enrollment									
CO	1	4	2	0	7		CO	December	Total						
New	0	0	0	0	0	Hamrick	45	6	51	Enrollment					
Adult/DW Low Income						Hunter	55	6	61		December	TD Planned (+/-)			
CO	73	28	17	1	119	Morgan	45	8	53	New MTD Enrolled	25	20	5		
New	8	4	5	0	17	Parnell	49	5	54	New YTD Enrolled	116	109	7		
SNAP Recipient						Total	194	25	219						
CO	33	16	7	0	56										
New	4	2	2	0	8										
Basic Skills Deficient															
CO	42	21	18	0	81										
New	4	1	4	0	9										
Career Interest							One-on-One Services			WorkKeys					
In-Demand Career Cluster	December YTD					Activity	December		YTD	CO	New YTD	Total			
Admin, Support, Waste Mgmt., Remediation	0 6					106 - Provided Internet Job Search Support	0		0	Platinum	0	0			
Health Care and Social Assistance	7 40					115 - Resume Preparation Assistance	7		14	Gold	33	6	39		
Manufacturing	5 22					123 - Job Development Contacts	0		0	Silver	102	12	114		
Professional Scientific Technical Services	3 8											Bronze	26	3	29
Other	10 35											Total	161	21	182

SC WORKS | BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER
WORKLINK
ANDERSON-OCONEE-PICKENS

PY16 - July 1, 2016 to June 30, 2017

WIOA Training Services and Follow-Up Services = July 1, 2016 to June 30, 2017

Recommended for Training Services

	December	YTD Total
GED	13	33
Occupational	4	53
On-the-Job Training	0	1

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Belton Metal Company, Inc.	Anderson		1	2

Total Current Contracts	1	2
Total Carryover	0	0
Total All OJT Contracts	3	

*Carryover equals those contracts started in PY15 but finished in PY16

Funding Source

	December	YTD Total
Adult	0	3
Dislocated Workers	0	0
National Dislocated Worker Grant (ND)	0	0

Follow-Up Services

	Total	YTD Total
Entered Employment (Based on current)	16	54
Services Provided	40	212

Occupational Training by Provider

Name	Currently In Training	PY' 16 Rec'd Training
Adult Education - District 1 and 2 (327)	1	3
Adult Education - Districts 3, 4 and 5 Anderson (327)	1	2
Adult Education - Oconee Adult Education (327)	0	2
Arc Labs	1	2
Carolina Computer Training	1	2
Georgia Regents University	0	1
Greenville Technical College	5	10
New Horizons Computer Learning Center of SC	0	1
Norris Mechanical LLC	2	7
Palmetto School of Career Development	1	1
Southern Wesleyan University	2	2
Tri-County Technical College	25	50
Truck Driver Institute	1	2
Total	40	85

Total Occupational Training by Cluster

Occupation	Total Training	PY'16 Rec'd Credential
GED Training (327)	7	0
Admin, Support, Waste Mgmt., Remediation Svcs.	10	3
Manufacturing	22	9
Professional, Scientific, Technical Services	4	2
Health Care and Social Assistance	38	12
CDL	10	4
Heavy Equipment Operator	3	1

Funding Source PY'16 Rec'd (occupational and GED training)

	YTD Total
Adult	72
Dislocated Workers	13
NDWGW	0
Trade (co-enrolled)	7
Total	92

*This number is hand counted from SCWOS based on follow-up summaries of each career coach.

Note: Some participants have rec'd more than one training or more than one funding source.



Clifton Acker came to the WIOA in September 2015. He was working in a temp position and was looking to acquire job skills that could help him obtain full-time sustainable employment. His original career path was to pursue a Class A CDL License and drive over-the-road. He and his Career Coach completed the training packet and his training plan was approved. Before he could begin his Class A CDL training Clifton found out he was going to become a father, of twins. Clifton began to rethink his decision to become an over-the-road driver, he wanted to be father would be around to watch his children grow up.

Clifton contacted his Career Coach with the news and wanted to discuss his situation. He and his Career Coach began a discussion of his additional options. Clifton researched the job market and evaluated his own career interests. After some time, he decided he would like to pursue training as a welder. He looked into several different training programs and schools and made the decision to attend training at Norris Mechanical in Anderson, SC. He and his Career Coach prepared and resubmitted a training proposal which was approved.

