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WORKLINK
ANDERSON·OCONEE·PICKENS

WORKFORCE DEVELOPMENT BOARD MEETING
Wednesday, November 15, 2023 – 1:00 P.M.
Executive Board Room, Clemson University Center & Inn
Conference Call Information:
https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBqdz09
Meeting ID: 643 641 9262   Dial: 1-646-558-8656   Passcode: 29631

AGENDA

I.	**Call to Order/Introductions**	Mike Wallace, Board Chair
II.	**Approval of Minutes** (9/20/2023)*	Chair Wallace
III.	**Special Recognition**	Chair Wallace
IV.	**Director's Update**	Jennifer Kelly, Executive Director

    A. CY Board & Committee Meeting Schedule*
    B. PY2022 WorkLink Monitoring Report
    C. Success Story Videos
    D. PY2022 Annual Report – Progress Update

V. Committee Reports

    A. Executive Committee   Chair Wallace
        1) Report of Actions – No action

    B. Finance Committee   Stephanie Collins, Committee Chair
        1) PY2023 Budget Overview
            a. In-house Budget
            b. IWT
            c. RRIWT
            d. Adult/DW Program/Operator (All Sources)
            e. Youth Program (All Sources)

    C. Youth Committee   Susan Gibson, Committee Chair
        1) PY 23 PYC- New Enrollment Report-Information
        2) **Next YC Meeting: Jan. 23, 2024** (Pending WDB Board Approval)

    D. SC Works Operations Committee   Jennifer Kelly
        1) Committee Update
        2) Policy Update – Re-enrollment Policy*
        3) Policy Update – Programs of Study*
        4) Board Education – Spotlight Outreach Initiative Updates   Jennifer Campbell, WorkLink Staff

    E. Priority Populations Committee   Lisa Gillespie, Committee Chair

V. Other Business   Chair Wallace

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NEXT MEETING –February 7, 2023 @ 1:00PM
MADREN CONFERENCE CENTER AT CLEMSON UNIVERSITY
LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON

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WORKFORCE DEVELOPMENT BOARD
BOARD MEETING
September 20, 2023 Minutes
Madren Center Executive Board Room/ Teleconference via Zoom

Members Present:

Mike Wallace, Chair	David Bowers	David Collins	Stephanie Collins
Galen DeHay	Brooke Garren	Robert Halfacre	Tyler James
Kristi King-Brock	Melanie McLane	Patrick Pruitt	Shonna Williams

Members Absent:

Jeromy Arnett	Danny Brothers	Edgar Brown	Billy Gibson
Susan Gibson	Lisa Gillespie	Teri Gilstrap	

Staff Present:

Sharon Crite	Windy Graham	Jennifer Kelly

Guests Present:

Renee Alexander	Caitlin Brazell	Stephanie Blake	Karen Craven
Laura Cox	Robert Davis	Billy Hunter	Jennifer Judy
Jennifer Meeks	JT Parnell	Leah Price	Jeff Snider

I.   Call to Order/Introductions

The meeting was called to order at 1:00 p.m. Chair Melanie McLane announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Introductions were made around the room.

II.   Election of Board Officers

Chair McLane announced that it was time for election of Board officers for PY2023. The Board Chair will lead the Board meetings and serve as the primary contact for staff regarding Board business for PY2023. The Vice Chair will assist the Board Chair in conducting the WorkLink Board meetings for Program Year 2023 and will plan to rotate to Board Chair for PY2024.

BOARD ACTION TAKEN: Stephanie Collins made a motion to nominate Mike Wallace as Board Chair for PY2023, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

BOARD ACTION TAKEN: Teri Gilstrap made a motion to nominate Shonna Williams as Vice Chair, seconded by David Collins. The motion carried with a unanimous voice vote.

III.   Approval of Minutes

The minutes from the May 31, 2023 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Dr. Galen DeHay made a motion to approve the minutes as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

IV.   Special Recognition

- Chair Wallace presented Stephanie Blake with a plaque recognizing her as the Outstanding SC Works Center Staff of the Year.
- Chair Wallace presented Melanie McLane with an award for her outstanding service to the WorkLink Board as Chair for PY2021 and PY2022.
- Chair Wallace presented Ed Parris with a plaque recognizing his 20+ years of service on the WorkLink Board, Executive Director Jennifer Kelly accepted the award on his behalf.

V.   Workforce Coordinating Council Overview

Mr. Robert Davis, SC Department of Employment and Workforce, gave a Board presentation concerning the goals and objectives of the new State Workforce bill that was passed in late summer of 2023.

VI.   Director's Report

A.   PY2023 State Allocation

Ms. Kelly reviewed WorkLink allocation information in the Board packet on page 9, stating that WorkLink received $1,403,301 for PY2023, a decrease of $21,343 from the previous year. WorkLink received $440,694 in Adult, $418,653 in Dislocated Worker, and $543,954 in Youth. Overall, this is flat funded for PY2023 with a decrease of only $21,343, or a 1% cut. A chart was provided showing the differences by fund stream, WorkLink's allocation over time, as well as State vs. Local allocation and the distribution by local area.

B.   PY2022 Q3 WIOA Performance Update (Rolling 4)

Ms. Kelly reviewed pages 10-14 which show WIOA performance for Eckerd through the third quarter of PY2022 (March 31, 2023). WorkLink is meeting or exceeding all performance measures.

C.   AOP Business Showcase Update

Ms. Laura Cox gave an update on the AOP Business Showcase, stating that the event will be hosted on November 28 & 29th at the Anderson Civic Center for 8th graders in the area. Employers may still register to be apart of the event.

VII.   Committee Reports

A.) <u>**Executive Committee**</u>

i.)   Report of Actions

The Executive Committee met on May 17, 2023 to discuss the expiring Clemson SC Works lease. The Executive Committee email voted in July to renew the lease with Trehel Corporation for a 5-year term. The terms of the lease raised the cost from $13 to $13.50 per sq ft.

The Executive Committee met on September 8, 2023 to review PY2023 Eckerd budgets and approve Budget Modifications.
• For Adult/Dislocated Worker/Engage Build Serve (EBS) grants, the overall funding was reduced by $74,938. It will also allow us to shift funds around to meet the EBS expenditure requirements by September 30.
• For Youth and Engage Build Serve budgets, overall funding was reduced by $20,000.
• All funding reductions were to make additional funding available in the first quarter of PY2024.

Although not required by our by-laws, it's been the board's practice to ratify these actions at the following Board meeting.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to ratify the Executive Committee's decision as presented, seconded by David Collins. The motion carried with a unanimous voice vote.

VIII. **Finance Committee**
   1) Budget Overview
     a. **PY22 & PY23 IN-HOUSE BUDGET OVERVIEW**
     Ms. Kelly reviewed the PY2022 in-house budget through June 30, 2023 found on page 16 of the Board packet. Ms. Kelly noted that the Adult and Dislocated Worker funding did not meet the fund utilization requirement of 70% by June 30 in part due to the previous director's and MOU costs reflected in the budget. A chart was provided on page 17-18 of the Board packet. Ms. Kelly stated that we did achieve the Participant Cost Rate of 35.01%, the Youth Funding Rate of 88.75%, and the obligation rates of all three fund streams of 80%. A chart was provided on page 19.

     Ms. Kelly reviewed the PY2023 in-house budget through August 31, 2023 found on page 20 of the Board packet. She drew the committee's attention to the undesignated funds and noted that this amount has diminished significantly from the previous year. She will be watching this closely and looking at other grant funding to supplement the Board budget for PY2023.

     Ms. Kelly requested to transfer $200,000 from Dislocated Worker Funding to Adult for PY2023 allocations beginning October 1, 2023. This transfer will help the WorkLinks staff facilitate expenditure of funds in a timely manner.

BOARD ACTION TAKEN: Finance Committee made a motion to transfer $200,000 from Dislocated Worker to Adult, seconded by Dr. Galen DeHay. The motion carried unanimously.

2) **IWT**

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards that were approved at the June Board meeting. The packet included the report on page 21. Ms. Kelly stated that four of the six companies have finalized their training and have received reimbursement as of August 31, 2023. The remaining two companies have until December 31, 2023 to finalize their training and submit the paperwork for reimbursement.

3) **Rapid Response IWT**

Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from the Department of Employment and Workforce in the amount of $73,500 to upskill their current workforce. This grant award is effective June 1, 2023 to May 31, 2024. Ms. Kelly stated that $27,195 had been reimbursed for training at Sulzer as of August 31, 2023.

4) **Adult/DW Program/Operator Budgets (All Sources)**

Finance Committee Chair Collins called on Eckerd Connects to review the Adult/Dislocated Worker and Youth invoices. The following budget updates were provided for PY2022 the Adult and Dislocated Worker Grants through June 30, 2023:

- Page 23 shows expenditures for the Adult Program budget expended at 97%.
- The Dislocated Worker Program budget as shown on page 24 is 91.3% expended.
- Page 25 shows the Adult Resiliency grant is 99.3% expended. Mr. JT Parnell, Eckerd Connects Area Manager, stated that this grant closed out on April 30, 2023.
- Page 26 shows Adult Engage, Build, Serve Program grant is expended at 93%.

The following budget updates were provided for PY2023 the Adult and Dislocated Worker Grants through August 31, 2023:

- Page 28 shows expenditures for the Adult Program budget expended at 9.1%.
- The Dislocated Worker Program budget as shown on page 29 is 2.0% expended.
- Page 30 shows expenditures for the Adult Operator budget expended at 0.2%.
- The Dislocated Worker Operator budget as shown on page 31 is 0.3% expended.
- Page 32 shows Adult Engage, Build, Serve Operator grant is expended at 36.4%.
- Page 33 shows Adult Engage, Build, Serve Program grant is expended at 45.9%.
- Page 34 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. Mr. Parnell reviewed the vouchers approved, vouchers paid, and ITA obligations for each grant budget.

5) **Youth Program (All sources)**

The following budget updates were provided for PY2022 the Youth Grants through June 30, 2023:

- Page 35 shows the Youth grant with PYC is expended at 95.2. Ms. Karen Craven, Program Manager for Palmetto Youth Connections, drew attention to line item 6507 "Work Experience" and stated it was 100% expended.
- Page 36 shows the Engage, Build, Serve Youth Program grant expenditures expended at 89.5%. Ms. Noted line item 6507 "Work Experience" was 100% expended.

The following budget updates were provided for PY2023 the Youth Grants through August 31, 2023:

- Page 37 shows the Youth grant with PYC is expended at 10.7%. Ms. Craven reported that as of the board meeting, Work-based learning was expended at 22.51%.
- Page 38 shows the Engage, Build, Serve Youth Program grant expenditures expended at 28.4%. Ms. Crave noted line item 6507 "Work Experience" was 33.3% expended as of the date of the Board meeting.

B.) **Youth Committee**

1) PY23 PYC New Enrollment Report-Information

Ms. Susan Gibson reported from page 55 that there were 22 new enrollments through August 31, 2023. In PY2022, PYC served a total of 124 youth participants, which was 103% of the goal.

2) Board Education Spotlight – WIOA Youth Program

Ms. Crite provided an overview of the Youth Program and the elements required under WIOA as presented in the Board packet on page 58-59. Ms. Craven gave a success story of Josh as can be seen on the packet on page 60.

3) Anderson Cty. Award Event – PYC Youth Participant Nominee

Ms. Gibson referred the Board to pages 56-57, stating that Ms. Karlee Keaton is being presented as the Anderson County Youth Participant of the Year and will be recognized at the Awards event hosted by Anderson County on October 14, 2023.

ACTION TAKEN: A motion from the Youth Committee to approve the nomination for the Youth participant of the Year as presented, seconded by Dr. Galen DeHay. The motion carried unanimously.

D.) **SC Works Operations Committee**

1) **Committee Update**

One Stop Committee Chair Bowers stated that the committee met on August 23, 2023. He directed the Board's attention to the Board packet on pages 41-39.

Mr. Bowers shared a few highlights from the last program year:
- 10,344 individuals were served in-person through the SC Works Centers
- 8 Rapid Response events served 215 individuals. (Affected companies included Pre-Zero, Fraenkische, Keys Innovative Solutions, and DSV Solutions.)

- 13 hiring events were hosted with 374 attendees.
- 161 individuals were enrolled in the Adult/Dislocated Worker program out of 125 planned, which equates to 129% achieved of planned enrollments.
- 169 individuals received training, of which 98 received a credential
- $165,678 was leveraged in scholarships in partnership with Tri-County Technical College.

Mr. Bowers noted that the initial PY2023 usage report is listed on pages 49-52 and reflects data current through July.

2) **Anderson Cty. Award Event -Adult Nominees***

At the Community Impact Awards ceremony each year, Anderson County recognizes outstanding alumni of the various programs in the county for their success in making strides in their career and education. This year the committee voted to recognize Robby and Tracie. Their success stories can be found in the packet on pages 53 and 54.

ACTION TAKEN: A motion from the One Stop Committee to approve the nomination for the two Adult participants of the Year as presented, seconded by Melanie McLane. The motion carried unanimously.

Our standard committee report can be found on pages 39-40. The next meeting will be held on October 18, 2023 at 3 pm.

E.) **Priority Populations Committee**

Mr. Pat Pruitt stated the committee members received a presentation from himon the South Carolina Department of Employment and Workforce at the last meeting. WorkLink's unemployment rate is 3.1% and for individuals with a disability, the unemployment rate is 6.8%.

