



WORKFORCE DEVELOPMENT BOARD

Finance Committee

January 22, 2025 at 3:00pm

SC Works Clemson Comprehensive Center, Large Conference Room

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBoZ09>

Meeting ID: 643 641 9262 Dial: 1-646-558-8656 Passcode: 29631

AGENDA

CANCELLED DUE TO INCLEMENT WEATHER

- I. **Call to Order/Introductions** Stephanie Collins, Chair
- II. **Approval of Meeting Minutes (10.30.2024)*** Stephanie Collins
- III. **PY2024 In-House Budget Review** Jennifer Kelly, Executive Director
- IV. **Incumbent Worker Training Grants** Jennifer Campbell, WorkLink Staff
- V. **PY2024 Eckerd Workforce Development Services**
 - a. Adult/DW Operator (All Sources) Billy Hunter, Eckerd Staff
 - b. Adult/DW Program (All Sources) Jeff Snider, Eckerd Staff
 - c. Youth Program (All Sources) Karen Craven, PYC Staff
- VI. **WorkLink 2025-2027 Strategic Plan** Jennifer Kelly
- VII. **Other Business** Stephanie Collins
- VIII. **Adjourn**

UPCOMING MEETINGS:

WorkLink WDB Meeting, February 5, 2025 @ 1pm
Madren Center (*Lunch at Noon*)

Finance Committee Meeting, March 26, 2025 @ 3pm
Clemson SC Works, Large Conference Room or Conference Call



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
October 30, 2024 at 3:00pm
SC Works Clemson Comprehensive Center/ Zoom Conference Call**

Members Present: Stephanie Collins David Collins Burriss Nelson

Members Absent: Mike Wallace Dr. Galen DeHay Melanie McLane

Staff Present: Jennifer Kelly Jennifer Campbell Windy Graham
Sharon Crite

Guests Present: Renee Alexander Jeff Snider Karen Craven
Billy Hunter

CALL TO ORDER & INTRODUCTIONS

Chair Stephanie Collins called the meeting to order at 3:04 pm. Chair Collins welcomed everyone in attendance. Mrs. Collins reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF MEETING MINUTES

Chair Collins stated that the meeting minutes from August 28, 2024, were emailed to the group and included in the meeting packet.

ACTION TAKEN: David Collins made a motion to accept the meeting minutes from August 28, 2024, as presented, seconded by Burriss Nelson. The motion carried unanimously.

PY2024 IN-HOUSE BUDGET Review

Executive Director Jennifer Kelly reviewed the final in-house budget for PY2024. IET Grant ended on September 30. We have received a Planning and Professional Development grant (PAD) for staff development. \$24,349 was passed along to Eckerd for their staff use. The remainder will be used for strategic planning and board development. Jennifer Campbell will speak on the new Rapid Response grant for Eugen Wexler. We are on target with spending at 25%. Our current Fund Utilization Rate is on

track at 18%. Our Participant Cost Rate is also on track at 30%.

Incumbent Worker Training (IWT)

Ms. Jennifer Campbell, WorkLink Assistant Director, shared that Eugen Wexler, located in Anderson County, was awarded a Rapid Response IWT Grant for \$44,000 to run from October 1, 2024, to June 30, 2025.

Ms. Campbell reviewed the Incumbent Worker Training (IWT) Grant awards. All IWT contracts have closed as the IET grant closed on September 30, 2024. Grants were awarded to Mergon, Tetramer, United Tool & Mold, Reliable Automatic Sprinkler, RBC Aerostructure, Kentwool, and Borgwarner. However, all the funding was not used by the deadline and \$10,598 of unused funds were returned to SCDEW. There are currently no IWT funds available.

PY2024 Eckerd Adult / DW Budget Review (Operator)

Mr. Billy Hunter, Eckerd One Stop Operations Manager shared the following Adult & DW Operator budget updates:

- Page 8 shows the OJT expending is slightly ahead of schedule at 26.6%
- Page 8 also shows the Adult Operator grant is also ahead of schedule at 31.9 % expended.
- Page 9 shows the Dislocated Worker Operator is also ahead of schedule with 33.8% expended.

PY2024 Eckerd Adult / DW Budget Review (Program)

Mr. Jeff Snider, Eckerd Career Services Manager, shared the following Adult & DW Program budget updates:

- Page 13 shows PY 24 Adult Program budget has expended 19.8%.
- Page 14 shows PY 24 Dislocated Worker Program budget has expended 28.6%.
- Page 15 shows the IET Program grant is expended at 95.1%. (This grant ended Sept. 30, 2024)
- Page 10 shows the PAD Staff Training Grant which is expended at 40.2%
- Page 12 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. There have \$12,109 in leveraged scholarships through Tri-County Technical College for PY24.

Budget Modification*

Ms. Renee Alexander, Eckerd Operations Director, presented a 2nd budget modification for PY24 Adult Program and Dislocated Worker. WorkLink was able to release \$35,000 in additional funding for PY24. This funding will be broken down to \$20,000 to adult and \$15,000 to Dislocated Worker and will be used to fully fund the career coach who was originally funded for this first quarter only and balance the DW and Adult program budgets to better align with the needs of each. With this total funding Eckerd will serve a total of 260 participants.

