

**WORKFORCE DEVELOPMENT BOARD
 YOUTH COMMITTEE MEETING
 AGENDA**

Tuesday, January 21, 2025

“Zoom Meeting”

10:00 A.M. – 11:00 A. M.

Location: SC Works Center Clemson

- | | |
|--|-----------------------------------|
| I. Welcome - Introductions | Katie Brown, New YC Chair |
| II. Review of Minutes (5/07/2024)* | Katie Brown, Chair |
| III. PY 23 PYC Final Report/Dashboard (June 30, 2024)
PY 24 PYC Report/ Dashboard (10/01/-12-31-2024) | Karen Craven, PYC Prog. Mgr. |
| IV. <u>New Business:</u> | |
| PY 23 Final Grant Expenditure (June 30, 2024) | Karen Craven |
| PY 24 New Grant Expenditure (12/31/2024) | Karen Craven |
| PY 24 New Enrollment Report (12/31/2024) | Katie Brown, Chair |
| PY 23 Final WL Youth Performance (7/1/2023-6/30/2024) | Jennifer Campbell, Asst. Director |
| PY 24 1st Quarter WL Youth Performance | Jennifer Campbell |
| PY 23 Final WEX Update | Jennifer Campbell |
| PY 25 WorkLink Draft Strategic Plan Strategies | Jennifer Kelly, Exec. Director |
| PY 23 SCDEW (State) Monitoring Report | Jennifer Kelly |
| V. <u>Other Business:</u> | Katie Brown, Chair |
| ➤ Please complete “Conflict of Interest Form” return to WorkLink no later than close of business Friday, January 24, 2025. | |
| ➤ Review PY 25 WL Strategic Plan Strategies (in YC committer packet). Send your input or edits to Jennifer Kelly, WorkLink Executive Director (jkelly@worklinkweb.com) no later than Friday, January 31, 2025. | |
| VI. <u>Adjourn</u> | Katie Brown, Chair |

*Vote Needed

<p align="center"> Next Scheduled Youth Committee Meeting – March 4, 2025 “Zoom Meeting” </p>
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**WORKFORCE DEVELOPMENT BOARD
Youth Committee Meeting Summary
May 7, 2024 @ 10:00am
Webinar/Conference Call**

Members Present

Susan Gibson, Chair Kristi King-Brock Elaine Bailey Robert Halfacre

Tyler James Jeromy Arnett Melissa Rosier

Members Absent:

Amy Bradshaw Jennifer Meeks Crystal Noble

Staff Present:

Sharon Crite Jennifer Kelly Jennifer Campbell

Guests Present:

Karen Craven

I. Welcome and Introductions

Chair Gibson called the meeting to order at 10:01 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes.

II. Approval of 3-05-2024 Meeting Minutes

The minutes from the 3/5/24 meeting was emailed with the meeting notice and included in the meeting Packet. Chair Gibson called for corrections/amendments to the minutes.

ACTION TAKEN: Jeromy Arnett made a motion to approve the March 05, 2024 meeting minutes as presented, seconded by Elaine Bailey. The motion carried unanimously.

III. Palmetto Youth Connections Report

Karen Craven, Program Manager, reviewed the Palmetto Youth Connections WorkLink Dashboard and the Monthly Update Report included in meeting packet. Karen Craven provided reports which show numbers through April 30, 2024 for Youth Services, then on to the Dashboard:

- 11 carryovers from PY22 and 109 new participants have been enrolled for a total of 120 participants meeting the WDB Board goal for PY 23.
- 95 participants are still active.
- 22 participants in Work Experience (WEX). Karen shared WEX work sites.
- 75 are in follow-up services.
- As of 2nd Quarter, PYC was meeting or exceeding all performance measures.
- 61 Anderson County participants, 52 Oconee County participants, and 57 Pickens County participants enrolled.
- Of those enrolled, 58% were male, 42% were female.
- 61% were younger youth, 39% were older youth, ages 18 and up.
- 100% were High School dropouts; 108% were Basic Skills Deficient; 65% were unemployed.
- 58 Measurable Skills Gains; 31 GED/ 5 HS earned, total = 36 total; 210 positive Placements in 205- employment, military or 5- post-secondary.
- Work Ready Certificates (WIN) – 28 youth earn WIN Certificates. 5 Gold/19 Silver/4 Bronze
- 67 Resumes and 402 Career Smart classes have been provided.
- Supplemental Information Occupational Training: 3 I-Best (2 Medical/ 1 Manufacturing) and 5 post-secondary majoring in medical career pathway.