The next Priority Populations meeting is planned for October 3, 2023.

F.) **Other Business**

Ms. Kelly referred the committee to pages 69-71, and asked Board members to participat in a Board survey indicating interests and availability for future board meetings.

Chair Wallace adjourned the meeting at 2:20 p.m.

Respectfully submitted by: Jennifer Kelly

2024 Committee/ Board Meeting Schedule

Committee	Meeting Dates				
Youth	January 23	March 5	May 7	August 6	October 1
Priority Populations	January 9	March 12	May 14	August 13	October 8
One Stop Operations	January 17	March 20	May 15	August 21	October 16
Finance	January 24	March 27	May 22	August 28	October 30
Workforce Development Board	February 7	April 3	May 29	September 4	November 6

Youth Committee—Meetings will be held on Tuesdays at 10:00 a.m. Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach, scrite@worklinkweb.com, 864-646-1828

Priority Populations Committee—Meetings will be held at 3:00 p.m. at the Clemson SC Works Center, Conference Room. Staff Liaison: Windy Graham, WIOA Performance and Reporting Specialist, wgraham@worklinkweb.com , 864-646-1826

OneStop Operations Committee—Meetings will be held at 3:00 p.m. at the Clemson SC Works Center, Conference Room. Staff Liaison: Jennifer Campbell, Assistant Director, jcampbell@worklinkweb.com, 864-646-1458

Finance Committee—Meetings will be held at 3:00 p.m. at the Clemson SC Works Center, Conference Room. Staff Liaison: Jennifer Kelly, Executive Director, jkelly@worklinkweb.com, 864-646-5898

Workforce Development Board—Meetings will be held at 1:00 p.m. at the Madren Center. Lunch will be held at noon immediately preceding the meeting. Staff Liaison: jkelly@worklinkweb.com, Executive Director, jkelly@worklinkweb.com, 864-646-5898

November 1, 2023

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

RE: PY22 WIOA Financial and Programmatic Monitoring – Appalachian Council of Governments

Dear Mr. Pelissier:

From June 6, 2023 through June 9, 2023, staff from the South Carolina Department of Employment and Workforce (DEW) visited Appalachian Council of Governments (ACOG) to conduct the annual WIOA financial and programmatic monitoring review. Two issues and no observations were identified in the attached monitoring report.

The identified issues related to this review have been addressed and accepted 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,

Jake Sherbert
Director of Internal Audit

cc: Mike Wallace, WDB Chairperson
       Don Zimmer, ACOG Finance Director
       Jennifer Kelly, Workforce Services Executive Director

Appalachian COG

Financial and Programmatic Monitoring Review

PY 2022

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 (DEW) staff performed a financial and programmatic monitoring engagement of the grant recipient, ACOG, on June 6, 2023 through June 9, 2023 in accordance with the Workforce Innovation and Opportunity Act (WIOA), Section 183, Monitoring.

DEW Staff conducting the Review
Jake Sherbert, Director of Internal Audit
Sheila Blandon, Financial Monitor
Kenneth Williams, Senior Programmatic Monitor

ACOG Staff Representing the Recipient
Steve Pelissier, ACOG Executive Director
Jennifer Kelly, Workforce Services Executive Director
Sharon Crite, Youth Services Manager
Windy Graham, WIOA Performance and Reporting Specialist
Don Zimmer, ACOG Finance Director

Financial Monitoring

Current Year Issue:
- None noted

Current Year Observation:
- None noted

Programmatic Monitoring

Current Year Issues:
- Noncompliance with required documentation of referral outcomes in SCWOS
- Noncompliance with Adult, Dislocated Worker, and Youth Statements of Work

Current Year Observation:
- None noted

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 May 1, 2022 through April 30, 2023. The scope of the review was limited to remote monitoring due to the COVID-19 pandemic. Follow up on-site visits will resume as deemed necessary and safe.

Review Areas

DEW performed its financial monitoring through reviews and analyses before, during, and after the remote monitoring 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
- Partner Agreements - MOU/IFA
- Indirect cost rate and indirect cost allocation
- Credit card transactions
- ETA Salary Cap Review

Current Year Issue

None 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:

- Governance
- SC Works Delivery System including partner engagement
- Local Board composition
- SC Works Online Services (SCWOS)
- Adult, Dislocated Worker, and Youth Program Activities
- Business Services Activities
- Service Provider Review
- Participant File Management

The programmatic monitoring of PY'22 WIOA activities was accomplished through documentation review, observation of operation, data testing, and interviews with WIOA staff. ACOG and sub-recipient staff were interviewed during the course of the monitoring visit. Additionally, we conducted a review of eight (8) participant files including corresponding SCWOS information. The scope of the review was limited to remote monitoring due to the COVID-19 pandemic. Follow up on-site visits will resume as deemed necessary and safe.

Current Year Issues

1. **Noncompliance with required documentation of referral outcomes in SCWOS**
   During staff interviews and review of SCWOS staff referrals report, we discovered that WIOA staff received various referrals from partners; however, the referral outcomes were not properly documented in SCWOS as required by State Instruction Number 20-14.

   State Instruction 20-14 states, "*Referral outcomes are recorded by closing a referral. Upon receipt of a referral from a partner program, the referred to program staff is responsible for closing the referral by recording the appropriate outcome as defined below.*

Outcome Definitions
- *A "Completed Referral/Enrolled" outcome is defined as a referral that was received by the referred to program and the individual referred was enrolled in the program.*
- *A "Completed Referral/Not Enrolled" outcome is defined as a referral that was received by the referred to program, but the individual referred was not enrolled in the program.*"

Required Action: ACOG is required to ensure all staff has an adequate understanding of State Policies related to required documentation of referral outcomes in SCWOS. Additionally, ACOG is required to adhere to State Policies to ensure that outcomes for all referrals received are properly recorded in SCWOS. ACOG must provide a CAP outlining steps taken to ensure staff understand and consistently apply policies and procedures developed by the State.

ACOG's Response:

Regarding referrals, the One Stop Operator was consulted on the process used to close referrals out in SCWOS. We found that partner training needed to occur and is scheduled for the next quarterly partner/staff meeting on November 17. In the meantime, our Operator is spot-checking referrals in the system to determine patterns and issues that need to be resolved and working with program managers to discuss the appropriate way to close referrals and the guidelines they recommend for closing referrals in a timely manner. The Operator will be providing feedback and final training on this in November to all partner staff in the WorkLink area.

WorkLink will conduct desktop monitoring of these efforts over the course of the next six months to determine if the systems they have put in place are adequate or if additional technical assistance is needed.

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2. **Noncompliance with Adult, Dislocated Worker, and Youth Statements of Work**
   We discovered three (3) instances in which participant files or case management processes were not in compliance with the Adult and Dislocated Worker Statement of Work. As of 6/9/23, the following instance of noncompliance was discovered:

   - The time period between case notes exceeded established requirements for three (3) participants, state identification numbers: 4085712, 4100946, and 4089875.

Adult and Dislocated Worker Statement of Work page 25 states, *"Regularly scheduled contact must be maintained with all participants. The frequency of the contact is based on an assessment of the participant's needs as they move through the process. At a minimum, monthly contact must be made with each participant. More frequent contact may be needed in certain circumstances."*

Adult and Dislocated Worker Statement of Work page 26 states, *"A case note shall be entered for each activity. An activity must be performed and entered into SCWOS with a minimum of a start date and end date. Contact with the participant shall be maintained at a minimum of every 28 days."*

Youth Statement of Work page 7 states, *"Regular personal contact between a case manager and youth participant is essential. The frequency of the contact is based on an assessment of the participant's needs and ISS goals as they move through the process. At a minimum, bi-weekly contact must be made with each youth participant."*

Required Action: ACOG is required to ensure case management staff has an understanding of the Adult, Dislocated Worker, and Youth Statements of Work. ACOG must provide a CAP outlining steps taken to ensure staff understand and consistently apply the contractual requirements established in the Adult, Dislocated Worker, and Youth Statements of Work.

ACOG's Response:

The Youth Statement of Work (SOW) has been revised to coincide with the SCWOS Ad Hoc System time frame and to reflect what is occurring with the youth provider frontline staff. Palmetto Youth Connections (PYC) frontline staff have confirmed that WIOA case note alerts have been set-up and are up-to-date in the SCWOS system. PYC Program Management staff will monitor, and WorkLink Staff will follow-up as well.

Revised Youth SOW (Section 5.5.1 -Page 7): *Regular personal contact between a case manager and the youth participant is essential. The frequency of the contact is based on an assessment of the participant's needs and ISS goals as they move through the process. Monthly contact must be made with each youth participant, contact with the participant shall be maintained at a minimum of every 28 days. More frequent contact may be needed in certain circumstances.*

Regarding the Adult/Dislocated Worker program, service provider management staff was consulted on the process case manager's use for entering case notes. We found that they use the monthly ad hoc case note report to assist with the tracking of participants. Ad hoc

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reports have not been accurate in recent months; therefore, issues have arisen in the timely tracking of participants. WorkLink staff has alerted DEW to the issues that we have had, and these items appear to have been resolved for the most part (but still are more than 24 hours behind). Therefore, WorkLink staff has strongly encouraged our service provider to track participants in an alternate way to ensure compliance with the Statement of Work contract requirements for case notes, such as through the SCWOS "Last Case Note for Participant," an Excel spreadsheet, or in their third party vendor Empyra, which is used to track ITA obligations for us. Case managers also utilize case note alerts to help enter case notes in a timely manner.

Our Program management staff has conducted staff training on this topic, and emails case managers when they notice that records are overdue. The Program Management staff will review the ad hoc case note reports daily moving forward, addressing case note issues as they occur. WorkLink will conduct desktop monitoring of these efforts over the course of the next six months to determine if the systems they have put in place are adequate or if additional technical assistance is needed.

Follow-Up of Prior Year Recommendations

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

Follow Up To 2021 CAP			2022 Monitoring
Number	Prior Year Recommendations	Implementation Status	Recommendations noted in current testing
1	Issue - Noncompliance with required documentation of referral outcomes in SCWOS	Ongoing	See Programmatic Issue #1.
2	Issue - Activity codes not properly recorded in SCWOS	Completed	No exceptions were noted.

PY2023 WorkLink Budget as of 10.31.2023*

Revenue	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	22EBA01 ends 3/31/24	22EBY01 ends 3/31/2024	22RRIWT03 ends 5/31/2024	23IET01 ends 9/30/2024	TOTAL BUDGET	YTD EXPENDED	% Expended
PY'23 Allocation	396,625	44,069	376,788	41,865	489,559	47,960	-	-	-	176,863	1,573,729		
PY'23 Transfer of funds	200,000		(200,000)								-		
PY'22 Carryover (22A, 22D, 22Y)	290,818	3,751	148,963	-	59,533	-	297,529	62,276	77,175	-	940,045		
	887,443	**47,820**	**325,751**	**41,865**	**549,092**	**47,960**	**297,529**	**62,276**	**77,175**	**176,863**	**2,513,773**	**644,236**	

Service Providers	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	22EBA01 ends 3/31/24	22EBY01 ends 3/31/2024	22RRIWT03	23IET01		Thru Oct	
Eckerd - Adult/DW Services Program	475,455		85,066								560,521	106,092	18.9%
Eckerd - Adult/DW Operator/OJT	154,160		31,340								185,500	1,825	1.0%
Eckerd - Youth					420,077						420,077	106,889	25.4%
23EBA995E2 - Eckerd Operator/Bus. Svc.							84,019				84,019	57,338	68.2%
23EBA295E2 - Eckerd Prog							136,414				136,414	127,035	93.1%
23EBY295E2 - Eckerd PYC				-				59,923			59,923	35,385	59.1%
IWT - EBA							49,750				49,750	18,700	37.6%
22RIWT03									73,500		73,500	27,195	37.0%
IWT - IET										50,000	50,000	-	0.0%
23IETA295E1 - Eckerd Program										-	-	-	0.0%
Undesignated Funds	91,613	9,043	62,400	7,443	77,977	6,993				109,425	364,894	-	0.0%
Total Pass-Through Contracts	721,228	9,043	178,806	7,443	498,054	6,993	270,183	59,923	73,500	159,425	1,984,598	480,459	24.2%
Total Revenue after Obligations	**166,215**	**38,777**	**146,945**	**34,422**	**51,037**	**40,967**	**27,346**	**2,353**	**3,675**	**17,438**	**529,175**		

In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	22EBA01	22EBY01	22RRIWT03	23IET01	TOTAL BUDGET	Thru Oct	
Salaries, Fringe, Indirect	120,981	28,351	123,727	27,160	42,089	37,325	17,493		3,675	17,438	418,239	116,181	27.8%
Travel	301	62	269	59	92	81	117	234			1,215	387	31.8%
SCW Centers Facility Costs	38,241	4,249	17,295	1,922	6,358	706					68,770	31,831	46.3%
Accounting Services		4,200		3,800		2,000					10,000	5,000	50.0%
Supplies	804	195	842	156	353	148	1,405				3,904	1,349	34.6%
Insurance	4,796		3,670		1,666						10,133	3,376	33.3%
Postage	167	41	175	32	74	31					520	104	20.0%
Printing	608	148	637	118	267	112					1,890	343	18.2%
Website Hosting & FB, CC & Adobe							5,328	2,079			7,407	3,744	50.5%
Memberships, Dues, & Prof Fees	315	76	330	61	138	58					979	-	0.0%
Training	-	-	-	-	-	-	2,943				2,943	520	17.7%
Outreach	-	-	-	-	-	-	60	40			100	-	0.0%
Meeting Expense		1,456		1,114		506					3,075	941	30.6%
	166,215	38,777	146,945	34,422	51,038	40,967	27,346	2,353	3,675	17,438	529,175	163,777	30.9%
Balance	**(0)**	**0**	**(0)**	**0**	**(0)**	**0**	**-**	**(0)**	**-**	**-**	**(0)**		