ACTION TAKEN: A recommendation from the One Stop Operations Committee was received as a motion for the budget modifications to be approved as presented, seconded by David Collins. The motion carried unanimously.

PY2024 Eckerd Youth Budget Review

Ms. Karen Craven, Eckerd Youth Program Manager, shared the following update for the Eckerd Youth Budget Review.

- Page 18 shows the PY24 Youth grant with PYC expended 23.5% with Line item 6507 “Work Experience” at 44.3% expended. There are 4 youth actively participating in the work experience program.

Other Business

2025 Meeting Dates*

Chair Bowers shared the proposed meeting dates for the One Stop Operations Committee are Jan 22, March 26, May 28, Aug 27, and Oct 22, 2025.

ACTION TAKEN: Burris Nelson made a motion to accept the meeting dates as presented, seconded by David Collins. The motion carried unanimously.

Please note the WorkLink WDB Meeting has been moved to November 18 at 8:30am and will address only Board action items before moving into the Strategic Planning session. Both meetings will be at the Pendleton Campus of TCTC in the Student Success Center, Room 205. For those attending only the Board meeting, a Zoom link will be available.

The next Finance Committee meeting will be held January 22.

ADJOURNMENT

With no other business, the meeting was adjourned at 3:44 p.m.

Respectfully submitted by: Jennifer Campbell

WorkLink Board Budget
updated 12.31.2024

As of
12/31/2024

Revenue	Program				Program		IET ends	PAD ends	24RRIWT03	TOTAL BUDGET	YTD	
	Adult	Admin Adult	Program DW	Admin DW	Youth	Admin Youth	9/30/2024	7/31/2025	7/31/2025		EXPENDED	% Expended
PY'24 Allocation	398,302	44,256	343,520	38,169	483,248	53,694		75,000	46,620	1,482,809		0.0%
PY'24 Transfer of funds	175,000		(175,000)							-		
PY'23 Carryover (23A, 23D, 23Y)	201,133	-	95,245	7,560	138,908	2,479	137,455			582,780		0.0%
	774,435	44,256	263,765	45,729	622,156	56,173	137,455	75,000	46,620	2,065,589	913,606	44.2%

Service Providers	Program				Program		IET	PAD	TOTAL BUDGET	YTD		
	Adult	Admin Adult	Program DW	Admin DW	Youth	Admin Youth				EXPENDED	% Expended	
Eckerd - Adult/DW Services Program	402,326		58,646						460,972	214,385	46.5%	
Eckerd - Adult/DW Operator/OJT	138,415		20,613						159,028	92,509	58.2%	
Eckerd - Youth					430,000				430,000	209,171	48.6%	
23IET295E2 - Eckerd Prog							98,899		98,899	93,954	95.0%	
IWT - IET							21,118		21,118	10,520	49.8%	
24P895E1 - Eckerd/PYC Staff Training								24,349	24,349	18,355	75.4%	
24RRIWT03-01									44,400	-	0.0%	
Undesignated Funds	73,170	762	41,677	1,171	78,510	1,491	(0)	-	196,781	-	0.0%	
Total Pass-Through Contracts	613,911	762	120,936	1,171	508,510	1,491	120,017	24,349	44,400	1,435,547	638,893	44.5%
Total Revenue after Obligations	160,525	43,494	142,829	44,558	113,645	54,683	17,438	50,651	2,220	630,042		

In-House Expenses	Program				Program		IET ends	PAD ends	24RRIWT03	TOTAL BUDGET	YTD	
	Adult	Admin Adult	Program DW	Admin DW	Youth	Admin Youth	9/30/2024	7/31/2025	7/31/2025		EXPENDED	% Expended
Salaries, Fringe, Indirect	119,511	36,772	119,511	38,022	101,124	47,216	17,438	-	2,220	481,813	217,531	45.1%
Travel	140	34	130	31	135	31	-	-		500	-	0.0%
SCW Centers Facility Costs	34,880	2,481	14,766	2,481	6,512	3,411	-	-		64,530	25,665	39.8%
Accounting Services	-	3,400	-	3,300	-	3,300	-	-		10,000	5,000	50.0%
Consulting (Grants & Strategic Planning)	-	-	-	-	-	-	-	35,000		35,000	8,050	23.0%
Supplies	420	102	390	92	405	92	-	-		1,500	272	18.1%
Insurance	2,667	-	5,333	-	2,667	-	-	-		10,667	5,334	50.0%
Postage	78	19	73	17	75	17	-	-		279	151	54.0%
Printing	210	51	195	46	203	46	-	-		750	198	26.4%
Website Hosting & FB, CC & Adobe	1,700	413	1,578	370	1,639	371	-	-		6,071	4,528	74.6%
Memberships, Dues, & Prof Fees	162	39	151	35	157	35	-	-		580	580	100.0%
Training	-	-	-	-	-	-	-	15,651		15,651	6,678	42.7%
Outreach	-	-	-	-	-	-	-	-		-	-	0.0%
Meeting Expense	756	183	702	165	729	165	-	-		2,700	726	26.9%
	160,525	43,494	142,829	44,558	113,645	54,683	17,438	50,651	2,220	630,042	274,713	43.6%