IV. New Business:

a. **PYC PY 23 Enrollment Report**

Chair Gibson stated that as of April 30, 2024, there were 11 PY22 carryovers, 109 new enrollments, and 120 total enrollments, meeting the Board goal of 120 enrollments.

b. **PY 22 & PY 23 Grant Expenditures**

Karen Craven, PYC Program Manager reviewed PY22 & 23 Youth program grant expenditures through March 2024. PY 23 Formula budget 1058 was 70.1% expended and line item 6507 (Work Experience) was 64.1% expended. The PY 22 EBY Youth Grant budget 1409 was 100% expended and line item 6507 (Work Experience) was 99.9% expended, this EBS grant closed as of 03/2024.

c. **PY 24 WorkLink Funding**

Jennifer Kelly, Executive Director, conveyed to the youth committee the status of WorkLink funding: no in-house budget to show at this time. DOL ETA advisory plan for \$1m reduction for South Carolina PY24. Jennifer is working with Brandi Runion (WL Financial Consultant) for 90% of the floor, the lowest numbers for the PY 24 youth provisional budget for first quarter, awaiting the PY 24 youth allocation, additional funding, hope to be able to increase the youth budget upon final numbers. Grant opportunities to apply for: SCDEW Workforce Innovation

Grant (WIG) with application due on July 1, 2024, a \$3 million total grant available to all 12 regions, WorkLink will apply for our share. Another DOL Grant, WorkLink will try to pursue, targeting some innovative ideas to support our area, this will be discussed this afternoon.

d. PY 24 Youth Formula Provisional Budget

Renee Alexander, Eckerd Sr. Director of Operations presented the PY 24 Youth Formula Provisional Budget (copy of budget in meeting packet) = \$370,000 (floor amount-lowest amount) to cover the first quarter of PY 24. Renee reviewed the budget and each of the line items to be funded and expended) as we await the PY 24 final youth allocation.

ACTION TAKEN: Kristi King-Brock made a motion to accept PY 24 youth formula provisional budget as presented, seconded by Robert Halfacre. The motion carried unanimously.

e. New Youth Committee (YC) Member Applications (3). To be presented separately and voted on separately

New YC Applicant - Dana Grant (Anderson School District 5)

ACTION TAKEN: Elaine Bailey made a motion to accept Dana Grant New YC member Application as presented, seconded by Kristi King-Brock. The motion carried unanimously.

New YC Applicant - Jeff Martin (Oconee-Pickens SC Vocational Rehabilitation)

ACTION TAKEN: Robert Halfacre made a motion to accept Jeff Martin New YC Member Application as presented, seconded by Jeromy Arnett. The motion carried unanimously.

New YC Applicant - Jennifer Woody (SC Dept. of Education-Regional Career Specialist @TCTC)

ACTION TAKEN: Elaine Bailey made a motion to accept Jennifer Woody New YC Member Application as presented, seconded by Jeromy Arnett. The motion carried unanimously.

V. Other Business

The next Youth Committee meeting will be held on Aug. 6, 2024 and Oct. 1, 2024 at 10 a.m.

This is Chair Gibson last youth committee meeting; she will be retiring from Pickens County School District on June 30, 2024.


Chair Gibson praised the PYC organization for assisting adult education and bringing the student success to this group of youth.

Congratulations and thank you to Susan and her upcoming retirement ...


VI. Adjourn

Chair Gibson thanked everyone for attending and adjourned the meeting at 10:25 a.m.