22IWT01 EBA

Grant #	Company	Originally Awarded	Current Award	Expended	To Deobligate	Balance	Start Date	End Date	Status
22IWT01-01	Tactical Medical	$17,850.00	$17,850.00	$ -	$ -	$17,850.00	4/12/2023	12/31/2023	Executed, Training Ongoing
22IWT01-02	Sargent Metal Fabricators	$250.00	$250.00	$ 250.00	$ -	$0.00	4/12/2023	8/31/2023	Executed
22IWT01-03	Sealevel Systems Inc.	$6,300.00	$6,300.00	$ 6,300.00	$ -	$0.00	4/12/2023	8/31/2023	Executed
22IWT01-04	United Tool and Mold	$6,200.00	$6,200.00	$ 6,200.00	$ -	$0.00	4/12/2023	8/31/2023	Executed
22IWT01-05	Reliable Automatic Sprinkler	$6,200.00	$6,200.00	$ 6,200.00	$ -	$0.00	4/12/2023	8/31/2023	Executed
22IWT01-06	Greenfield Industries	$13,200.00	$10,500.00	$ -	$2,700.00	$10,500.00	4/12/2023	12/31/2023	Executed, Mod 1, Training Ongoing
Total:		$50,000.00	$47,300.00	$ 18,950.00	$ 2,700.00	$28,350.00			

22RRIWT03

Grant #	Company	Originally Awarded	Current Award	Expended	To Deobligate	Balance	Start Date	End Date	Status
22RRIWT03	Sulzer Processing Pumps	73,500.00	$73,500.00	$ 27,195.00	$ -	$46,305.00	6/1/2023	4/30/2024	Gathering Documentation

Contract Status

Executed

Pending from Employer

Payment

Yellow= final

Green=pending documentation

SC Work WorkLink: PY2023 Eckerd Grant Award Financial Status

PY2023 One Stop Operator & Adult/Dislocated Worker WIOA Program Services

Reporting Period: **2023 October**

Program Year	2023	% Expended	90% Goal	100% Goal
Type	(All)	**30.2%**	**32.3%**	**35.9%**
Fund Stream	(All)			

Category	Grant Amount	Expenditure	% Expended
Salary	340,681	113,364.62	33%
Fringe Benefits	106,258	34,422.33	32%
Operating Costs	48,484	5,659.26	12%
Direct Training	309,732	95,925.34	31%
Supportive Service	73,180	22,846.57	31%
General Liability	11,808	3,220.15	27%
Indirect Cost	76,311	16,443.76	22%

Grant Amount	Expenditures	Remaining
$ 966,453	$ 291,882	$ 674,571

By Fund Stream

15.6% Adult   **8.0%** DW   **93.1%** EBS Program   **68.2%** EBS Operator

By Grant Award

33.5% 21.8% $58,755 $233,127 WIOA Operator WIOA Program

By Line Item

Salary	$113,365	33.3%
Fringe Benefits	$34,422	32.4%
Operating Costs	$5,659	11.7%
Direct Training	$95,925	31.0%
Supportive Service	$22,847	31.2%
General Liability	$3,220	27.3%
Indirect Cost	$16,444	21.5%
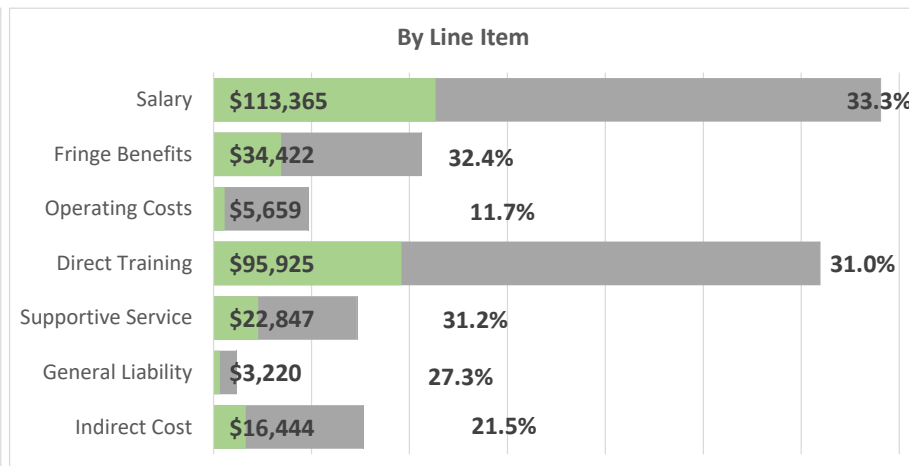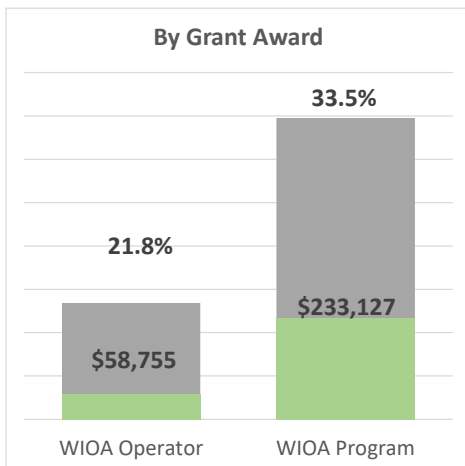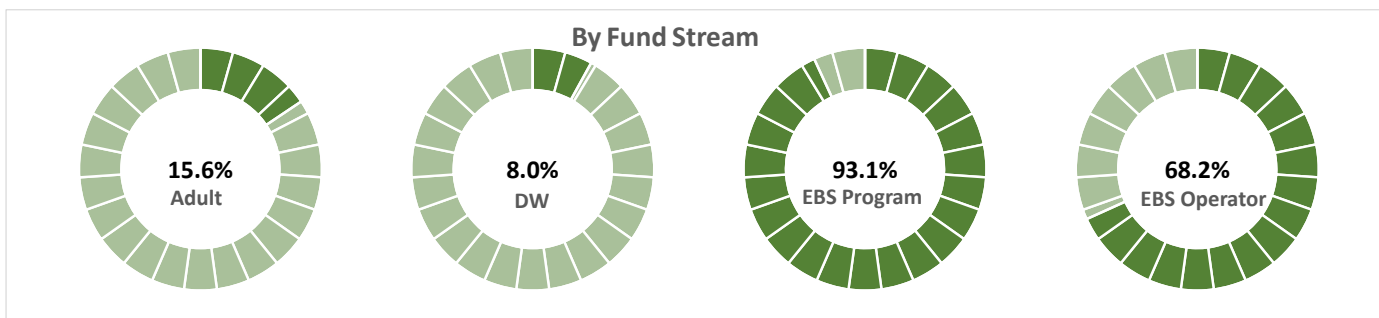
Fund Stream	Award Amount	Grant Period
Adult - Program	475,455	July 1, 2023 to June 30, 2024
Dislocated Worker - Program	85,066	July 1, 2023 to June 30, 2024
Adult - Operator	154,160	July 1, 2023 to June 30, 2024
Dislocated Worker - Operator	31,340	July 1, 2023 to June 30, 2024
Engage, Build, Serve Adult - Operator	84,019	July 1, 2023 to March 31, 2024
Engage, Build, Serve Adult - Program	136,414	July 1, 2023 to March 31, 2024
Total	**966,454**	

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE
Adult Program

Worklink Development Board

1376 Tiger Blvd.

Clemson, SC 29631

Attn: Jennifer Kelly

email: jkelly@worklinkweb.com

Contract Number: 23A295E1

Invoice Number: 1055-04

Invoice Month: October 2023

Period Covered: July 1, 2022 - June 30, 2023

Total Amount Due: **$ 41,734**

Eckerd Goal:

			OCTOBER			
			0.33			100.0%
Line Item		**Budget MOD 1**	**1055-4**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**
Staff Salary Total		$ 133,994	5,918.67	10,143.53	$ 123,850.09	7.6%
Fringe Benefit Total	51xx	$ 43,394	1,900.83	3,227.58	$ 40,166.89	7.4%
TOTAL STAFF COSTS		$ 177,388	7,819.50	13,371.11	$ 164,016.98	7.5%
Operating Costs:						
Facility Rent, Utilities, Maintenance, etc.	6185	$ -	-	-	$ -	0.0%
Staff Expendable Supplies & Materials	6000	$ 2,125	82.08	52.44	$ 2,072.56	2.5%
Software Licenses	6095	$ 3,817	-	-	$ 3,816.50	0.0%
Staff Computers	6085	$ -	-	-	$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	$ -	-	-	$ -	0.0%
Copy & Print Expenses	6730	$ 1,100	-	186.56	$ 913.44	17.0%
Communications (Phone, Fax, Internet, etc.)	6270	$ 3,519	23.62	23.62	$ 3,495.38	0.7%
Staff Travel						
Local Mileage cost	6105	$ 1,700	-	71.76	$ 1,628.24	4.2%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	$ -	-	-	$ -	0.0%
Client Verifications	6516	$ 2,125	-	-	$ 2,125.00	0.0%
Staff Training	5110	$ -	-	-	$ -	0.0%
Staff Background Checks	5100	$ 304	-	118.43	$ 185.87	38.9%
Postage (Stamps, FedEx, etc.)	6005	$ 638	86.48	329.56	$ 307.94	51.7%
TOTAL OPERATING COSTS		$ 15,327	192.18	782.37	$ 14,544.93	5.1%
Training Costs:						
WI Customer Credential Exam Fees (C.N.A., GED, TABE	6525	$ 9,050	1,403.00	1,716.15	$ 7,333.85	19.0%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	$ 178,299	23,111.19	57,155.19	$ 121,143.81	32.1%
Client Testing Fees	6535	$ -	-	-	$ -	0.0%
TOTAL TRAINING COSTS		$ 187,349	24,514.19	$ 58,871	$ 128,478	31.4%
Supportive Services Costs :						
WI Customer Transportation Costs	6485	$ 20,400	2,080.00	7,825.00	$ 12,575.00	38.4%
WI Customer Childcare Costs	6660	$ -	-	-	$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6590	$ 40,600	5,916.32	12,945.57	$ 27,654.43	31.9%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	$ 1,700	-	-	$ 1,700.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		$ 62,700	7,996.32	20,770.57	$ 41,929.43	33.1%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	$ 5,705	107.59	1,154.38	$ 4,551.08	20.2%
TOTAL FEES / PROFIT COSTS		$ 5,705	107.59	1,154.38	$ 4,551.08	20.2%
INDIRECT COST:	13.60%	$ 26,985	1,104.22	2,081.87	$ 24,903.37	7.7%
Contract Total		$ 475,455	41,734.00	97,031.64	$ 378,423.45	20.4%

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE
DW Program

Worklink Development Board
1376 Tiger Blvd.
Clemson, SC 29631
Attn: Jennifer Kelly
email: jkelly@worklinkweb.com

Contract Number:	23D295E1
Invoice Number:	1056-04
Invoice Month:	October 2023
Period Covered:	July 1, 2023 - June 30, 2024
Total Amount Due:	**$ 2,694**

Eckerd Goal:

	OCTOBER				
	33%				100.0%
Line Item	Budget MOD 1	1056-4	Cumulative	Remaining	Percent Spent
Staff Salary Total	$ 24,153.60	$ 1,384.33	$ 2,449.42	$ 21,704.18	10.1%
Fringe Benefit Total 51xx	$ 7,756.38	$ 391.07	$ 684.98	$ 7,071.40	8.8%
TOTAL STAFF COSTS	$ 31,909.98	$ 1,775.40	$ 3,134.40	$ 28,775.58	9.8%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc. 6185	$ -	$ -	$ -	$ -	0.0%
Staff Expendable Supplies & Materials 6000	$ 375.00	$ 20.52	$ 13.10	$ 361.90	3.5%
Software Licenses 6095	$ 673.50	$ -	$ -	$ 673.50	0.0%
Staff Computers 6085	$ -	$ -	$ -	$ -	0.0%
Client Verifications 6516	$ 375.00	$ -	$ -	$ 375.00	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.) 6735	$ -	$ -	$ -	$ -	0.0%
Copy & Print Expenses 6730	$ 270.00	$ -	$ 46.64	$ 223.36	17.3%
Communications (Phone, Fax, Internet, etc.) 6270	$ 621.00	$ 5.91	$ 5.91	$ 615.09	1.0%
Staff Travel					
Local Mileage Cost 6105	$ 333.30	$ -	$ 15.36	$ 317.94	4.6%
Non-Local Per Diem/Lodging Cost 6110/6115/6120/6125/6130	$ -	$ -	$ -	$ -	0.0%
Staff Training 5110	$ -	$ -	$ -	$ -	0.0%
Staff Background Checks 5100	$ 20.70	$ -	$ -	$ 20.70	0.0%
Postage (Stamps, FedEx, etc.) 6005	$ 112.50	$ 5.52	$ 36.01	$ 76.49	32.0%
TOTAL OPERATING COSTS	$ 2,781.00	$ 31.95	$ 117.02	$ 2,663.98	4.2%
Training Costs:					
WorkKeys, etc.) 6525	$ 1,500.00	$ -	$ -	$ 1,500.00	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	$ 32,697.00	$ 79.00	$ 2,962.83	$ 29,734.17	9.1%
Client Testing Fees 6535	$ -	$ -	$ -	$ -	0.0%
TOTAL TRAINING COSTS	$ 34,197.00	$ 79.00	$ 2,962.83	$ 31,234.17	8.7%
Supportive Services Costs :					
WI Customer Transportation Costs 6485	$ 3,600.00	$ 480.00	$ 1,115.00	$ 2,485.00	31.0%
WI Customer Childcare Costs 6660	$ -	$ -	$ -	$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg 6590	$ 6,400.00	$ 20.00	$ 961.00	$ 5,439.00	15.0%
WI Customer Emergency Assistance (Rent, Car Repair, etc 6596	$ 300.00	$ -	$ -	$ 300.00	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	$ 10,300.00	$ 500.00	$ 2,076.00	$ 8,224.00	20.2%
Training/Professional Fees/Profit:					
General Liability Insurance 6305	$ 1,020.79	$ 54.61	$ 288.63	$ 732.16	28.3%
TOTAL FEES / PROFIT COSTS	$ 1,020.79	$ 54.61	$ 288.63	$ 732.16	28.3%
INDIRECT COST: 13.60%	$ 4,856.80	$ 253.23	$ 481.45	$ 4,375.35	9.9%
Contract Total	$ 85,065.57	$ 2,694.19	$ 9,060.33	$ 76,005.24	10.7%