Balance	-	-	-	-	-	-	-	-	-	-	-	50.0%
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WorkLink Financial KPIs

Obligations, Fund Utilization Rate (FUR), Participant Cost Rate, Youth Work-Based Learning, & Youth Funding Priorities

Reporting Month: December 2024

Metric	Description	Required %	WIOA Adult	WIOA DW	WIOA Youth	IET Grant 9/30/2024	PAD Grant 7/31/2025	24RRIWT01 7/31/2025
WIOA Regulations								
Obligation Rate	At least 80% of Program Funds Obligated by June 30 each year (or the deadline established by the special grant)	80%	100.00%	68.48%	87.44%	95.00%	64.60%	90.79%
Youth Work-Based Learning Rate (23Y)	At least 20% of expenditures must be for Work-Based Learning Opportunities	20%			27.51%			
Youth Work-Based Learning Rate (24Y)	At least 20% of expenditures must be for Work-Based Learning Opportunities	20%			20.01%			
Priority Service to Disconnected Youth (23Y)	At least 75% of expenditures must be for youth who are not attending any school	75%			100.00%			
Priority Service to Disconnected Youth (24Y)	At least 75% of expenditures must be for youth who are not attending any school	75%			100.00%			
State Workforce Development Board								
Fund Utilization Rate	At least 70% of Program and Admin Funds must be expended by June 30 (or deadline established by special grant)	70%	56.98%	31.74%	42.81%	95.00%	44.11%	0.79%
	With MOU Reimbursements	70%	52.12%	30.40%				
Participant Cost Rate	At least 30% of adult and dislocated worker funds expended must be spent for direct participant costs and staff working directly with participants.	30%	39.65%					

Report Date: PY2024 YTD 12/31/2024; updated 1/17/2025

 Below the required % for the reporting period

The IET grant has a 10/1/2023 through 9/30/2024 reporting period.

The PAD grant has a 8/1/2024 through 7/31/2025 reporting period.

The 24RRIWT01 (EuGen Wexler) grant has a 10/1/2024 through 7/31/2025 reporting period.

Fund	YE Goal	Target Range
Utilization	70%	35.0%
Rate	100%	50.0%

24RRIWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance		Start Date	End Date	Status	Notes
24RRIWT03-01	Eu We Eugene Wexler	44400		44400				10/1/2024	6/30/2025	Executed	Training to start Jan 20

24IWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Deobligated	Start Date	End Date	Status	Status
Total:		\$44,400.00		\$44,400.00	\$ -	\$0.00	\$0.00				

Total Grant Award \$44,400.00
 Undesignated \$0.00

Contract Status

Executed
 Pending from Employer

Payment

Yellow= final
 Green=pending documentation

SC Work WorkLink: PY2023 Eckerd Grant Award Financial Status

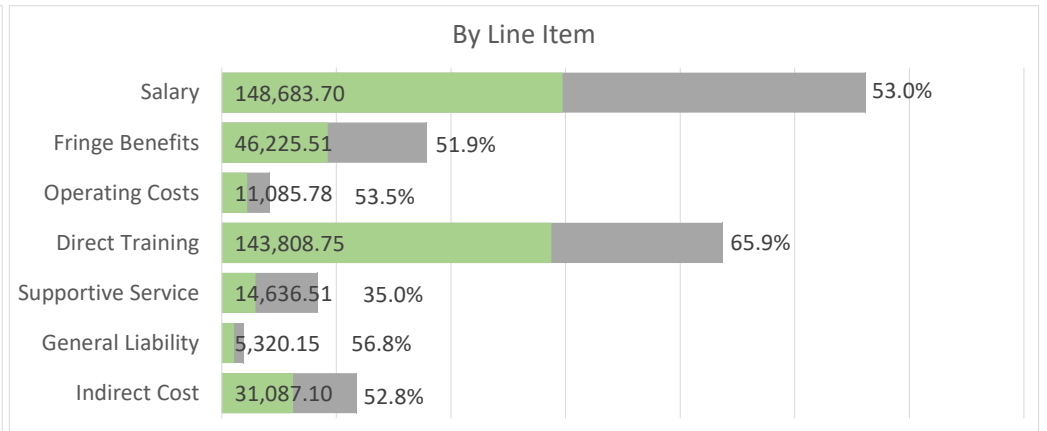
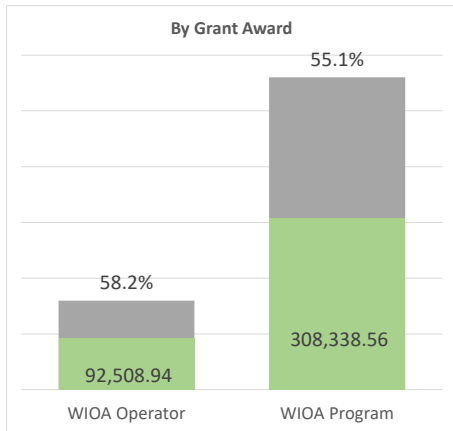
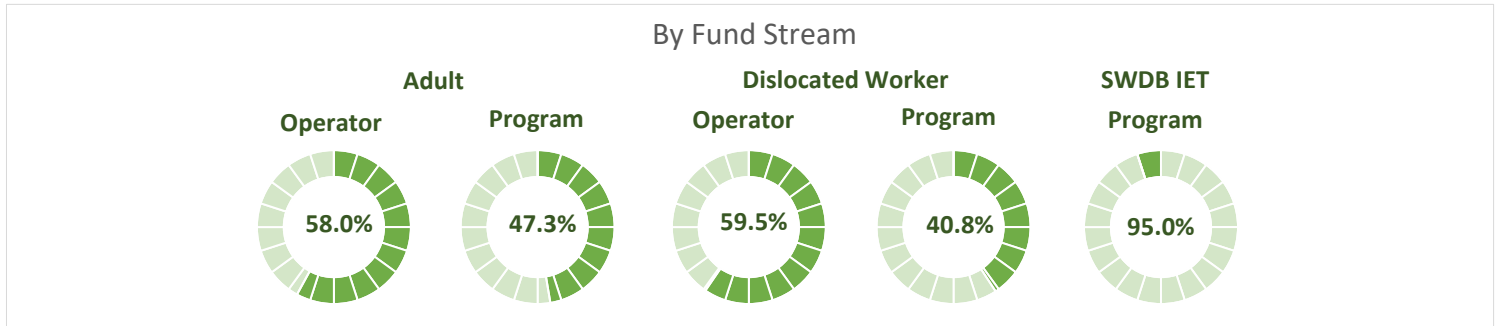
PY2024 One Stop Operator & Adult/Dislocated Worker WIOA Program Services