Clifton began Welding 101 which focused on plate welding on March 23, 2016. He successfully completed this and began Welding 102 which taught him pipe welding skills. On September 29, 2016 he had completed and passed his pipe welding exam. Clifton began looking for work. He and his Career Coach revised his resume and conducted several job searches. One of these job searches resulted in Clifton obtaining employment. On November 21, 2016 Clifton began working at Southern Consolidated Industry making \$14.00 an hour. Clifton recommends that if “you need to make a change in life, the WIOA can make it happen.”



Alice Peden worked as a Sales Representative for Charter Communications for ten years. While there, she enjoyed recruiting new customers and helping existing customers review and upgrade their accounts. Suddenly, in November 2013, she was unemployed. Out of a job, Alice took the time then to review her work history and skills and decided that she wanted something more stable, something that would make her more marketable.

Alice had some previous training as a Certified Nursing Assistant, so she decided to combine that with additional training and shoot for her dream of becoming a Registered Nurse. She began the pathway to becoming an RN by enrolling in the Licensed Practical Nurse program at Tri-County Technical College. Her plan was to complete the LPN training there and then try for acceptance into their competitive RN program. She needed funding to pay for the LPN training, though, so she sought help from SC Works and the WIOA program.

With the help from WIOA funding, Alice completed the LPN training in July 2016 and got a good job. She gained employment as a CNA at Patrick Harris Psychiatric Hospital In October 2016. She is earning \$16.98/hour and has started out with three weeks' annual vacation time. She states that she loves it there and that she is very appreciative of what SC Works and the WIOA have done for her.

She is still working toward her ultimate goal of becoming a Registered Nurse. She has expressed to her Career Coach that her plan now is to enter the RN program at either Clemson or Lander and get her training there. Alice's determination will get her where she wants to be.



Phillip Leaf attended a SC Works Orientation at the Seneca SC Works Center on September 29, 2016. He was seeking possible assistance with training. Phillip had attended college for a short time, but decided that a four year degree was not what he was interested in. He had obtained his WorkKeys while attending Pendleton High School and scored Silver on the assessment. He had an interest in the Pre-Highway Construction Inspector/Testing Technician offered at Tri-County Technical College. This certification provided classroom and hands-on training for all facets of inspection and testing.

Phillip had applied for a Tuition Assistance Scholarship at Tri-County Technical College for financial assistance for the certification. These scholarships offered individuals in the area financial assistance in obtaining certifications through the Continuing Education department at the school. Phillip received one of the scholarships and was seeking additional assistance to complete the training. He was enrolled as a participant in WIOA on October 28, 2016. He attended several workshops including Resume and Cover Letters and Interviewing Skills to assist him with future job opportunities.

WIOA was available to assist him financially with the balance of the cost for the certification and he attended the classes at the Tri-County Technical College. He passed both the SCDOT Asphalt Roadway Technician Certification and the SCDOT Earthwork & Base Course Technician Certification and completed the class on November 14, 2016.

Phillip was soon interviewed by Hanson Aggregates in Anderson, SC. The company is a major distributor of sand, gravel, and crushed and broken granite, maintaining an annual revenue of \$2.5 to 5 million. Phillip was hired with the company on 12/12/2016 as a Quality Control Inspector. His starting salary is \$18.36 per hour. After speaking with Phillip, he stated that he appreciates all that the WIOA program has done for him. He now has full time sustainable employment in a field he loves!

Stacy Thompson Success Story WIOA

Stacy Thompson entered the WIOA program in August 2016. It is through the partnership WIOA has with The Haven of Rest that has allowed Stacy to achieve all of his goals. Stacy was able to complete Workkeys and scored a silver in reading and locating information. He scored a gold in applied math. Stacy was interested in the manufacturing field and was awarded scholarship assistance for TCTC to complete the SCMC training. Stacy started the first of Sept and completed the training October 21, 2016.

Stacy started working with Glen Raven on December 4th, 2016 as a process technician. He works 40 hours a week and makes \$20.91 an hour. Stacy is scheduled to complete The Haven of Rest program in January. "I would like to give thanks to the following that has helped me in so many ways, The Haven of Rest, WIOA, TCTC, and my career coach J.T. Parnell."