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

EBS Adult Program

Worklink Development Board

1376 Tiger Blvd.

Clemson, SC 29631

Attn: Jennifer Kelly

email: jkelly@worklinkweb.com

Contract Number:	23EBA295E1
Invoice Number:	1432-04
Invoice Month:	October 2023
Period Covered:	July 1, 2023 - March 31, 2024
Total Amount Due:	$ 16,428

Eckerd Goal:

			OCTOBER 0.33			100.0%
Line Item		Budget MOD 1	1055-4	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		$ 64,595	10,523.83	60,914.41	$ 3,681.08	94.3%
Fringe Benefit Total	51xx	$ 20,605	3,471.13	19,782.33	$ 823.14	96.0%
TOTAL STAFF COSTS		$ 85,201	13,994.96	80,696.73	$ 4,504.21	94.7%
Operating Costs:						
Facility Rent, Utilities, Maintenance, etc.	6185	$ -	-	-	$ -	0.0%
Staff Expendable Supplies & Materials	6000	$ 1,750	-	1,749.10	$ 0.90	99.9%
Software Licenses	6095	$ -	-	-	$ -	0.0%
Staff Computers	6085	$ -	-	-	$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	$ -	-	-	$ -	0.0%
Copy & Print Expenses	6730	$ -	-	-	$ -	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	$ 1,350	204.15	993.38	$ 356.62	73.6%
Staff Travel						
Local Mileage cost	6105	$ -	-	-	$ -	0.0%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	$ -	-	-	$ -	0.0%
Client Verifications	6516	$ -	-	-	$ -	0.0%
Staff Training	5110	$ -	-	-	$ -	0.0%
Staff Background Checks	5100	$ 135	-	9.87	$ 125.13	7.3%
Postage (Stamps, FedEx, etc.)	6005	$ -	-	-	$ -	0.0%
TOTAL OPERATING COSTS		$ 3,235	204.15	2,752.35	$ 482.65	85.1%
Training Costs:						
WI Customer Credential Exam Fees (C.N.A., GED, TABE	6525	$ -	-	-	$ -	0.0%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	$ 34,091	-	34,091.17	$ -	100.0%
Client Testing Fees	6535	$ -	-	-	$ -	0.0%
Client Allowances	6590	$ -	-	-	$ -	0.0%
TOTAL TRAINING COSTS		$ 34,091	-	$ 34,091	$ -	100.0%
Supportive Services Costs :						
WI Customer Transportation Costs	6485	$ -	-	-	$ -	0.0%
WI Customer Childcare Costs	6660	$ -	-	-	$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6545/6546	$ -	-	-	$ -	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	$ -	-	-	$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		$ -	-	-	$ -	0.0%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	$ 1,637	735.66	1,045.56	$ 591.41	63.9%
TOTAL FEES / PROFIT COSTS		$ 1,637	735.66	1,045.56	$ 591.41	63.9%
INDIRECT COST:	10.00%	$ 12,250	1,493.48	8,449.46	$ 3,800.45	69.0%
Contract Total		$ 136,414	16,428.25	127,035.28	$ 9,378.72	93.1%

23

ITA Obligations and Participant Cost Report

Service Provider:	Eckerd Workforce Development Services
Period Covered:	PY2023 (July 1, 2023 to June 30, 2024)
Report Date:	10/31/2023

ITA Report	Open Adult	%	Open DW	%	Open Adult EBS Program	%	PY2023 Total All Funding	%
Scholarship Budget	$ 178,300		$ 32,697		$ 34,091.00		$ 245,088	
Scholarship Awards	$ 121,531	68%	$ 13,642	42%	$ 34,091.00	100%	$ 169,264	69%
Scholarships Available	$ 56,769	32%	$ 19,055	58%	$ -	0%	$ 75,824	31%

Participant Cost Budget*	$ 250,049		$ 44,872		$ 34,091.00		$ 329,012	
Pending Transactions	$ 21,353	9%	$ 5,784	13%	$ -	0%	$ 27,137	8%
Cleared Transactions	$ 79,642	32%	$ 5,039	11%	$ 34,091.00	100%	$ 118,772	36%
Total Authorized Transactions	$ 100,995	40%	$ 10,823	24%	$ -	0%	$ 111,818	34%
Remaining Available Balance	$ 149,054	60%	$ 34,049	76%	$ -	0%	$ 217,194	66%

*Participant Cost Budget totals include sholarships and supportive services

Acronymns

ITA	Individual Training Accounts are also known as scholarships or tuition costs.
DW	Dislocated Worker
EBA	Engage Build Serve Adult Program Grant (State WDB speciality grant to support WIOA Adult/DW program)

Leveraged Scholarships YTD	53,396

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE
Adult Operator

Worklink Development Board	Contract Number:	23A995E1
1376 Tiger Blvd.	Invoice Number:	1092-04
Clemson, SC 29631	Invoice Month:	October 2023
Attn: Jennifer Kelly	Period Covered:	July 1, 2023 - June 30, 2024
email: jkelly@worklinkweb.com	Total Amount Due:	**$ 868**

			OCTOBER			
Eckerd Goal:			33.3%			100.0%
Line Item		**Budget MOD 1**	**1092-4**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**
Staff Salary Total		$ 66,606.63	$ 596.35	654.67	$ 65,951.96	1.0%
Fringe Benefit Total	51xx	$ 19,213.53	$ 164.21	8,332.40	$ 10,881.13	43.4%
TOTAL STAFF COSTS		$ 85,820.16	$ 760.56	1,302.25	$ 84,517.91	1.5%
Operating Costs:						
1.1 Facility, Utilities	6185	$ -	$ -	-	$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	$ -	$ -	-	$ -	0.0%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	$ -	$ -	-	$ -	0.0%
1.4 Copy & Print Expenses	6730	$ -	$ -	-	$ -	0.0%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	$ 1,683.00	$ -	-	$ 1,683.00	0.0%
1.6 Staff Travel	6105, 6120, 6125	$ 585.09		-	$ 585.09	0.0%
1.7 Staff Training/Technical Services Costs	5110	$ -	$ -	-	$ -	0.0%
1.8 Non-Expendable Equipment Purchases	6095	$ 1,215.50	$ -	-	$ 1,215.50	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	$ 212.50	$ -	65.75	$ 146.75	30.9%
1.10 Staff Background Checks	5100	$ 243.10	$ -	-	$ 243.10	0.0%
TOTAL OPERATING COSTS		$ 3,939.19	$ -	65.75	$ 3,873.44	1.7%
Training Costs:						
2.3 WI Customer Credential Exam Fees (CAN, GED, TABE, Workkeys)	6525	$ -	$ -	-	$ -	0.0%
2.6 Individual Training Account/Voucher Cost	6530	$ -	$ -	-	$ -	0.0%
Client On the Job Training	6515	$ 44,095.00	$ -	-	$ 44,095.00	0.0%
TOTAL TRAINING COSTS		$ 44,095.00	$ -	$ -	$ 44,095.00	$ -
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	$ -	$ -	-	$ -	0.0%
3.12 WI Customer Childcare Costs	6660	$ -	$ -	-	$ -	0.0%
3.13 WI Customer Emergency Assistance	6596	$ -	$ -	-	$ -	0.0%
3.14 Training Support Materials	6545	$ -	$ -	-	$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		$ -	$ -		$ -	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	$ 1,849.92	$ 3.14	8.35	$ 1,841.57	0.5%
TOTAL FEES / PROFIT COSTS		$ 1,849.92	$ 3.14	8.35	$ 1,841.57	0.5%
4.1 INDIRECT COST:	13.60%	$ 18,455.78	$ 103.86	187.18	$ 18,268.60	1.0%
Contract Total		$ 154,160.06	$ 867.56	1,563.53	$ 152,596.52	1.0%

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE
DW Operator

Worklink Development Board	Contract Number:	23D995E1
1376 Tiger Blvd.	Invoice Number:	1223-04
Clemson, SC 29631	Invoice Month:	October 2023
Attn: Jennifer Kelly	Period Covered:	July 1, 2023 - June 30,2024
email: jkelly@worklinkweb.com	Total Amount Due:	$ 63

Eckerd Goal:			OCTOBER 33.3%			100.0%
Line Item		**Budget MOD 1**	**1223-04**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**
Staff Salary Total		12,063.75	46.83	195.55	11,868.20	1.6%
Fringe Benefit Total	51xx	3,440.84	7.57	31.74	3,409.10	0.9%
TOTAL STAFF COSTS		15,504.59	54.40	227.29	15,277.30	1.5%
Operating Costs:						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	127.50	-	-	127.50	0.0%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	180.00	-	-	180.00	0.0%
1.5 Communications (Phone, Fax, Internet, et	6270	297.00	-	-	297.00	0.0%
1.6 Staff Travel	6105, 6120, 6125	649.17		-	649.17	0.0%
1.7 Staff Training/Technical Services Costs	5110	-	-	-	-	0.0%
1.8 Non-Expendable Equipment Purchases	6095	214.50	-	-	214.50	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	37.50	-	-	37.50	0.0%
1.10 Staff Background Checks	5100	42.90	-	-	42.90	0.0%
TOTAL OPERATING COSTS		1,548.57	-	-	1,548.57	0.0%
Training Costs:						
Client On the Job Training	6515	10,000.00	-	-	10,000.00	0.0%
2.3 WI Customer Credential Exam Fees (CAN	6525	-	-	-	-	0.0%
2.6 Individual Training Account/Voucher Cost	6530	-	-	-	-	0.0%
Client Allowances	6590	105.00	-	-	105.00	0.0%
TOTAL TRAINING COSTS		10,105.00	-	-	10,105.00	-
Supportive Services Costs :						
3.11 WI Customer Transportation Costs	6485	75.00	-	-	75.00	0.0%
3.12 WI Customer Childcare Costs	6660	-	-	-	-	0.0%
3.13 WI Customer Emergency Assistance	6596	-	-	-	-	0.0%
3.14 Training Support Materials	6545	-	-	-	-	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		75.00	-	-	75.00	0.0%
Training/Professional Fees/Profit:						
4.2 General Liability Insurance	6305	376.08	0.82	2.36	373.72	0.6%
TOTAL FEES / PROFIT COSTS		376.08	0.82	2.36	373.72	0.6%
4.1 INDIRECT COST:	13.60%	3,730.38	7.51	31.23	3,699.14	0.8%
CONTRACT TOTAL:		31,339.61	62.73	260.88	31,078.72	0.8%

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE
EBA Operator

Worklink Development Board

1376 Tiger Blvd.

Clemson, SC 29631

Attn: Jennifer Kelly

email: jkelly@worklinkweb.com

Contract Number:	23EBA995E1
Invoice Number:	1407-04
Invoice Month:	October 2023
Period Covered:	July 1, 2023 - March 31,2024
Total Amount Due:	$ 14,231

Eckerd Goal:

OCTOBER
0.33
100.0%

Line Item		Budget MOD 1	1407-4	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		$ 47,383	9,618.75	**39,007.05**	$ 8,375.95	82.3%
Fringe Benefit Total	51xx	$ 13,800	2,764.03	$ 10,456	$ 3,344.44	75.8%
TOTAL STAFF COSTS		**$ 61,183**	**12,382.78**	**49,462.88**	**$ 11,720.40**	**80.8%**
Operating Costs:						
Staff Expendable Supplies & Materials	6000	$ 1,185	-	-	$ 1,185.16	0.0%
Software Licenses	6095	$ 1,625	-	-	$ 1,625.00	0.0%
Staff Computers	6085	$ 1,400	-	-	$ 1,400.00	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	$ 2,000	-	-	$ 2,000.00	0.0%
Copy & Print Expenses	6730	$ 1,750	-	63.60	$ 1,686.40	3.6%
Communications (Phone, Fax, Internet, etc.)	6270	$ 750	76.32	394.52	$ 355.48	52.6%
Client Verifications	6516	$ -	-	-	$ -	0.0%
Staff Travel		$ -		-		
Local Mileage cost	6105	$ 1,558	311.16	1,189.58	$ 368.42	76.4%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	$ -	-	-	$ -	0.0%
Staff Training	5110	$ -	-	-	$ -	0.0%
Staff Background Checks	5100	$ 295	-	265.20	$ 29.80	89.9%
Postage (Stamps, FedEx, etc.)	6005	$ -	-	28.87	$ (28.87)	0.0%
Dues	6750	$ 1,206	-	-	$ 1,205.72	0.0%
TOTAL OPERATING COSTS		**$ 11,769**	**387.48**	**1,941.77**	**$ 9,827.11**	**16.5%**
Training Costs:						
WI Customer Credential Exam Fees (C.N.A., GED, TABE	6525	$ -	-	-	$ -	0.0%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	$ -	-	-	$ -	0.0%
Client Testing Fees	6535	$ -	-	-	$ -	0.0%
TOTAL TRAINING COSTS		**$ -**	**-**	**$ -**	**$ -**	**#DIV/0!**
Supportive Services Costs :						
WI Customer Transportation Costs	6485	$ -	-	-	$ -	0.0%
WI Customer Childcare Costs	6660	$ -	-	-	$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6545/6546	$ -	-	-	$ -	0.0%
Client Allowances	6590	$ -	-	-	$ -	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	$ -	-	-	$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		**$ -**	**-**	**-**	**$ -**	**0.0%**
Training/Professional Fees/Profit:						
General Liability Insurance	6305	$ 1,008	167.18	720.87	$ 287.36	71.5%
TOTAL FEES / PROFIT COSTS		**$ 1,008**	**167.18**	**720.87**	**$ 287.36**	**71.5%**
INDIRECT COST:	10.00%	**$ 10,059**	1,293.74	5,212.55	$ 4,846.06	51.8%
Contract Total		**$ 84,019**	**14,231.18**	**57,338.07**	**$ 26,680.93**	**68.2%**

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Youth

Worklink Development Board	Contract Number:	23Y495E2
1376 Tiger Blvd.	Invoice Number:	1058-04
Clemson, SC 29631	Invoice Month:	October 2023
Attn: Jennifer Kelly	Period Covered:	July 1, 2023 - June 30, 2024
email: jkelly@worklinkweb.com	Total Amount Due:	$ 33,958

			OCTOBER			100.0%
Eckerd Goal:			33.3%			
Line Item		**Budget MOD 1**	**1058-4**	**Cumulative Cost YTD**	**Remaining Balance**	**Percent Spent YTD**
Staff Salary Total		$ 213,445	$ 16,140	$ 61,564.18	$ 151,881.27	**28.8%**
Fringe Benefit Total	51xx	$ 55,848	$ 4,449	$ 17,334.07	$ 38,513.88	**31.0%**
TOTAL STAFF COSTS		$ 269,293	20,588.47	$ 78,898.25	$ 190,395.15	**29.3%**
Operating Costs:						
Other Rental Fees	6195	$ 7,200	$ 1,515	$ 2,400.00	$ 4,800.00	33.3%
Communications (Phone, Fax, Internet, et	6270	$ 4,013	$ 223	$ 877.58	$ 3,135.61	21.9%
Network (internet)	6265	$ 1,200	$ 380	$ 379.96	$ 820.04	31.7%
Postage	6005	$ 1,027	$ 92	$ 147.20	$ 879.30	14.3%
Staff Travel	6105	$ 3,000	$ 459	$ 952.57	$ 2,047.43	31.8%
Other Travel	6115/6120	$ -	$ -	$ -	$ -	0.0%
Staff Background Checks	5100	$ 285	$ -	$ -	$ 285.49	0.0%
Staff Training	5110	$ -	$ -	$ -	$ -	0.0%
Office/Desktop Supplies and Materials	6000	$ -	$ -	$ -	$ -	0.0%
Copying	6730	$ 1,000	$ -	$ -	$ 1,000.00	0.0%
Software Licenses	6095	$ 4,295	$ -	$ -	$ 4,295.19	0.0%
Participant Verifications	6516	$ 2,250	$ 224	$ 555.81	$ 1,694.19	24.7%
Participant Outreach	6735	$ -	$ -	$ -	$ -	0.0%
TOTAL OPERATING COSTS		$ 24,270	2,892.59	$ 5,313.12	$ 18,957.25	**21.9%**
Training Costs:						
Work Experience Stipends	6507	$ 29,429	$ -	$ -	$ 29,428.94	0.0%
Tuition Cost (Adult Education)	6520	$ 11,200	$ 1,792	$ 1,792.00	$ 9,408.00	16.0%
Participant Graduation Fees	6595	$ 1,045	$ -	$ -	$ 1,045.00	0.0%
Credential Exam Fees	6525	$ 12,500	$ 1,488	$ 1,487.50	$ 11,012.50	11.9%
Individual Training Accounts	6530	$ 500	$ -	$ -	$ 500.00	0.0%
Instructional Supplies (Books)	6590	$ 1,000	$ -	$ -	$ 1,000.00	0.0%
TOTAL TRAINING COSTS		$ 55,674	3,279.50	$ 3,279.50	$ 52,394.44	**5.9%**
Supportive Services Costs :						
Child Care	6660	$ -	$ -	$ -	$ -	0.0%
Transportation	6485	$ 25,000	$ 3,860	$ 6,940.00	$ 18,060.00	27.8%
Client Incentives	6585	$ -	$ -	$ -	$ -	0.0%
Client Training Support Materials	6545	$ -	$ -	$ -	$ -	0.0%
Client Supplies	6546	$ 700	$ -	$ -	$ 700.00	0.0%
Client Emergency Assistance & Expunger	6596	$ 325	$ -	$ -	$ 325.45	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		$ 26,025	3,860.00	$ 6,940.00	$ 19,085.45	**26.7%**
Training/Professional Fees/Profit:						
General Liability Insurance	6305	$ 5,041	$ 308	$ 1,172.35	$ 3,868.58	23.3%
TOTAL FEES / PROFIT COSTS		$ 5,041	308.00	$ 1,172.35	$ 3,868.58	**23.3%**
4.1 INDIRECT COST:	13.60%	$ 39,773	$ 3,029	$ 11,285.79	$ 28,487.37	**28.4%**
Contract Total		$ 420,077	$ 33,958	$ 106,889.01	$ 313,188.23	**25.4%**

ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE
EBS Youth

Worklink Development Board
1376 Tiger Blvd.
Clemson, SC 29631
Attn: Jennifer Kelly
email: jkelly@worklinkweb.com

Contract Number:	22EBY495E1
Invoice Number:	1409-04
Invoice Month:	October 2023
Period Covered:	July 1, 2023 - March 31, 2024
Total Amount Due: $	12,216

Eckerd Goal:			**OCTOBER**		
			33.33%		**100.0%**
Line Item		**Budget MOD 2**	**1407-4**	**Remaining Balance**	**Percent Spent YTD**
Staff Salary Total		$ 39,938	$ 6,011	$ 16,497.79	58.7%
Fringe Benefit Total	51xx	$ 4,425	$ 735	$ 1,599.27	63.9%
TOTAL STAFF COSTS		$ 44,363	6,745.63	$ 18,097.06	59.2%
Operating Costs:					
Staff Background Checks	5105	$ -	-	$ -	0.0%
Staff Background Checks	5100	$ -	-	$ -	0.0%
Staff Training	5110	$ -	-	$ -	0.0%
Other Travel	6115/6120	$ -	-	$ -	0.0%
Staff Expendable Supplies & Materials	6000	$ 1,483	161.36	$ 1,321.69	10.9%
Software Licenses	6095	$ -	-	$ -	0.0%
Staff Computers	6085	$ -	-	$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	$ -	-	$ -	0.0%
Copy & Print Expenses	6730	$ -	-	$ -	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	$ -	-	$ -	0.0%
Client Verifications	6516	$ -	-	$ -	0.0%
Staff Travel			-		
Local Mileage cost	6105	$ -	-	$ -	0.0%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	$ -	-	$ -	0.0%
Staff Training	5110	$ -	-	$ -	0.0%
Staff Background Checks	5100	$ -	-	$ -	0.0%
Postage (Stamps, FedEx, etc.)	6005	$ -	-	$ -	0.0%
TOTAL OPERATING COSTS		$ 1,483	$ 161	$ 1,321.69	10.9%
Training Costs:					
Work Experience Stipends	6507	$ 9,037	4,512.12	$ 3,168.64	64.9%
WI Customer Credential Exam Fees (C.N.A., GED, TABE	6525	$ -	-	$ -	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	$ -	-	$ -	0.0%
Client Testing Fees	6535	$ -	-	$ -	0.0%
TOTAL TRAINING COSTS		$ 9,037	$ 4,512	$ 3,169	64.9%
Supportive Services Costs :					
WI Customer Transportation Costs	6485	$ -	-	$ -	0.0%
WI Customer Childcare Costs	6660	$ -	-	$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6545/6546	$ -	-	$ -	0.0%
Client Allowances	6590	$ -	-	$ -	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	$ -	-	$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		$ -	-	$ -	0.0%
Training/Professional Fees/Profit:					
General Liability Insurance	6305	$ 414	96.13	$ 8.28	98.0%
TOTAL FEES / PROFIT COSTS		$ 414	96.13	$ 8.28	98.0%
INDIRECT COST:	10.00%	$ 4,626	700.31	$ 1,942.70	58.0%
Contract Total		$ 59,923	12,215.55	$ 24,538.37	59.0%

Youth Service Provider
Enrollment Status
July 1, 2023 - June 30, 2024

ENROLLMENT REPORT PY 23	PYC					
*Special notes:						
Board Goal	120					
Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active/Confirmed Carryover 10/16/2023		11				
July	0	11	0	#DIV/0!	0%	9%
August	22	33	3	733%	20%	28%
September*	15	48	10	150%	34%	40%
October	10	58	15	67%	43%	48%
November		58	13	0%	43%	48%
December		58	0	#DIV/0!	43%	48%
January		58	14	0%	43%	48%
February		58	15	0%	43%	48%
March		58	15	0%	43%	48%
April		58	13	0%	43%	48%
May		58	11	0%	43%	48%
June		58	0	#DIV/0!	43%	48%
Totals	47	58	109			
Notes:

Board Goal = 120

11 Carryover + 47 New Total Enrollments as of 10/31/23 = 58.
Remaining Slots = 62 | | | | | | |

One Stop Operations Committee Report

Presented November 15, 2023 – Board Meeting

The OneStop Operations Committee met in person with an option for a conference call on October 18, 2023.

Reports *(Consent Agenda)*

The Committee received the following reports:

- *Employer Services*
  - On-the-Job Training Coordination
  - Incumbent Worker Training Grants
- *SC Works Center Reports*
  - Systemwide Services and Employer Services
  - Financial reports for Adult/DW program and Operator as well as ITA obligation reports
- *WIOA Program Usage Reports*
  - Individualized Career Services
  - Training Services and Follow-Up

All PY2023 reports were for the period: July 1, 2023 – September 30, 2023 unless otherwise marked. The current year-to-date reports can be found in the Board packet.

SC Works System Updates

Employer Services

Ms. Jennifer Kelly, Interim Director for WorkLink WDB, gave an update on Employer Services to the group:

1. **IET Grant application** has been sent to DEW and staff have been able to submit corrections to the budgets as requested. These funds will cover scholarships and Incumbent Worker Training.
2. **Incumbent Worker Training (IWT) grants**, available for local companies through the Engage, Build Serve (EBS) Statewide grant that WorkLink received, have been notified. 4 of the 6 companies have completed training and received reimbursement. Two companies are in the process of documenting finalizing training and submitting documentation for reimbursement.
3. A **Rapid Response IWT** grant was awarded to Sulzer Processing Pumps for $73,500 to upskill their current workforce. This grant award is effective June 1, 2023 to May 31, 2024. $27,195 has been expended year-to-date.

Mr. Billy Hunter, One Stop Operator, gave an update on OJT, stating that they have two contracts in progress and several they are working on with various companies.

SC Works Center Services Update

Mr. Hunter gave an SC Works Center update:

1. Thanksgiving Lunch/Staff Training – The next staff training will occur on November 17, 2023 at the Clemson SC Works Center, and will include a potluck Thanksgiving lunch, which Board members are invited to attend.

2. Outreach efforts – Mr. Hunter that outreach efforts have been going well, especially regarding promoting hiring events through social media.
3. Mr. Hunter stated that electrical work would be completed in November, which is planned maintenance for the lights that no longer work in the building. This was included in the MOU with our partners as a shared cost.
4. The Customer Service Satisfaction update included a review of the surveys sent and responses received. Mr. Hunter indicated that YTD 93% of surveys indicated satisfaction or higher with SC Works Center services.

WIOA Program Update

Eligible Training Provider List – Self-Sufficiency Wage

Ms. Windy Graham, WorkLink staff, reviewed the process for approving programs of study on the Eligible Training Provider List (ETPL). Ms. Windy Graham asked the committee for clarification on how to approve the programs of study. Ms. Graham stated that the process has been to deny the program of study when the lowest wage listed on the O*Net Online website, which provides wages for a local area, indicates it is lower than our self-sufficiency wage of $12.47 per hour. Ms. Graham asked the committee to decide whether to recognize the median wage, instead of the lowest wage, as it provides the most accurate measure of the average wage a person may receive in the area. **The committee voted to approve the median wage as it will also increase the number of training options that are available to participants where the average expected wage is still above $12.47 per hour. The example provided was for C.N.A.**

PY2023 Program Update

Mr. JT Parnell, Eckerd Program Manager, gave an update on the status of the program, stating that they have expended 22.4% of their available grant funding through September 30, 2023. Approximately $51,058 in outside scholarships have been leveraged through a partnership with Tri-County Technical College. Mr. Parnell also spoke briefly about the modification 1 that was approved at the Board meeting.