Reporting Period: **2024 December**

Program Year	2024	% Expended	95% Goal	100% Goal
Type	(All)	58.6%	55.3%	59.8%
Fund Stream	(All)			

Category	Grant Amount	Expenditure	% Expended
Salary	280,683	148,683.70	53.0%
Fringe Benefits	89,128	46,225.51	51.9%
Operating Costs	20,740	11,085.78	53.5%
Direct Training	218,278	143,808.75	65.9%
Supportive Service	41,827	14,636.51	35.0%
General Liability	9,372	5,320.15	56.8%
Indirect Cost	58,872	31,087.10	52.8%

Grant Amount	Expenditures	Remaining
\$ 718,900	\$ 400,847	\$ 318,053



Fund Stream	Award Amount	Grant Period
Adult - Program	402,326	July 1, 2024 to June 30, 2025
Dislocated Worker - Program	58,646	July 1, 2024 to June 30, 2025
Adult - Operator	138,416	July 1, 2024 to June 30, 2025
Dislocated Worker - Operator	20,613	July 1, 2024 to June 30, 2025
IET - Adult	98,899	October 1, 2023 to September 30, 2024
Total	718,900	




ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Operator Program

Worklink Development Board	Contract Number:	24E995A2				
1376 Tiger Blvd.	Invoice Number:	1092-06				
Clemson, SC 29631	Invoice Month:	December 2024				
Attn: Jennifer Kelly	Period Covered:	July 1, 2024 - June 30, 2025				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 10,674				
Eckerd Goal:			DECEMBER			
			50.0%			100.0%
Line Item		Budget	1092-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 75,170.95	\$ 4,831.44	44,325.04	\$ 30,845.91	59.0%
Fringe Benefit Total	51xx	\$ 21,069.15	\$ 1,334.95	12,216.00	\$ 8,853.15	58.0%
TOTAL STAFF COSTS		\$ 96,240.10	\$ 6,166.39	56,541.04	\$ 39,699.06	58.7%
Operating Costs:						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 1,500.00	\$ -	490.27	\$ 1,009.73	32.7%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ 1,200.00	\$ 275.48	1,109.60	\$ 90.40	92.5%
1.4 Copy & Print Expenses	6730	\$ 1,200.00	\$ -	218.26	\$ 981.74	18.2%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 408.00	\$ 32.05	148.56	\$ 259.44	36.4%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,341.21	\$ -	658.06	\$ 683.15	49.1%
1.7 Staff Training/Technical Services Costs	5110	\$ -	\$ -	-	\$ -	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ 892.50	\$ -	822.88	\$ 69.62	92.2%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 250.00	\$ -	-	\$ 250.00	0.0%
1.10 Staff Background Checks	5100	\$ 28.05	\$ -	18.00	\$ 10.05	64.2%
TOTAL OPERATING COSTS		\$ 6,819.76	\$ 307.53	3,465.63	\$ 3,354.13	50.8%
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	\$ 16,423.83	\$ 2,748.90	9,160.71	\$ 7,263.12	55.8%
TOTAL TRAINING COSTS		\$ 16,423.83	\$ 2,748.90	\$ 9,160.71	\$ 7,263.12	55.8%
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	\$ 1,827.07	\$ 132.22	1,152.72	\$ 674.35	63.1%
TOTAL FEES / PROFIT COSTS		\$ 1,827.07	\$ 132.22	1,152.72	\$ 674.35	63.1%
4.1 INDIRECT COST:	14.10%	\$ 17,104.82	\$ 1,319.06	9,915.13	\$ 7,189.68	58.0%
Contract Total		\$ 138,415.57	\$ 10,674.10	80,235.23	\$ 58,180.34	58.0%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE Operator DW					
Worklink Development Board	Contract Number:	24E995A2				
1376 Tiger Blvd.	Invoice Number:	1223-06				
Clemson, SC 29631	Invoice Month:	December 2024				
Attn: Jennifer Kelly	Period Covered:	July 1, 2024 - June 30,2025				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 1,333				
Eckerd Goal:			DECEMBER			100.0%
			50.0%			
Line Item		Budget	1223-06	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		13,065.58	852.62	7,819.75	5,245.83	59.9%
Fringe Benefit Total	51xx	3,687.52	235.60	2,140.24	1,547.28	58.0%
TOTAL STAFF COSTS		16,753.09	1,088.22	9,959.99	6,793.10	59.5%
Operating Costs:						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	130.00	-	42.63	87.37	32.8%