Grant Number: 16A295H2
 Invoice: 100 - I1005
 Period Covered: 12/1/16-12/31/16

PY16 Adult Program - Eckerd
 July 1, 2016 - December 31, 2016

Eckerd Goal:		DECEMBER				
			50.0%		100.0%	
Line Item	MOD	100 - I1005	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$248,211.87	21,951.28	123,209.37	\$125,002.50	49.6%	
Fringe Benefit Total	\$79,422.53	4,778.12	\$34,453.49	\$44,969.04	43.4%	
Staff Cost Total	\$327,634.40	26,729.40	\$157,662.86	\$169,971.54	48.1%	
Operating						
1.2 Staff Consumable Supplies	\$ 3,726.08	656.61	\$1,869.02	\$1,857.06	50.2%	
1.3 Advertising, Outreach	\$851.68	0.00	\$0.00	\$851.68	0.0%	
1.4 Copy, Print	\$4,524.53	699.88	\$1,369.86	\$3,154.67	30.3%	
1.5 Communications	\$6,821.57	680.78	\$3,344.69	\$3,476.88	49.0%	
1.6 Staff Travel	\$9,721.88	1,079.85	\$2,361.28	\$7,360.60	24.3%	
1.7 Staff Conferences, Training	\$3,885.77	1,350.00	\$1,876.77	\$2,009.00	48.3%	
1.8 Staff Computer Leases	\$12,221.55	0.00	\$2,202.93	\$10,018.62	18.0%	
1.9 Postage	\$2,129.19	28.45	\$130.77	\$1,998.42	6.1%	
Operating Total (01)	\$43,882.25	4,495.57	13,155.32	\$30,726.93	30%	
Direct Training						
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 7,750.00	1,239.25	\$2,958.22	\$4,791.78	38.2%	
2.6 Tuition (College/Occupational Training)	\$279,121.64	13,997.75	\$104,328.70	\$174,792.94	37.4%	
Direct Training Total (02)	\$286,871.64	15,237.00	107,286.92	\$179,584.72	37%	
Support Services						
3.4 Training Support Materials	\$11,000.00	288.08	\$1,211.72	\$9,788.28	11.0%	
3.5 Emergency Assistance		0.00	\$0.00	\$0.00	#DIV/0!	
3.6 Special Populations Support		0.00	\$0.00	\$0.00	#DIV/0!	
Support Service Total (03)	\$11,000.00	288.08	1,211.72	\$9,788.28	11.0%	
Operating Cost Total	\$669,388.29	46,750.05	\$279,316.82	\$390,071.47	41.7%	
General Overhead (Indirect)	8.86%	\$59,307.80	4,142.05	\$24,393.89	\$34,913.91	41.1%
General Liability Ins	0.60%	\$3,915.51	280.50	\$1,675.90	\$2,239.61	42.8%
Contract Total	\$732,611.60	51,172.61	\$305,386.60	\$427,225.00	41.7%	