PY2023 Re-Enrollment to WIOA policy

Mr. Jeff Snider requested a change in WIOA policy regarding re-enrolling participants in the WIOA program during the third quarter. Mr. Snider stated that they have historically not enrolled participants who exited from the WIOA program before they finished the fourth quarter follow-up. Mr. Snider requested to change this to allow participants to re-enroll in the WIOA program during the fourth quarter follow-up after completing the information required to document progress. Ms. Kelly clarified that this should not affect performance. **Committee members voted to approve this action, pending clearing this action against the rules and regulations of WIOA.**

Success Story Videos

Ms. Kelly shared the Success Story videos with the committee members from the Anderson County event in October 2023.

Other Business

The committee voted to keep the One Stop Operations Committee meeting dates the same, Wednesdays at 1 pm. The schedule will be as follows: January 17, March 20, May 15, August 21, and October 16.

The next committee date is Wednesday, January 17, 2023 at 3pm at the Clemson SC Works Center, Large Conference Room. A Zoom Conference call will be made available.

WorkLink SC Works Center Traffic

5-Year View: July 1, 2019 to June 30, 2024

SC Works Center ● Anderson SC Works Center   ● Clemson SC Works   ● Easley SC Works Center   ● Seneca SC Works Center

March 2020, Start of COVID-19
Pandemic in South Carolina
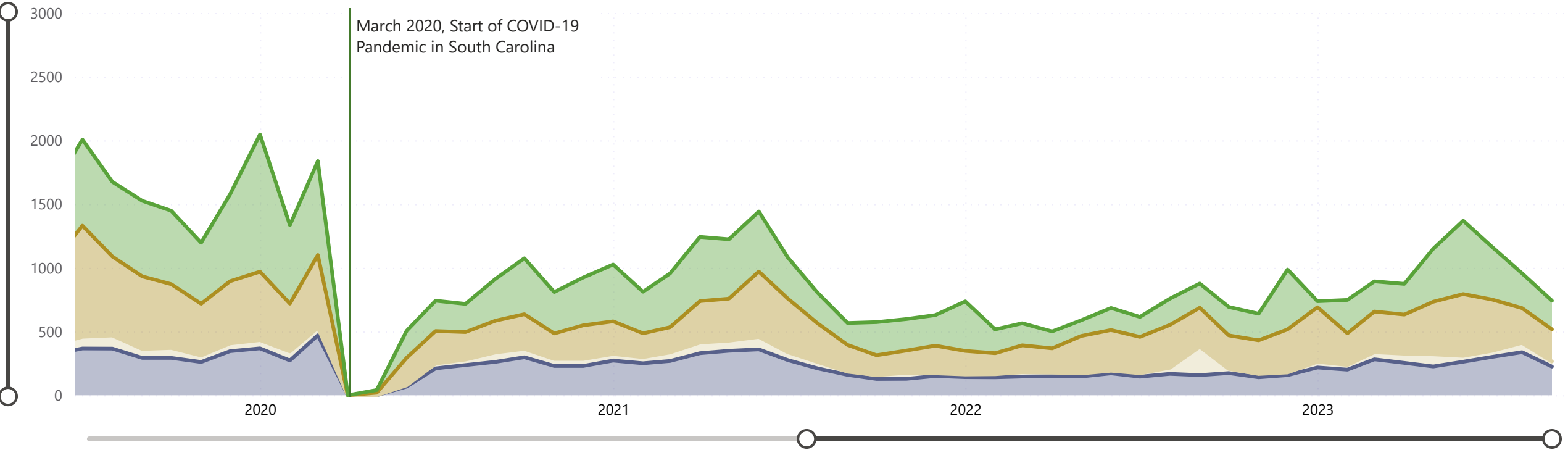
Program Year	Anderson SC Works Center	Clemson SC Works	Easley SC Works Center	Seneca SC Works Center
2023	911	927	161	864
2022	3234	3992	729	2389
2021	2660	2847	387	1953
2020	4561	3265	759	3299
2019	6255	5176	660	3106
Total	**17621**	**16207**	**2696**	**11611**

33

Traffic by Year

Program Year ● 2019 ● 2020 ● 2022 ● 2021 ● 2023

Year	Traffic
2019	15197
2020	11884
2022	10344
2021	7847
2023	2863
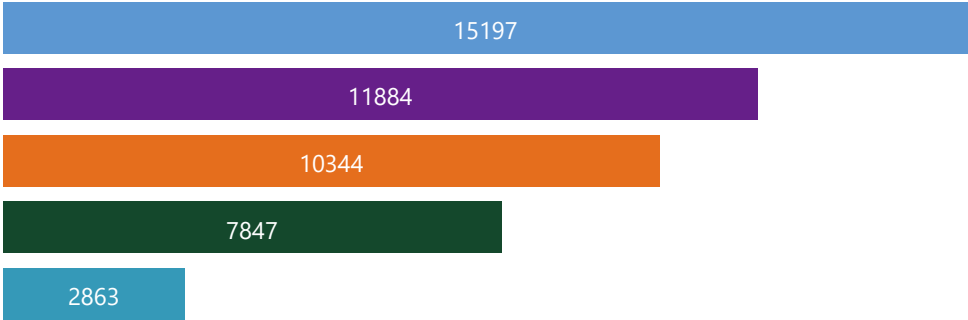
SC Works WorkLink
Job Seeker Services
PY2023 (July 1, 2023 to June 30, 2024)

192K
Job Seeker Services

Job Search Services

191761

Individuals that Registered

615

Referrals to Partners:
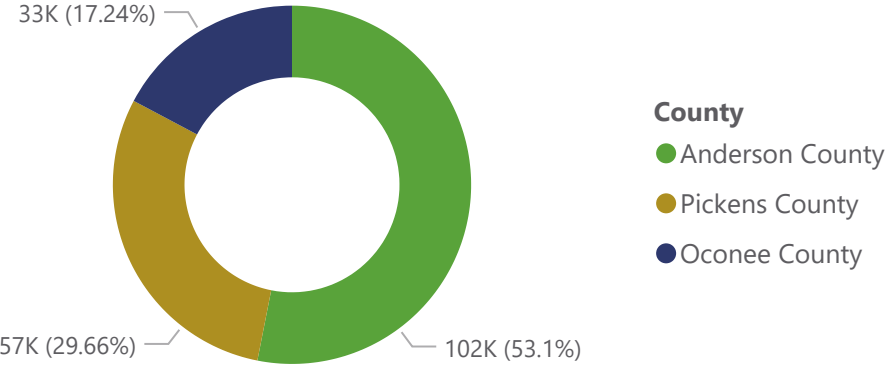
172

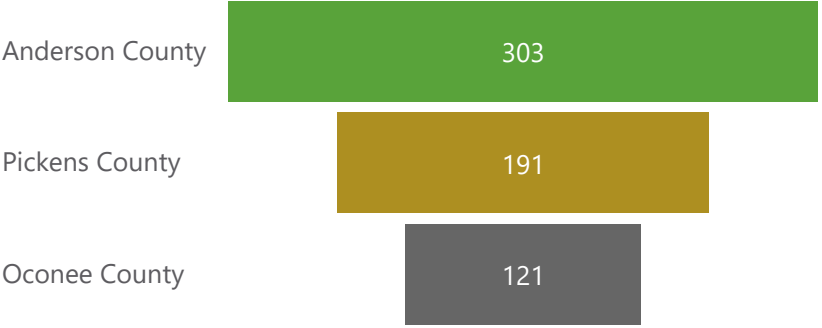**# of Individuals Received Referral**
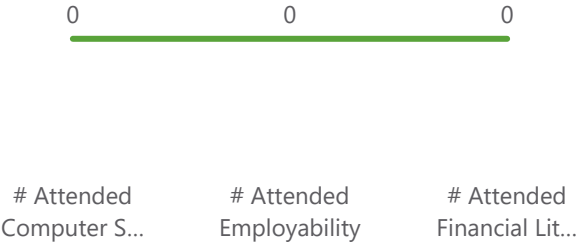
152

Orientation Attendance

138

Workshops

100

Job Seeker Services by County

33K (17.24%)

County
- Anderson County
- Pickens County
- Oconee County

57K (29.66%)

102K (53.1%)

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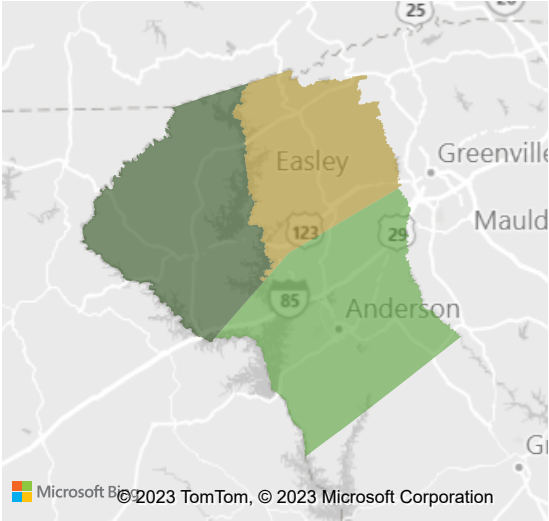
Individuals that Registered by County

County	Count
Anderson County	303
Pickens County	191
Oconee County	121

Workshop Attendees

0	0	0
# Attended Computer S...	# Attended Employability	# Attended Financial Lit...

3447
Unique Customers

2863
SC Works Center Customers

34

SC Works WorkLink

Employer Services

PY2023 (July 1, 2023 to June 30, 2024)

6096
Employer Services

Employer Services
4434

Entered Employments
58

Job Postings
1060

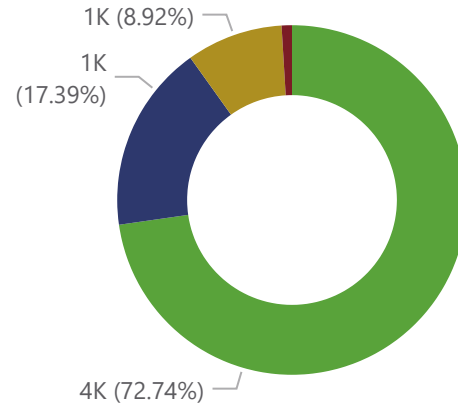**# of Hiring Events Hosted**
28

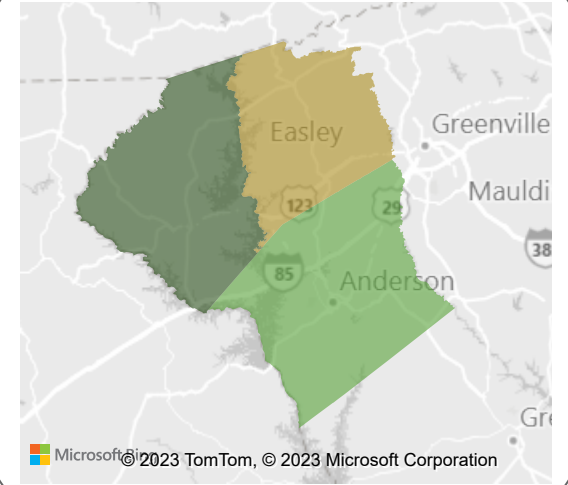**Hiring Event Attendees**
516

Rapid Response Events
3

Total RR Affected
49

Category Donut Chart

- 1K (8.92%)
- 1K (17.39%)
- 4K (72.74%)

Category
- Employer Services
- Job Postings
- Hiring Events
- Entered Employm...