1.3 Program Outreach Expenses (Brochures, etc)	6735	225.00	52.47	211.36	13.64	93.9%
1.4 Copy & Print Expenses	6730	180.00	-	38.52	141.48	21.4%
1.5 Communications (Phone, Fax, Internet, etc)	6270	72.00	5.66	26.24	45.76	36.4%
1.6 Staff Travel	6105, 6120, 6125	230.50	-	147.28	83.22	63.9%
1.7 Staff Training/Technical Services Costs	5110	-	-	-	-	0.0%
1.8 Non-Expendable Equipment Purchases	6095	157.50	-	145.21	12.29	92.2%
1.9 Postage (Stamps, FedEx, etc)	6005	41.00	-	-	41.00	0.0%
1.10 Staff Background Checks	5100	4.95	-	-	4.95	0.0%
TOTAL OPERATING COSTS		1,040.95	58.13	611.24	429.71	58.7%
Training Costs:						
Client On the Job Training	6515	-	-	-	-	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	-	-	-	-	0.0%
TOTAL TRAINING COSTS		-	-	-	-	-
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	272.10	22.31	185.74	86.36	68.3%
TOTAL FEES / PROFIT COSTS		272.10	22.31	185.74	86.36	68.3%
4.1 INDIRECT COST:	14.10%	2,547.33	164.78	1,516.73	1,030.59	59.5%
CONTRACT TOTAL:		20,613.46	1,333.44	12,273.70	8,339.76	59.5%



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: 24E295A2
 Invoice Number: 1055-06
 Invoice Month: December 2024
 Period Covered: July 1, 2024 - June 30, 2025
 Total Amount Due: **\$ 31,181**

Eckerd Goal:

DECEMBER
50.0%

100.0%

Line Item	Budget MOD 2	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$ 163,763	\$ 13,680	82,211.98	\$ 81,550.85	50.2%	
Fringe Benefit Total 51xx	\$ 54,744	\$ 4,514	27,136.94	\$ 27,606.78	49.6%	
TOTAL STAFF COSTS	\$ 218,507	18,194.83	109,348.92	\$ 109,157.63	50.0%	
Operating Costs:						
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%	
Staff Expendable Supplies & Materials	6000	\$ 1,873	\$ 67	82.12	\$ 1,790.88	4.4%
Software Licenses	6095	\$ 3,096	\$ -	3,059.91	\$ 36.09	98.8%
Staff Computers	6085	\$ 1,400	\$ -	1,341.08	\$ 58.92	95.8%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	-	\$ -	0.0%
Copy & Print Expenses	6730	\$ 1,101	\$ 626	626.04	\$ 474.96	56.9%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 816	\$ 66	305.95	\$ 510.05	37.5%
Staff Travel						
Local Mileage cost	6105	\$ 1,000	\$ -	396.91	\$ 603.09	39.7%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ -	\$ -	148.14	\$ (148.14)	0.0%
Client Verifications	6516	\$ 600	\$ -	-	\$ 600.00	0.0%
Staff Training	5110	\$ -	\$ -	-	\$ -	0.0%
Staff Background Checks	5100	\$ 107	\$ -	45.00	\$ 62.10	42.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 1,200	\$ 134	438.69	\$ 761.31	36.6%
TOTAL OPERATING COSTS	\$ 11,193	892.49	6,443.84	\$ 4,749.26	57.6%	
Training Costs:						
WI Customer Credential Exam Fees (C.N.A., GED, TABE)	6525	\$ 7,250	\$ 2,684	2,683.59	\$ 4,566.41	37.0%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	\$ 87,500	\$ 4,895	38,010.45	\$ 49,489.55	43.4%
Client Testing Fees	6535	\$ -	\$ -	-	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 94,750	\$ 7,579	\$ 40,694	\$ 54,056	42.9%	
Supportive Services Costs :						
WI Customer Transportation Costs	6485	\$ 13,750	\$ 520	2,640.00	\$ 11,110.00	19.2%
WI Customer Childcare Costs	6660	\$ -	\$ -	-	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6590	\$ 24,385	\$ 840	11,055.51	\$ 13,329.39	45.3%
WI Customer Emergency Assistance (Rent, Car Repair, et	6596	\$ -	\$ -	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 38,135	1,360.00	13,695.51	\$ 24,439.39	35.9%	
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 6,321	\$ 406	3,473.32	\$ 2,847.19	55.0%
TOTAL FEES / PROFIT COSTS	\$ 6,321	406.36	3,473.32	\$ 2,847.19	55.0%	
INDIRECT COST:	14.10%	\$ 33,421	\$ 2,748.61	16,816.52	\$ 16,604.71	50.3%
Contract Total	\$ 402,326	31,180.88	190,472.14	\$ 211,854.14	47.3%	