Grant Number: 16D295H2-DW
 Invoice: 101-11005
 Period Covered: 12/1/16-12/31/16

PY16 Dislocated Worker Program - Eckerd
 July 1, 2016 - December 31, 2016

Eckerd Goal:		DECEMBER 50.0%		100.0%		Obligation Numbers
Line Item	MOD	101-11005	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$566.85	0.00	332.49	\$234.36	58.7%	
Fringe Benefit Total	\$ 181.38	0.00	\$131.16	\$50.22	72.3%	
Staff Cost Total	\$748.23	0.00	\$463.65	\$284.58	62.0%	
Operating						
1.2 Staff Consumable Supplies	\$ 473.92	85.49	\$235.34	\$238.58	49.7%	
1.3 Advertising, Outreach	\$108.32	0.00	\$0.00	\$108.32	0.0%	
1.4 Copy, Print	\$575.47	44.91	\$102.49	\$472.98	17.8%	
1.5 Communications	\$867.63	70.51	\$400.30	\$467.33	46.1%	
1.6 Staff Travel	\$1,236.52	123.13	\$289.43	\$947.09	23.4%	
1.7 Staff Conferences, Training	\$494.23	150.00	\$215.11	\$279.12	43.5%	
1.8 Staff Computer Leases	\$1,554.45	0.00	\$0.00	\$1,554.45	0.0%	
1.9 Postage	\$270.81	0.00	\$2.68	\$268.13	1.0%	
Operating Total (01)	\$5,581.35	474.04	1,245.35	\$4,336.00	22%	
Direct Training						
2.3 Credential Exam Fees (CAN/GED/WK)	\$ -	0.00	\$0.00	\$0.00	#DIV/0!	
2.6 Tuition (College/Occupational Training)	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
Direct Training Total (02)	\$0.00	0.00	0.00	\$0.00	#DIV/0!	
Support Services						
3.4 Training Support Materials	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!	
3.5 Emergency Assistance		0.00	\$0.00	\$0.00	#DIV/0!	
3.6 Special Populations Support		0.00	\$0.00	\$0.00	#DIV/0!	
Support Service Total (03)	\$0.00	0.00	0.00	\$0.00	#DIV/0!	
Operating Cost Total	\$6,329.58	474.04	\$1,709.00	\$4,620.58	27.0%	
General Overhead (Indirect) 8.86%	\$560.80	42.00	\$137.22	\$423.58	24.5%	
General Liability Ins 41.50/mo	\$498.01	41.50	\$249.00	\$249.01	50.0%	
Contract Total	\$7,388.39	557.54	\$2,095.22	\$5,293.17	28.4%	

Grant Number: 16A995H2 - OP Adult

Invoice: 197-11005 Adult

Period Covered: 12/1/16-12/31/16

PY16 Operator Adult - Eckerd

Eckerd Goal:		DECEMBER 50.0%			100.0%		
Line Item	MOD	197-11005 Adult	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers	
Staff Salary Total	\$44,251.22	3,769.10	16,221.06	\$28,030.16	36.7%		
Fringe Benefit Total	\$ 12,112.98	653.33	\$4,003.59	\$8,109.39	33.1%		
Staff Cost Total	\$56,364.20	4,422.43	\$20,224.65	\$36,139.55	35.9%		
Operating							
1.2 Staff Consumable Supplies	\$2,904.00	71.32	\$109.98	\$2,794.02	3.8%		
1.4 Copy, Print	\$2,884.96	233.20	\$351.39	\$2,533.57	12.2%		
1.5 Communications	\$675.84	17.06	\$355.37	\$320.47	52.6%		
1.6 Staff Travel	\$1,504.19	289.30	\$494.55	\$1,009.64	32.9%		
1.7 Staff Conferences, Training	\$1,267.20	440.00	\$440.00	\$827.20	34.7%		
1.8 Staff Computer Leases	\$995.60	0.00	\$0.00	\$995.60	0.0%		
1.9 Postage	\$211.20	0.00	\$0.00	\$211.20	0.0%		
Operating Total (01)	\$10,442.99	1,050.88	1,751.29	\$8,691.70	17%		
Operating Cost Total	\$66,807.19	5,473.31	\$21,975.94	\$44,831.25	32.9%		
General Overhead (Indirect)	8.86%	\$5,919.12	450.45	\$1,884.66	\$4,034.46	31.8%	
General Liability Ins	0.60%	\$436.36	32.84	\$131.86	\$304.50	30.2%	
Contract Total	\$73,162.67	5,956.61	\$23,992.46	\$49,170.21	32.8%		

Grant Number: 16R295E1 - RR
 Invoice: 208-I1005
 Period Covered: 12/1/16-12/31/16