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County Bar Chart

County ● Anderson County ● Oconee County ● Pickens County ● Region

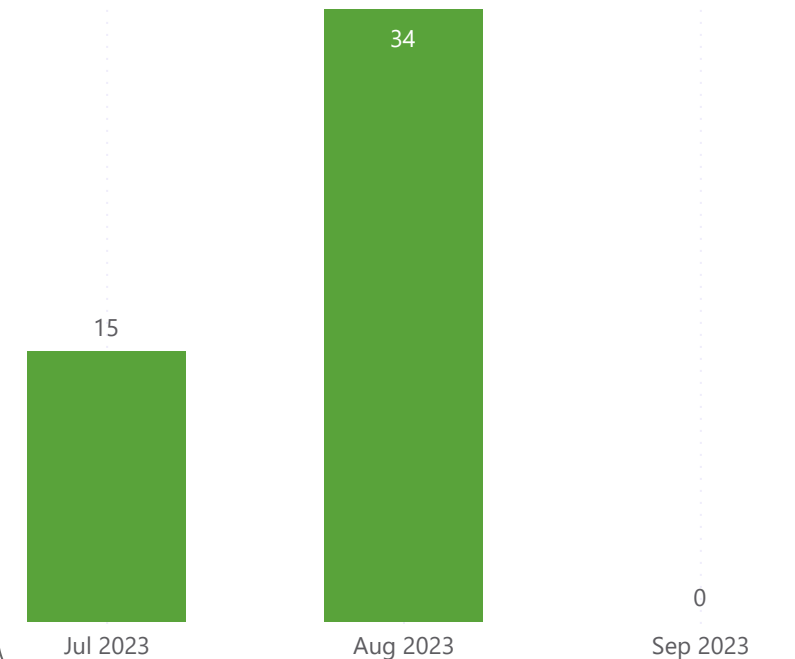| Category	Anderson County	Oconee County	Pickens County	Region
Employer Services	21.02%	8.84%	70.14%	
Job Postings	58.68%	26.79%	14.53%	
Hiring Events	35.48%		14.52%	50.00%
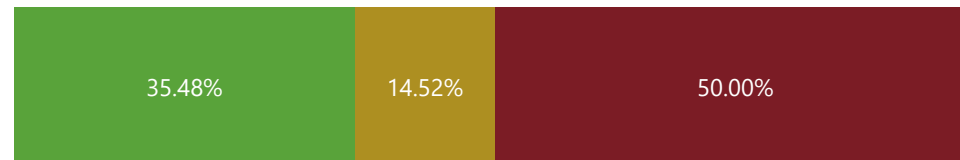
35

Rapid Response Attendees

SubCategory ● Total RR Affected

	Jul 2023	Aug 2023	Sep 2023
Total RR Affected	15	34	0

WIOA Adult & Dislocated Worker Program

PY2023 Career Services

WIOA Enrollments

● Planned Enrollments ● Actual Enrollments

26   28

20

0

Demographic Category by WIOA Demographic

138 (38.33%)
110 (30.56%)
52 (14.44%)
46 (12.78%)
14 (3.89%)

WIOA Demographic
● Basic Skills Deficient
● Low Income
● Offenders
● SNAP Recipient
● Veterans
● TAA Co-Enrolled
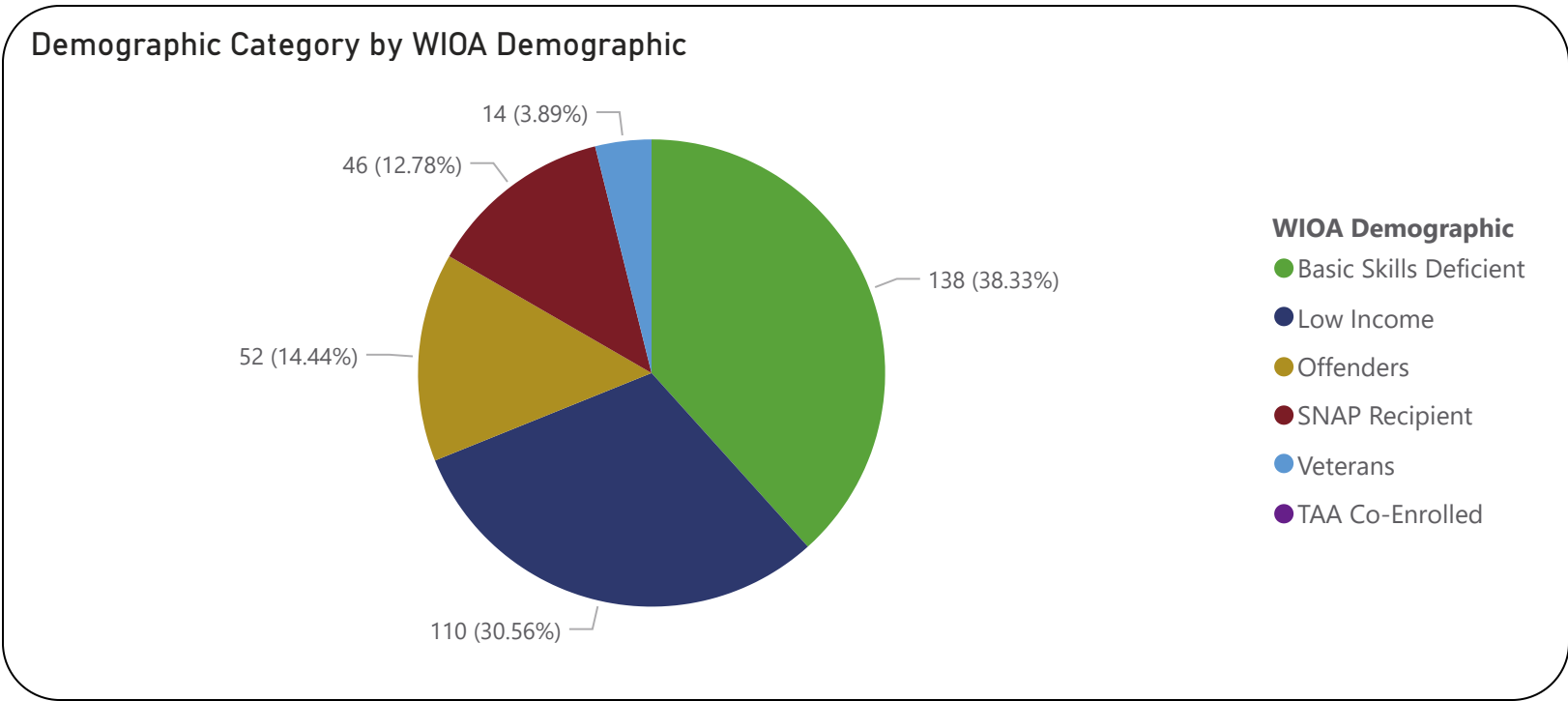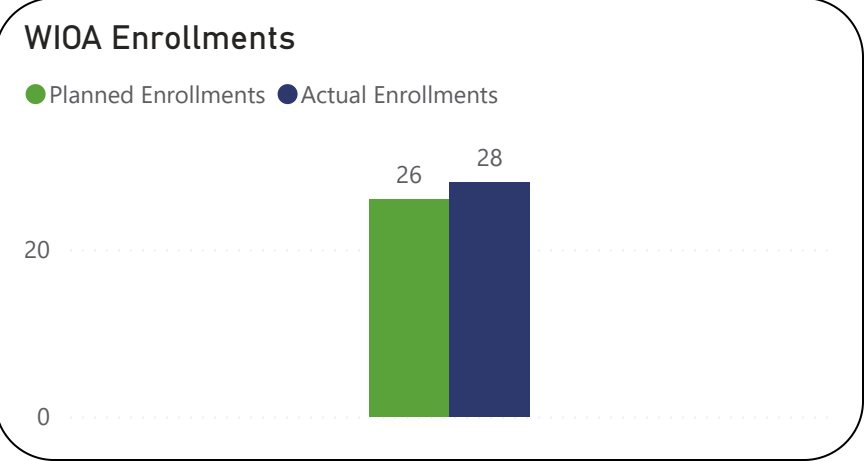
Average Caseload

Carryover
69.56

Follow-Up
71.28

New
12.69

Total
150.70

Priority of Service by Category

Category ● Public Assistance, L... ● Not Public As...

25 (24.75%)

76 (75.25%)

Participants by Location, Type of Service and Type of Service

29
6
5
3
24
25
5

Adult Literacy or Basic Skills | Career Guidance/Pl... | Internet Job Search Support | Provision of Labor Market Information Region | Resume Preparation Assistance | Soft Skills Instruction | Total Determinati... | Workshop
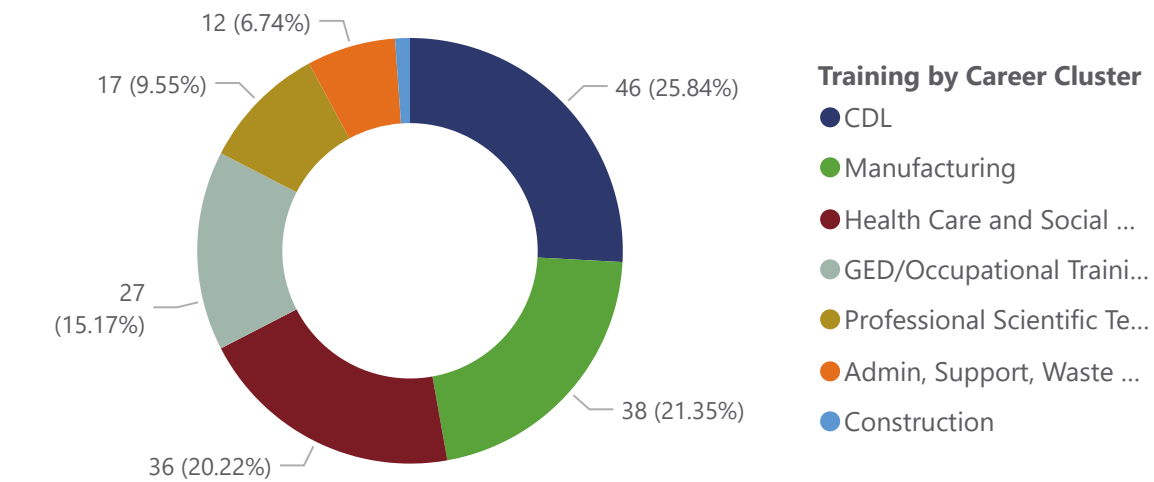
36

SC Works WIOA Adult & Dislocated Worker Program Services

PY2023 Training Services

Received Training

● Total Trained ● Currently in Training

Provider	Total Trained	Currently in Training
Tri-County Technical Colle...	32	20
Norris Mechancial LLC	16	12
Commercial Driving Acad...	4	4
Capstone Career Develop...	2	2
CDL Training Service (Ace ...	2	1
Career Step	1	1
Coding Clarified LLC	1	1
Truck Driver Institute	1	1

Total Trained and Currently in Training
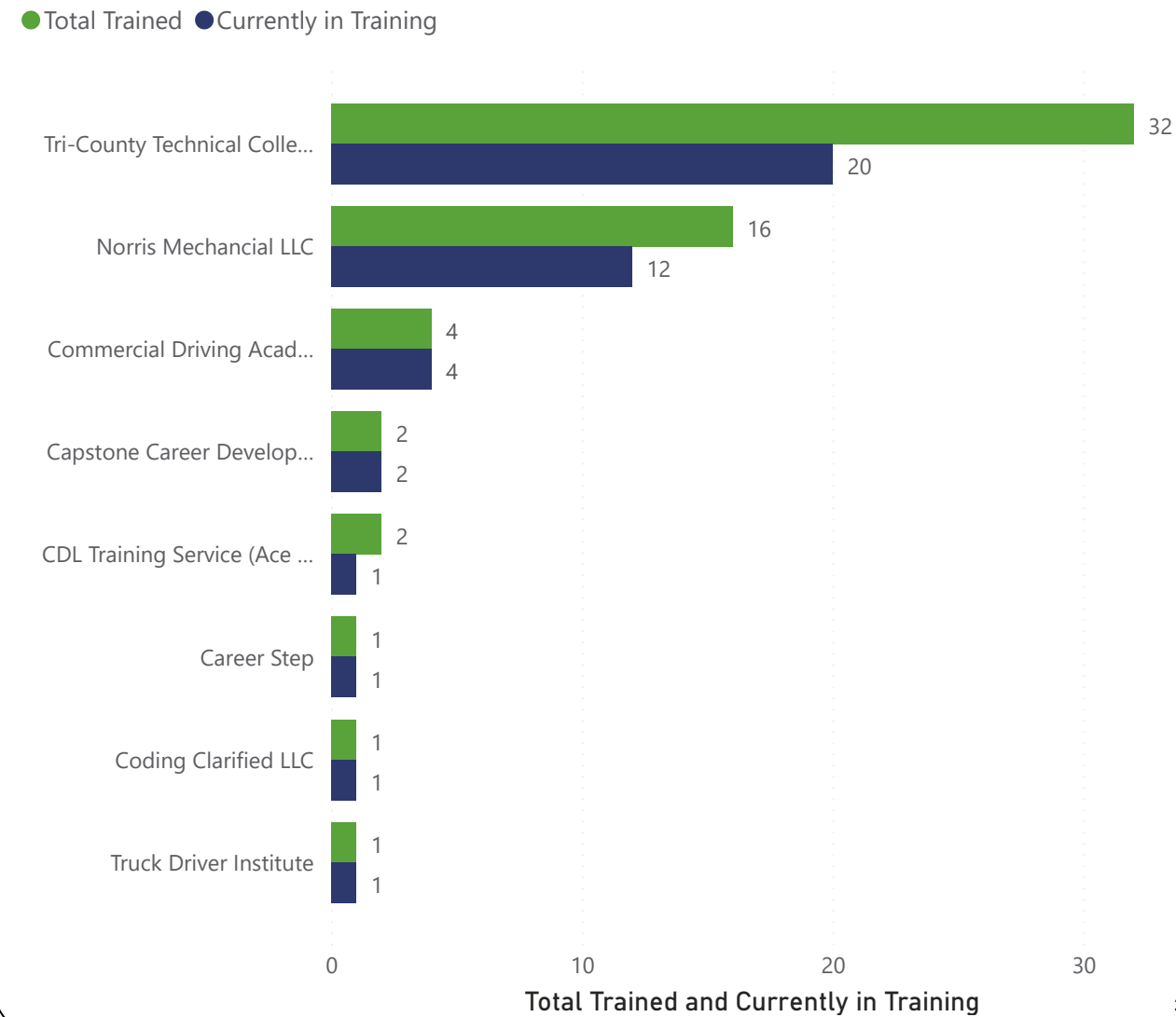
Participants Trained by Career Cluster

46 (25.84%)
38 (21.35%)
36 (20.22%)
27 (15.17%)
17 (9.55%)
12 (6.74%)

Training by Career Cluster
● CDL
● Manufacturing
● Health Care and Social ...
● GED/Occupational Traini...
● Professional Scientific Te...
● Admin, Support, Waste ...
● Construction

Credential Earned by Career Cluster

16
12
7
20
4

● CDL
● GED/Occupational Traini...
● Health Care and Social ...
● Manufacturing
● Professional Scientific Te...