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Adult DW

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

Contract Number: 24E295D2
 Invoice Number: 1056-06
 Invoice Month: December 2024
 Period Covered: July 1, 2024 - June 30, 2025
 Total Amount Due: \$ **3,749**

Eckerd Goal:

DECEMBER

50%

100.0%

Line Item	Budget MOD 2	1056-6	Cumulative Cost	Remaining	Percent Spent
Staff Salary Total	\$ 28,683.71	\$ 2,414.19	\$ 14,326.93	\$ 14,356.78	49.9%
Fringe Benefit Total 51xx	\$ 9,627.90	\$ 796.71	\$ 4,732.33	\$ 4,895.57	49.2%
TOTAL STAFF COSTS	\$ 38,311.61	\$ 3,210.90	\$ 19,059.26	\$ 19,252.35	49.7%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc. 6185	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials 6000	\$ 280.50	\$ 11.77	\$ 14.50	\$ 266.00	5.2%
Software Licenses 6095	\$ 495.00	\$ -	\$ 488.63	\$ 6.37	98.7%
Staff Computers 6085	\$ -	\$ -	\$ -	\$ -	0.0%
Client Verifications 6516	\$ -	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.) 6735	\$ -	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses 6730	\$ 222.00	\$ -	\$ -	\$ 222.00	0.0%
Communications (Phone, Fax, Internet, etc.) 6270	\$ 144.00	\$ 11.68	\$ 52.25	\$ 91.75	36.3%
Staff Travel					
Local Mileage Cost 6105	\$ 350.00	\$ -	\$ 5.09	\$ 344.91	1.5%
Non-Local Per Diem/Lodging Cost 6110/6115/6120/6125/6130	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Training 5110	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Background Checks 5100	\$ 14.40	\$ -	\$ -	\$ 14.40	0.0%
Postage (Stamps, FedEx, etc.) 6005	\$ 180.00	\$ -	\$ 4.60	\$ 175.40	2.6%
TOTAL OPERATING COSTS	\$ 1,685.90	\$ 23.45	\$ 565.07	\$ 1,120.83	33.5%
Training Costs:					
WorkKeys, etc.) 6525	\$ 1,904.89	\$ -	\$ -	\$ 1,904.89	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	\$ 6,300.00	\$ -	\$ -	\$ 6,300.00	0.0%
Client Testing Fees 6535	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 8,204.89	\$ -	\$ -	\$ 8,204.89	0.0%
Supportive Services Costs :					
WI Customer Transportation Costs 6485	\$ 810.00	\$ -	\$ -	\$ 810.00	0.0%
WI Customer Childcare Costs 6660	\$ -	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr 6590	\$ 2,882.04	\$ -	\$ 941.00	\$ 1,941.04	32.7%
WI Customer Emergency Assistance (Rent, Car Repair, etc.) 6596	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 3,692.04	\$ -	\$ 941.00	\$ 2,751.04	25.5%
Training/Professional Fees/Profit:					
General Liability Insurance 6305	\$ 952.32	\$ 51.67	\$ 508.37	\$ 443.96	53.4%
TOTAL FEES / PROFIT COSTS	\$ 952.32	\$ 51.67	\$ 508.37	\$ 443.96	53.4%
INDIRECT COST: 14.10%	\$ 5,799.05	\$ 463.33	\$ 2,838.71	\$ 2,960.34	49.0%
Contract Total	\$ 58,645.82	\$ 3,749.35	\$ 23,912.41	\$ 34,733.41	40.8%

ITA Obligations and Participant Cost Report

Service Provider: Eckerd Workforce Development Servic
Period Covered: PY2024 (July 1, 2024 to June 30, 2025)
Report Date: 12/31/2024

ITA Report	Open		Open		Closed		PY2024	
	Adult	%	DW	%	IET	%	Total All Funding	%
Scholarship Budget	\$ 87,500		\$ 6,300		\$ 98,899		\$ 192,699	
Scholarship Awards	\$ 43,935	50%	\$ -	0%	\$ 93,954	95%	\$ 137,889	72%
Scholarships Available	\$ 43,565	50%	\$ 6,300	100%	\$ 4,945	5%	\$ 54,810	28%