PY16 Rapid Response - Eckerd
 July 1, 2016 - December 31, 2016

Eckerd Goal:		DECEMBER 50.0%		100.0%		
Line Item	MOD	208-I1005	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total	\$42,184.80	2,859.94	17,420.20	\$24,764.60	41.3%	
Fringe Benefit Total	\$ 13,209.86	581.77	\$4,975.26	\$8,234.60	37.7%	
Staff Cost Total	\$55,394.66	3,441.71	\$22,395.45	\$32,999.21	40.4%	
Operating Total (01)		0.00	0.00	\$0.00	#DIV/0!	
Direct Training						
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 1,550.00	41.25	\$112.25	\$1,437.75	7.2%	
2.6 Tuition (College/Occupational Training)	\$24,462.56	0.00	\$14,264.10	10,198.46	58.3%	
Direct Training Total (02)	\$26,012.56	41.25	14,376.35	\$11,636.21	55%	
Support Services						
3.4 Training Support Materials	\$825.00	60.99	\$362.05	\$462.95	43.9%	
Support Service Total (03)	\$825.00	60.99	362.05	\$462.95	43.9%	
Operating Cost Total	\$82,232.22	3,543.95	\$37,133.85	\$45,098.37	45.2%	
General Overhead (Indirect)	8.86% \$7,285.78	313.99	\$3,290.06	\$3,995.72	45.2%	
General Liability Ins	Don't Bill		\$0.00	\$0.00	#DIV/0!	
Contract Total	\$89,518.00	3,857.95	\$40,423.91	\$49,094.09	45.2%	

WorkLink Adult - DW Training Expenditures

As of Monday, January 9, 2017

Formula Tuition	Adult (Mod #2)		Dislocated Worker (RR) Mod #2		Total
PY16 Budget	\$361,827.58		\$25,172.31		\$386,999.89
PY16 Vouchers Paid	\$111,474.92		\$16,515.34		\$127,990.26
PY16 Vouchers Not Paid	\$58,038.93		\$10,302.77		\$68,341.70
PY16 Vouchers Total	\$169,513.85	47%	\$26,818.11	107%	\$196,331.96
PY16 Vouchers vs. Budget	\$192,313.73		(\$1,645.80)		\$190,667.93
PY16 ITA's Approved	\$260,244.06		\$29,454.26		\$289,698.32
PY16 ITA's Deobligations	\$29,947.26		\$0.00		\$29,947.26
PY16 ITA's Total YTD	\$230,296.80	64%	\$29,454.26	117%	\$259,751.06
PY16 ITA's vs Budget	\$131,530.78		(\$4,281.95)		\$127,248.83
PY17 ITA's Approved	\$0.00		\$0.00		\$0.00

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

January 4, 2017

Mr. Steven Pelissier
Executive Director
SC Appalachian Council of Governments
Post Office Box 6668
Greenville, South Carolina 29606

RE: WIOA Financial and Programmatic Monitoring - Appalachian Council of Governments

Dear Mr. Pelissier:

From August 22, 2016 through August 24, 2016, staff from the South Carolina Department of Employment and Workforce (SCDEW) visited Appalachian Council of Governments (ACOG) to conduct the annual on-site financial and programmatic monitoring review. Two issues and one observation were identified in the attached draft report.

The identified issues related to this review have been addressed in ACOG's Corrective Action Plan; therefore, ACOG's annual WIOA financial and programmatic monitoring is considered finalized. We appreciate your cooperation and assistance offered during the visit. Should you have any questions regarding the attached monitoring report, please contact Jake Sherbert, by email: jsherbert@dew.sc.gov or by phone: at (803) 737-3018.

Sincerely,

Keri Dowd-Pugh
SCDEW Audit Director

cc: Brooke Dobbins, WDB Chairperson
Don Zimmer, ACOG Finance Director
Trent Acker, Workforce Services Executive Director



Appalachian COG

Financial and Programmatic Monitoring Review

PY 2015

WIOA Programs

South Carolina Department of Employment
and Workforce

ACOG
Financial and Programmatic Monitoring Report

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Executive Summary

Purpose & Scope

South Carolina Department of Employment and Workforce (SCDEW) staff performed a financial and programmatic monitoring engagement of the grant recipient, ACOG (Worklink is a programmatic division within ACOG that administers the WIOA grant), from August 22, 2016 through August 24, 2016 in accordance with the Workforce Innovation and Opportunity Act (WIOA), Section 183, Monitoring.

SCDEW Staff conducting the Review

Jake Sherbert, WIOA Audit Manager

Greta Long, WIOA Auditor

Kenneth Williams, WIOA Auditor

ACOG Staff Representing the Recipient

Steve Pelissier, ACOG Executive Director

Trent Acker, Workforce Services Executive Director

Jennifer Kelly, Program Director

Sharon Crite, Youth Services Manager

Windy Graham, WIOA Performance and Reporting Specialist

Don Zimmer, ACOG Finance Director

Financial Monitoring

Current Year Issues:

- Missing journal entry authorization
- Segregation of Duties surrounding the bank reconciliation should be strengthened

Current Year Observation:

- None

Programmatic Monitoring

Current Year Issue:

- None noted.