PY2023 Cost per Participant (Training Funds v. Training Attendees)

● Cost per Participant (Training Only) ● Total in Training
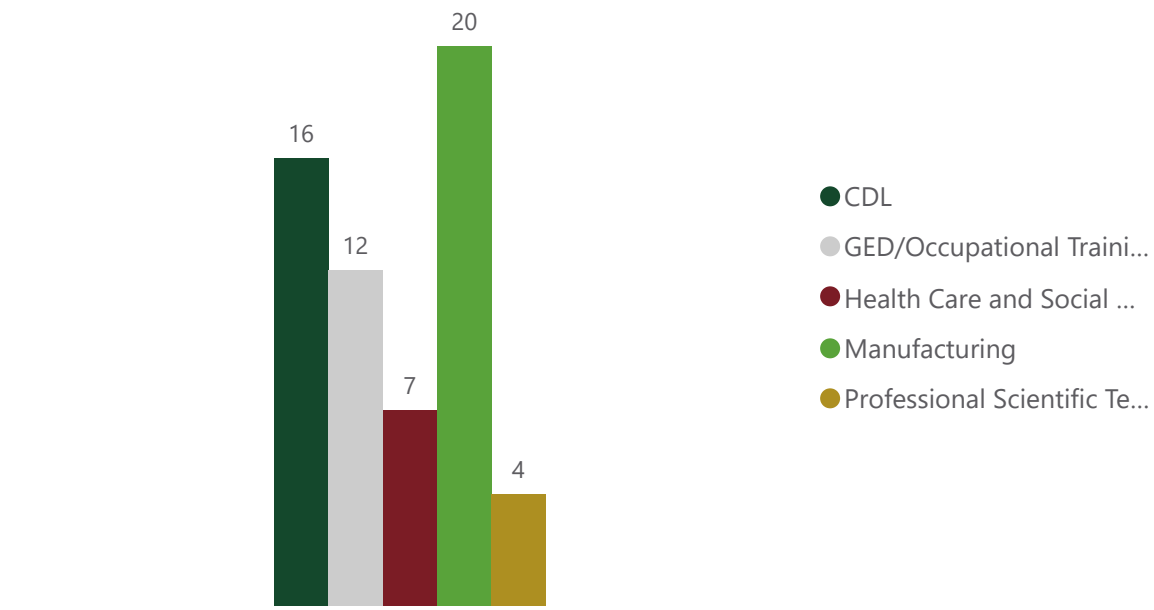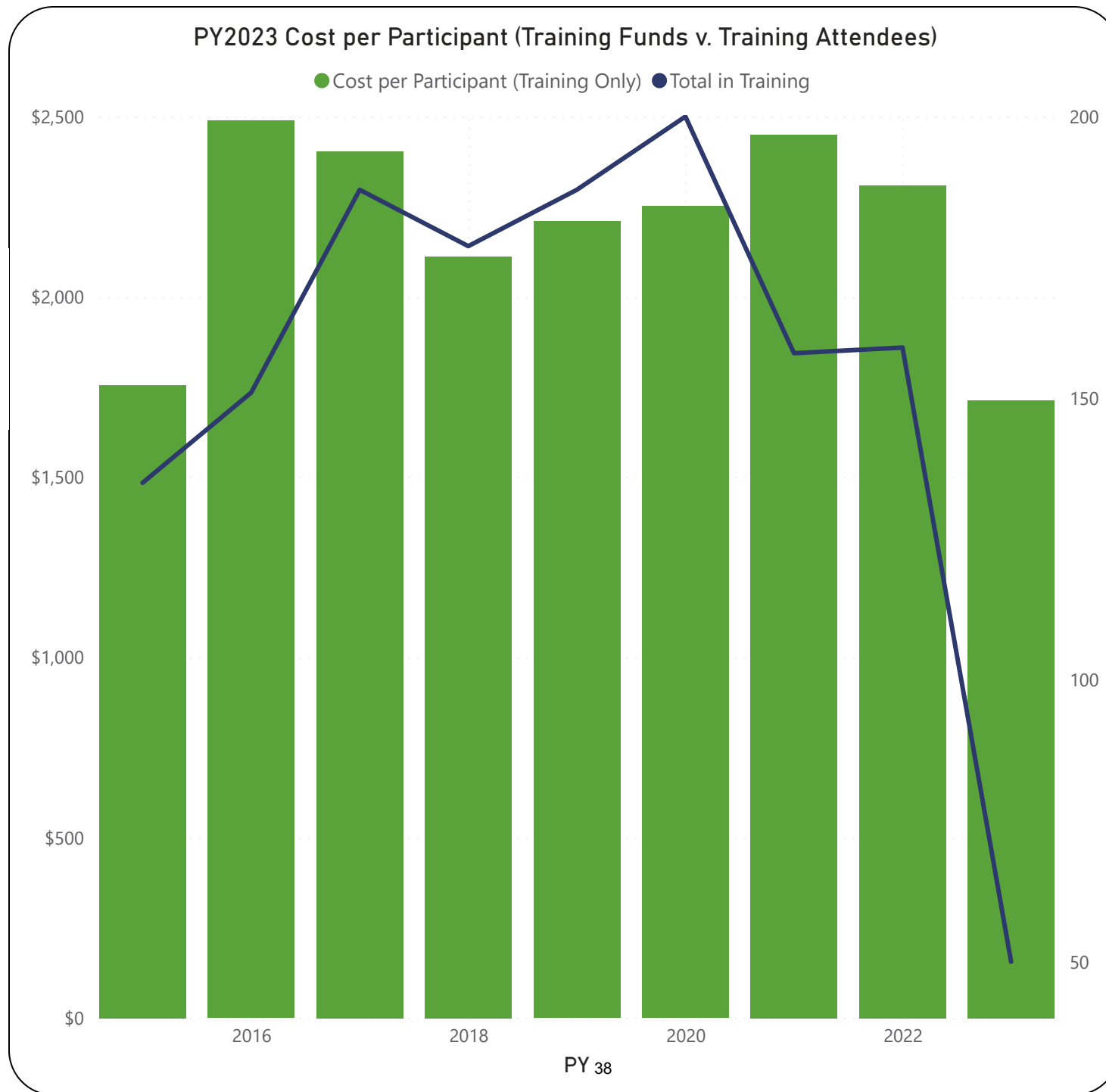
WIOA Scholarships

$85,682

Non-WIOA Scholarships

$51,081

108
Total Served

$966,453
Grant Award

$216,272
Total Expenditures

$2,003
Cost per Participant (Served)

$1,714
Cost per Participant (Training Only)

50
Total Trained

$382,912
Total Participant Budget

$85,682
Total Participant Expenditures

PY 38

PROPOSED POLICY CHANGES

Policy Change 1 - Re-entry into Adult and Dislocated Worker WIOA Program

Current Policy: Customers that are applying to re-enroll into Adult/DW program services must wait until they have reached the end of the <u>fourth</u> quarter after exit. (Approximately 1 year after they leave the WIOA program.)

Change in Policy: Allow WIOA Adult and Dislocated Worker customers that are applying to re-enroll into the WIOA program upon successful completion of <u>three</u> quarters of follow-up. Customers can re-enroll into the Adult/DW program at the beginning of their fourth quarter follow-up, but only after they have provided their employment and credentialing information for the fourth quarter.

Benefits: Participants may enter the program again after 9 months instead of 1 year, allowing them to access needed services earlier than previously allowed.

Considerations:

- Participants will still be limited to cost caps for scholarships equaling no more than $5,000 in one program year and $10,000 in a lifetime. Once these caps have been reached, they may still be eligible to take advantage of Career Services.
- Performance measures will be captured prior to re-enrollment into the program.
- Performance will not overlap even if enrolled during the fourth quarter.

Recommendation from SC Works Operations Committee.

Policy Change 2 - Eligible Training Provider List (ETPL) - Programs of Study

Current Policy: Programs of Study have been excluded from the WorkLink Eligible Training Provider List if the anticipated wage is below our self-sufficiency wage of $12.47/hour.

Using O*Net online Services, shows that Certified Nursing Assistants may earn the following wages in the MSA Greenville, Anderson, Mauldin, SC area:

	10/18/23, 9:02 AM		Local Wages: 31-1131.00 - Nursing Assistants		
Location	Hourly Low (10%)	Hourly Q$_L$ (25%)	Hourly Median (50%)	Hourly Q$_U$ (75%)	Hourly High (90%)
Greenville-Anderson-Mauldin, SC	$12.14	$14.12	$14.97	$16.80	$18.55

According to O*Net, in Greenville-Anderson-Mauldin, SC:

- Workers on average earn $14.97 per hour.
- 10% of workers earn $12.14 or less per hour.
- 10% of workers earn $18.55 or more per hour.

Change in Policy: Allow WorkLink staff to approve programs of study where the hourly median wage for 50% of workers is expected to be at least equal to our self-sufficiency wage.

Benefits: Allows additional programs of study to be included in the WorkLink area, and more individuals to access entry-level occupational skills into a career field of their choice.

Considerations:

- Wages may not be self-sufficient for everyone but may be a steppingstone on their career pathway. Career Coaches will also look at the family income to determine if the family unit is self-sufficient as well.
- All occupations will still be required to be in-demand for the WorkLink area.
- After conducting a brief job search, wages in the WorkLink area averaged around $14 to $15 per hour.

Recommendation from SC Works Operations Committee.

Priority Populations Committee
Meeting Summary
Tuesday, October 3, 2023
Zoom Conference Call
Clemson SC Works Comprehensive Center

Members Present
Lisa Gillespie
Patrick Pruitt
Cherri Boller

Ms. Windy Graham, WIOA Performance and Reporting Specialist, WorkLink Workforce Development Board – provided a presentation to the Committee on an Introduction to WIOA.

Mr. Billy Hunter provided an update for the SC Works Centers.

Ms. Windy Graham, staff member of the WorkLink Board, referenced reports in the packet.

Beginning on page 4, Ms. Graham reviewed the Community Profile report from September 2023 that the SC Department of Employment and Workforce released.

WorkLink's unemployment rate is 2.9%, and the population of those with disabilities is higher nationwide at 6.8%.

Our next meeting is scheduled for January 9, 2024.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table…"	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…"	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider…"	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor
- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.
- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.
- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.
- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.
- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.
- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.
- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.
- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.
- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.
- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.
- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.
- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.
- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.
- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.
- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.
- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.
- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

SC WORKS
101 Acronyms Desk Aid

Acronyms

Below are useful acronyms of many of the words, phrases and jargon you might hear or see in the SC Works centers or when communicating with workforce professionals. This is not an exhaustive, but should help navigate conversations and information that you encounter.

Acronyms

ABAWD	Able-Bodied Adult without Dependents	LVER	Local Veterans' Employment Representative
ACT	American College Testing	LWDA	Local Workforce Development Area
ADA	Americans with Disabilities Act	LWDB	Local Workforce Development Board
AJC	American Job Center	MOU	Memorandum of Understanding
BLS	Bureau of Labor Statistics	MSFW	Migrant Seasonal Farm Worker
CBO	Community Based Organization	NCRC	National Career Readiness Certificate
CDL	Commercial Driver's License	O*NET	Occupational Information Network
CLEO	Chief Local Elected Official	OAA	Older Americans Act
COG	Council of Government	OIS	Occupational Information System
CSBG	Community Service Block Grant	OJT	On the Job Training
DEW	Department of Employment and Workforce	PIC	Private Industry Counsel
DOL	Department of Labor	PY	Program Year
DVOP	Disabled Veterans Outreach Program	RR	Rapid Response
DW	Dislocated Worker	RSA	Resource Sharing Agreement or Rehabilitation Services Administration (UDSOL)
EO	Equal Opportunity		
ETA	Employment & Training Administration (USDOL)	SCSEP	Senior Community Service Employment Program
ETPL	Eligible Training Provider List	SCWOS	SC Works Online Services
FBO	Faith-Based Organization	SDA	Service Delivery Area (LWDB)
FY	Fiscal Year	SNAP	Supplemental Nutrition Assistance Program
GED	General Equivalency Diploma	SSI	Supplemental Security Income
IEP	Individual Employment/Education Plan	SSN	Social Security Number
IFA	Infrastructure Funding Agreement	SWDB	State Workforce Development Board
ISS	Individual Service Strategy	SYEP	Summer Youth Employment Program
ITA	Individual Training Account	TAA	Trade Adjustment Act
IWT	Incumbent Worker Training	TANF	Temporary Assistance for Needy Families
JAG	Jobs for America's Graduates	TRA	Trade Readjustment Assistance
KPI	Key Performance Indicator	UC	Unemployment Compensation
LLSIL	Lower Level Standard Income Level	UI	Unemployment Insurance
LMI	Labor Market Information	UR	Unemployment Rate
		USDOL	United States Department of Labor

SC WORKS
101 Acronyms Desk Aid

VOS   Virtual OneStop (online case management system)

VR   Vocational Rehabilitation

WIA   Workforce Investment Act

WIN   Worldwide Interactive Network

WIOA   Workforce Innovation and Opportunity Act (Replaced WIA)

WIRED   Workforce Innovation in Regional Economic Development

WOTC   Work Opportunity Tax Credit

WRC   Work Ready Community