Participant Cost Budget*	\$ 149,309		\$ 11,897		\$ 98,899		\$ 260,105	
Pending Transactions	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Cleared Transactions	\$ 63,550	43%	\$ 941	8%	\$ 93,954	95%	\$ 158,445	61%
Total Authorized Transactions	\$ 63,550	43%	\$ 941	8%	\$ 93,954	95%	\$ 158,445	61%
Remaining Available Balance	\$ 85,759	57%	\$ 10,956	92%	\$ 4,945	5%	\$ 101,660	39%

*Participant Cost Budget totals include scholarships, OJT, and supportive services

Acronyms	
ITA	Individual Training Accounts are also known as scholarships or tuition costs.
OJT	On-the-Job Training Contracts for participants to learn a new occupation.
DW	Dislocated Worker
IET	Individual & Employer Training Program Grant (State WDB speciality grant to support WIOA Adult/DW program)

Leveraged Scholarships YTD	40,500
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ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Planning and Development

Worklink Development Board	Contract Number:	24PAD895E1				
1376 Tiger Blvd.	Invoice Number:	1500-05				
Clemson, SC 29631	Invoice Month:	December 2024				
Attn: Jennifer Kelly	Period Covered:	August 1, 2024 - July 31,2025				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 4,121				
Eckerd Goal:			DECEMBER			100.0%
			41.7%			
Line Item	Budget	1500-05	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Operating Costs:						
Staff Travel	6105	2,965.00	64.92	1,072.60	1,892.40	36.2%
Local Mileage cost	6115/6120/6125	8,484.00	381.20	4,597.83	3,886.17	54.2%
Staff Training	5105/5110	12,900.00	3,675.00	12,683.95	216.05	98.3%
TOTAL OPERATING COSTS		24,349.00	4,121.12	18,354.38	5,994.62	75.4%
INDIRECT COST:	0.00%	-	-	-	-	#DIV/0!
CONTRACT TOTAL:		24,349.00	4,121.12	18,354.38	5,994.62	75.4%

		ECKERD YOUTH ALTERNATIVES, INC.				
		100 N. Starcrest Drive, Clearwater, FL 33765				
		YOUTH INVOICE				
Worklink Development Board	Contract Number:	24Y495E3				
1376 Tiger Blvd.	Invoice Number:	1058-06				
Clemson, SC 29631	Invoice Month:	December 2024				
Attn: Jennifer Kelly	Period Covered:	July 1, 2024 - June 30, 2025				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 31,385				
Eckerd Goal:			DECEMBER			
			50.0%		100.0%	
Line Item	Budget MOD 1	1058-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 246,287	\$ 20,712	\$ 124,197.33	\$ 122,089.40	50.4%
Fringe Benefit Total	51xx	\$ 59,599	\$ 4,520	\$ 29,110.51	\$ 30,488.27	48.8%
TOTAL STAFF COSTS		\$ 305,886	\$ 25,231.95	\$ 153,307.84	\$ 152,577.67	50.1%
Operating Costs:						
Property Rent	6185	\$ 3,600	\$ -	\$ 1,358.93	\$ 2,241.07	37.7%
Communications (Phone, Fax, Internet, etc)	6270	\$ 1,200	\$ 97	\$ 467.77	\$ 732.23	39.0%
Network (internet)	6265	\$ 1,500	\$ 100	\$ 399.96	\$ 1,100.04	26.7%
Postage	6005	\$ 1,500	\$ 60	\$ 489.27	\$ 1,010.73	32.6%
Staff Travel	6105	\$ 3,942	\$ 205	\$ 1,214.04	\$ 2,728.10	30.8%
Other Travel	6115/6120	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Background Checks	5100	\$ 156	\$ -	\$ 45.00	\$ 111.00	28.8%
Staff Training	5110	\$ -	\$ -	\$ -	\$ -	0.0%
Office/Desktop Supplies and Materials	6000	\$ 1,000	\$ 170	\$ 245.82	\$ 754.18	24.6%
Copying	6730	\$ 1,000	\$ -	\$ -	\$ 1,000.00	0.0%
Software Licenses	6095	\$ 3,895	\$ -	\$ 3,708.32	\$ 186.68	95.2%
Participant Verifications	6516	\$ -	\$ -	\$ -	\$ -	0.0%
Participant Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL OPERATING COSTS		\$ 17,793	\$ 632.14	\$ 7,929.11	\$ 9,864.03	44.6%
Training Costs:						
Work Experience Stipends	6507	\$ 14,951	\$ 684	\$ 8,757.00	\$ 6,193.80	58.6%
Tuition Cost (Adult Education)	6520	\$ 11,200	\$ -	\$ 5,152.00	\$ 6,048.00	46.0%
Participant Graduation Fees	6595	\$ 1,045	\$ -	\$ 40.00	\$ 1,005.00	3.8%
Credential Exam Fees	6525	\$ 13,747	\$ -	\$ 3,083.00	\$ 10,664.00	22.4%
Individual Training Accounts	6530	\$ -	\$ -	\$ -	\$ -	0.0%
Instructional Supplies (Books)	6590	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 40,943	\$ 684.00	\$ 17,032.00	\$ 23,910.80	41.6%
Supportive Services Costs :						
Child Care	6660	\$ -	\$ -	\$ -	\$ -	0.0%
Transportation	6485	\$ 13,624	\$ 540	\$ 4,990.00	\$ 8,633.80	36.6%
Client Incentives	6585	\$ -	\$ -	\$ -	\$ -	0.0%
Client Training Support Materials	6545	\$ -	\$ -	\$ -	\$ -	0.0%
Client Supplies	6546	\$ -	\$ -	\$ -	\$ -	0.0%
Client Emergency Assistance & Expungem	6596	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 13,624	\$ 540.00	\$ 4,990.00	\$ 8,633.80	36.6%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 5,676	\$ 570	\$ 2,948.31	\$ 2,727.69	51.9%
TOTAL FEES / PROFIT COSTS		\$ 5,676	\$ 569.75	\$ 2,948.31	\$ 2,727.69	51.9%
4.1 INDIRECT COST:	14.10%	\$ 46,079	\$ 3,727	\$ 22,964.15	\$ 23,114.60	49.8%
Contract Total		\$ 430,000	\$ 31,385.01	\$ 209,171.41	\$ 220,828.59	48.6%
Work Experience:			DEC	Cumulative	YTD% Spent	
		Staff WEX Salaries:	6,367.85	38,430.04	8.94%	
		Staff WEX Fringe:	1,793.30	10,983.28	2.55%	
		Stipends:	684.00	8,757.00	2.04%	
		TOTAL	8,845.15	58,170.32	13.53%	
		Percentage Spent:	2.06%	13.53%		