Current Year Observation:

- Low participation rates in Adult and DW customer groups

Financial Monitoring Review

WIOA Programs

Purpose & Scope

The purpose of Workforce Innovation and Opportunity Act (WIOA) financial monitoring is to determine if ACOG is using WIOA funds in compliance with applicable laws and regulations, and to determine if ACOG has a sound financial system in place to carry out the WIOA activities. The scope of the monitoring included reviewing and analyzing ACOG's financial records for the period of July 1, 2014 through May 31, 2016.

Review Areas

The financial monitoring was accomplished through documentation review, observation of operation, data analysis and testing, and interviews with WIOA staff before, during, and after the on-site visit for the following areas:

- Governance and oversight management
- Financial system with fiscal controls and accounting procedures
- Supporting documentation for selected expenditures
- Contracts and records
- Payroll and payroll records
- Property control records
- Subrecipients financial monitoring
- Resource Sharing Agreement
- Indirect cost rate and indirect cost allocation
- Credit card transactions
- ETA Salary Cap Review

Current Year Issues

1. Missing journal entry authorization

The ACOG journal entry document number 8840 in the amount of \$2,700.28 was missing the proper "reviewed by" approval before being keyed into the accounting system. The ACOG journal entry process requires approval from the preparer, reviewer and the individual who keyed the entry into the system.

2 CFR 200.302 (b)(3), "Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation."

Recommendation: We recommend that ACOG adhere to their journal entry process to ensure all journal entries have gone through the proper channels of authorization.

Adequate review and approval of documentation will strengthen internal controls within ACOG. ACOG should submit a Corrective Action Plan (CAP) outlining steps taken, including the anticipated date by which the corrective action is expected to be completed, to ensure compliance with applicable regulations and local guidance.

ACOG's Response/CAP:

The executive director's review and approval of journal entries is consistent with the Appalachian council of government's standard operating procedures. While it is clear that the approval was missing for Journal Entry 8840, as identified by DEW, a review following the monitoring showed that to be the only entry over the past year for which the required approval was missing. As a result, ACOG believes that its system is effective and that this one entry was a fluke. As a result, we think that no changes to our systems or procedures are necessary. While ACOG does not know for certain why this entry was missed, the most likely cause is lack of attention to detail by the executive director. In the future, the executive director will ensure proper attention is given to these matters.

SCDEW Response:

This CAP is approved by SCDEW.

2. Segregation of Duties surrounding the bank reconciliation should be strengthened

The ACOG Finance Director prepares the bank reconciliation and the bank reconciliation is reviewed and approved by an employee of the Finance Director. This practice circumvents proper segregation of duties surrounding the preparation and approval of the bank reconciliation.

Best practices encourage organizations to segregate key processes, such as authorization, in order to mitigate unnecessary risk. When it is not practical to segregate duties, a compensating control, such as a management review of the bank reconciliation or rotating job duties, should be implemented. The principle of segregation of duties is based on shared responsibilities of an important procedure that disperses the critical functions of that procedure to more than one person or department.

2 CFR 200.303 states that "the non-Federal entity must establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal

Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).”

Recommendation: We recommend that ACOG properly segregate the preparation and approval of the bank reconciliation. The bank reconciliation prepared by the Finance Director should not be reviewed and approved by an employee in the Finance Director’s chain of command. Proper segregation of duties requires key processes to be reviewed and approved by appropriate levels of management. Adequate segregation of duties will strengthen internal controls within ACOG. A CAP should be submitted describing new or revised policies and/or procedures that address this issue, including the anticipated date by which the corrective action is expected to be completed.

ACOG’s Response/CAP:
 ACOG and Worklink understand the potential for an issue to arise as a result of the bank reconciliation being reviewed by an employee under the supervision of the finance director, who prepared the reconciliation. As a small agency, it is often a challenge to establish a real good system for separation of duties. For this specific issue, the best strategy identified by ACOG is for the agency executive director to conduct the bank reconciliation review. This change will be implemented immediately.

SCDEW Response:
 This CAP is approved by SCDEW.

Follow-Up of Prior Year Recommendations

During the current year on-site monitoring visit to ACOG, monitors verified and re-evaluated the recommendations that were addressed in the prior year Workforce Investment Act (WIA) financial monitoring report. The current status and follow up of the prior year monitoring recommendations are summarized below.

Follow Up To PY’14 Monitoring			PY’15 Monitoring
Number	Prior Year Recommendation	Implementation Status	Recommendation noted in current testing
1	Segregation of Duties should be established for the journal entry process.	Partial	See financial issue #2.
2	Procurement policy should require additional procurement documentation.	Completed	No exception was noted.
3	Contract management should be enhanced.	Completed	No exception was noted.

Programmatic Monitoring Review

WIOA Programs

Purpose and Scope

The purpose of the programmatic review was to ensure that the ACOG programs were compliant with applicable statutes, regulations, and guidelines. The scope of the review included the following areas:

1. Governance
2. SC Works Delivery System
3. SC Works Online System
4. Adult, Dislocated Worker, and Youth Program Activities
5. Service Provider Review
6. Participant File Management

The programmatic monitoring of PY'15 WIOA activities was accomplished through documentation review, observation of operation, data testing, and interviews with WIOA staff. WIOA monitors traveled to multiple Palmetto Youth Connection centers and the Easley, Anderson and Seneca SC Works centers. ACOG and sub-recipient staff were interviewed during the course of the monitoring visit.

Acknowledgment

During the on-site visit to the ACOG, monitors came across a practice that warrants special mention. The following adds positively to the administration and implementation of the WIOA program:

- Monitors observed the use of detailed Individual Employment Plans (IEPs) to assist participants with their goals and objectives. Monitors noted that each objective had detailed comments providing helpful information to participants in an effort to assist participants achieve their goals. This practice enhances participant interaction and ensures that participants have a clear, documented, and structured roadmap to success.

Current Year Issue

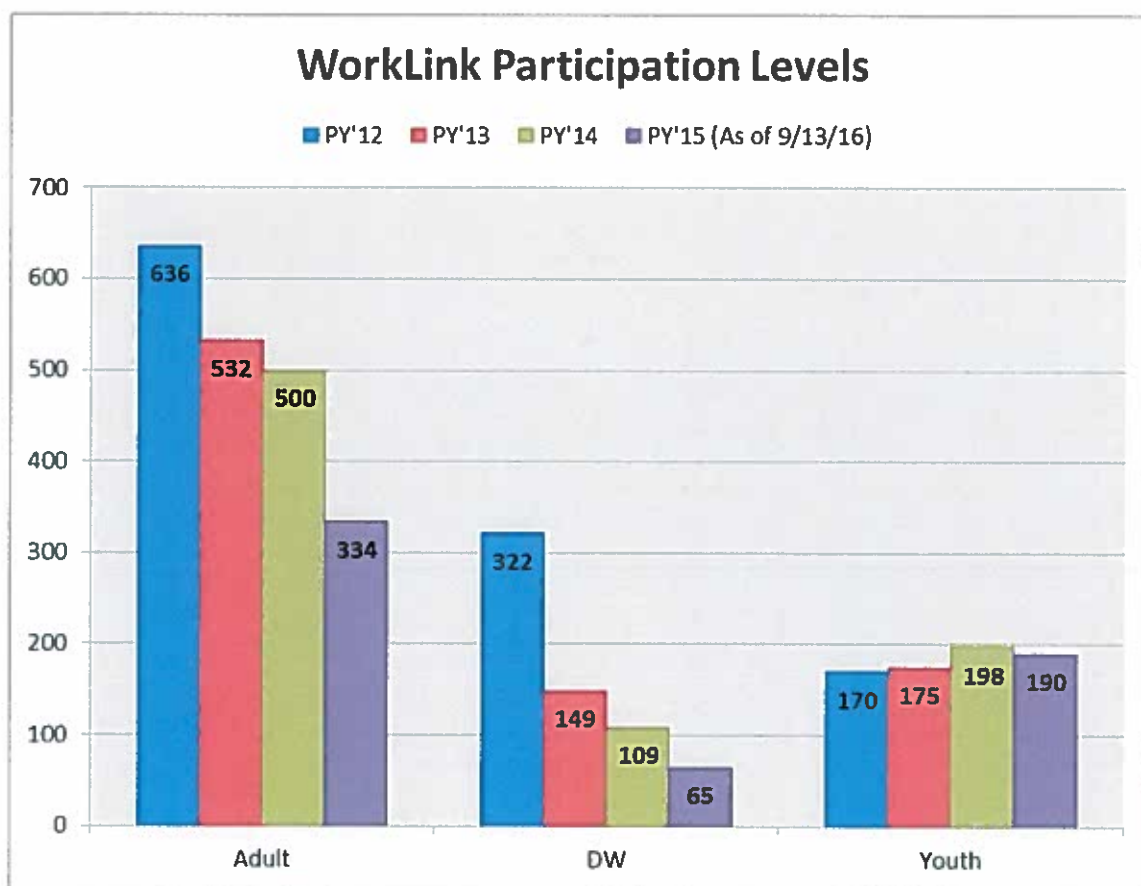
None noted.