Strategic Goal	Objective	Key Actions
Goal 1: Expand and Diversify Funding Sources	1.1 Evaluate 501c(3) Opportunities	<ul style="list-style-type: none"> - Develop and present a summary of 501c(3) benefits and requirements. - Assess and update by-laws; submit required documents for reactivation.
	1.2 Identify Funding Priorities	<ul style="list-style-type: none"> - Conduct a community gap analysis. - Engage partners to identify funding opportunities.
	1.3 Build Donor Engagement	<ul style="list-style-type: none"> - Form a Resource Development Committee. - Train members and create outreach materials. - Develop and execute a donor engagement plan with success stories.
	1.4 Secure Funding	<ul style="list-style-type: none"> - Prepare and submit funding proposals aligned with priorities.
Goal 2: Increase Workforce Participation	2.1 Assess and Address Barriers	<ul style="list-style-type: none"> - Collect feedback from job seekers and employers on barriers to employment. - Continue to review community mapping and update information quarterly. - Identify resources and solutions to overcome barriers to employment.
	2.2 Enhance Soft Skills Programs	<ul style="list-style-type: none"> - Identify common soft skills to deliver to job seekers in the SC Works system and tailor for priority populations. - Partner with community leaders to provide soft skills training and identify innovative training delivery methods.
	2.3 Strengthen Support Systems	<ul style="list-style-type: none"> - Build partnerships with mental health, second chance, and other ancillary support organizations. - Facilitate connections among community agencies and update and maintain referral processes.
	2.4 Improve Understanding of Employer Needs	<ul style="list-style-type: none"> - Train business service staff on employer resources available in the community and work to reduce duplication of efforts.

		<ul style="list-style-type: none"> - Identify and implement tools for job seekers to understand wages and workplace expectations (i.e. paychecks, retention, etc.)
Goal 3: Engage Underserved Populations	3.1 Target Outreach Efforts	<ul style="list-style-type: none"> - Use demographic data to locate underserved communities. - Collaborate with organizations to connect with target groups (i.e. develop specific outreach materials, participate and/or lead community initiatives, etc.).
	3.2 Tailor Communication Strategies	<ul style="list-style-type: none"> - Set guidelines and/or train frontline staff on how to promote SC Works services. - Utilize social media and community events to amplify messages.
	3.3 Simplify Navigation of WorkLink website	<ul style="list-style-type: none"> - Test and improve website usability. - Develop a central webpage for accessing workforce resources in the WorkLink community.
Goal 4: Utilize Labor Market Information for Improving Workforce Development	4.1 Leverage Resources available for Predictive Analytics	<ul style="list-style-type: none"> - Identify and collect data from existing partnerships that provide data analytics (DEW, ACOG, etc.). - Partner with experts to ensure accuracy and relevance (i.e. employer groups and the Business Service Team).
	4.2 Improve Communication of Insights	<ul style="list-style-type: none"> - Identify current job opening trends and career pathway examples to tailor to the WorkLink area. - Distribute regular reports to inform stakeholders.
	4.3 Identify Potential Innovative Workforce Programs	<ul style="list-style-type: none"> - Utilize data to create potential innovative workforce programs. - Apply for funding support for pilot initiatives or partner with other local organizations in applying for funding.