Opportunities for Improvement

During the monitoring process, an opportunity for strengthening operating efficiencies was identified. The following observation is not an issue, but it represents an opportunity for improvement. Therefore, we recommend ACOG review this recommendation for future enhancements.

1. Low participation rates in Adult and DW customer groups

As of September 13, 2016, ACOG has low participation rates in the Adult and DW customer groups for PY'15. ACOG has seen a decline in Adult and DW participation since PY'12. At the current participation rates, ACOG will continue the decline in participation failing to meet prior year participation rates in the Adult and DW customer groups by the end of the program year.



Recommendation: We recommend ACOG assess the Adult and DW participation rates to determine the reasoning behind the decline in activity. Additionally, we recommend ACOG bolster their outreach and service delivery models to reach hard to serve segments of the Adult and DW customer groups. We welcome any comments from ACOG to provide further clarification surrounding the above noted recommendation.

ACOG's Response/CAP:

A chief reason for the decline in participation rate in the Worklink region is related to funding. The Adult allocation for PY'12 in the Worklink region was \$848,053, compared to \$664,418 in PY'15. The decrease in funding by 22% or \$183,635 during this period had a clear impact on the ability of Worklink to serve Adult participants. Also during this period, funding allocations to support Dislocated Workers decreased by 47% or \$442,378 and also affected the number of participants that could be served.

Other factors that have impacted the number of Adult and DW participants serviced in recent program years:

- Lower unemployment rate and a more vibrant job market.
- Shift of Unemployment Insurance service locations and requirements for recipients has decreased traffic to the SC Works Centers making Outreach and recruitment more difficult.
- No transportation/childcare supportive services offered to support those attending training, in an attempt to maximize funds available for occupational training.
- Increased cost of in-demand training programs in our area.

In response to the challenges noted above, Worklink has undertaken several tasks aimed directly at maximizing participant levels, including the items outlined below:

- Worklink recognized the need and organized an Outreach Committee in September of 2013. This group, consisting of DEW, Eckerd (our Operator) and Worklink staff, meets monthly to discuss ways to increase Center traffic and recruitment to the various Center programs and initiatives that the SC Works Centers promote.
- Worklink continues to work with partners to maximize opportunities to leverage additional funds available to participants. The goal of this strategy is to lower the direct cost per participant covered by WIOA funding, therefore increasing the opportunities to serve a greater number of Adult and DW participants.
- Worklink has also begun the process of making changes in the Worklink budget regarding Administrative vs Program expenditures in an attempt to make additional funds available for occupational training and other participant activities.

Follow-Up of Prior Year Recommendations

During the current year on-site monitoring visit to ACOG, monitors verified and re-evaluated the recommendations that were addressed in the prior year WIA programmatic monitoring report. The current status and follow-up of the prior year monitoring recommendations are summarized below.

Follow Up To PY'14 Monitoring			PY'15 Monitoring
Number	Prior Year Recommendation	Implementation Status	Recommendations noted in current testing
1	Personally Identifiable Information (PII) in participant files.	Completed	No exceptions were noted.
2	Veterans' Priority Signage was not displayed.	Completed	No exceptions were noted.
3	Youth Individual Service Strategies (ISS) not detailed	Completed	No exceptions were noted.