PY'23 UPDATE REPORT

Service Provider Information			
Date:		10-1-24	
Service Provider:		 Palmetto Youth Connections	
Prepared By:		Karen Craven	
Program Description:		Out of School Youth (17-24)	
Number of Participants to be Served:		120 (carryover and new enrollment)	
PY'23 Performance			
Carryover: (Example: 94)		11	
New Enrollments:		July 2023: 0 August 2023: 22 September 2023: 15 October 2023: 10 November 2023: 9 December 2023: 1 January 2024: 13 February 2024: 20 March 2024: 11 April 2024: 8 May 2024: 0 June 2024: 0 Total Enrolled: 109	
Dates Covered for New Enrollments:		July 1, 2023– June 30, 2024	
Total Active Enrollment PY23:		81	
Total in WEX PY 23:		25	
Current Total in Follow up PY 23:		39	
Total Entered Employment/Education/Military (PY 23 Goal Q2: 83.5%; PY 23 Goal Q4: 82%)		3rd Q Performance: Q2: 87.20% Q4:91.5%	
Credential Rate (PY 23 Goal 76.9%) Median Earnings (PY 23 Goal \$2900)		3rd Q Performance: 62.10% 3rd Q Performance: \$3557	
In Program Measurable Skills Gain (PY 23 Goal: 60.6%)		3rd Q Performance: 51.4%	
Total number enrolled per county (active and follow-up)	ANDERSON 40	OCONEE 40	PICKENS 40

PY'24 UPDATE REPORT

Service Provider Information			
Date:		1-21-25	
Service Provider:		 Palmetto Youth Connections	
Prepared By:		Karen Craven	
Program Description:		Out of School Youth (17-24)	
Number of Participants to be Served:		100 (carryover and new enrollment)	
PY'24 Performance			
Carryover: (Example: 94)		29	
New Enrollments:		July 2024: 0 August 2024: 12 September 2024: 13 October 2024: 7 November 2024: 7 December 2024: 7 Total Enrolled: 46	
Dates Covered for New Enrollments:		July 1, 2024– December 31, 2024	
Total Active Enrollment PY24:		74	
Total in WEX PY 24:		4	
Current Total in Follow up PY 24:		74	
Total Entered Employment/Education/Military (PY 24 Goal Q2: 83.5%; PY 24 Goal Q4: 82%)		1st Q Performance: Q2: 88.70% Q4: 89.7%	
Credential Rate (PY 24 Goal 70%)		1st Q Performance: 61.2%	
Median Earnings (PY 24 Goal \$3455)		1st Q Performance: \$3340	
In Program Measurable Skills Gain (PY 24 Goal: 60%)		1st Q Performance: 62.4%	
Total number enrolled per county (active and follow-up)	ANDERSON 46	OCONEE 49	PICKENS 53

Data Through:
12/31/2024

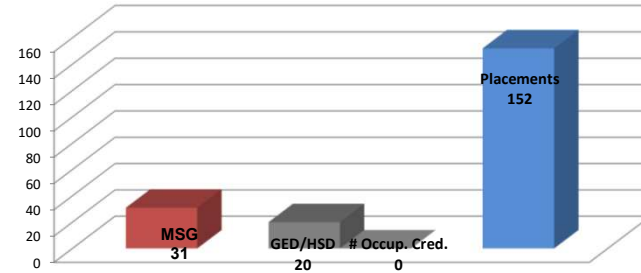
Demographics at Registration

	Anderson	Oconee	Pickens	Total	
Male	6	7	8	21	46%
Female	9	7	9	25	54%
Younger Youth (18 & Under)	6	10	10	26	57%
Older Youth (Over 18)	9	4	7	20	43%
Basic Skills Deficient	15	14	17	46	100%
Unemployed	8	8	11	27	59%

Caseload Breakdown

	Anderson	Oconee	Pickens	Total
Baker	0	49	0	49
Active	0	22	0	22
Follow-Up	0	27	0	27
Cobb	0	0	53	53
Active	0	0	24	24
Follow-Up	0	0	29	29
Wengard	46	0	0	46
Active	28	0	0	28
Follow-Up	18	0	0	18
Active	28	22	24	74
Follow-Up	18	27	29	74
Total	46	49	53	148

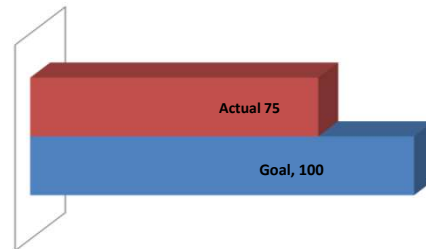
YTD Outcomes



20GED/ 0 HSD /9 EFL Gains/2 Trn.Mile/SkillPro 20 0 148Employment/4Post Secondary

PY24 Enrollments

	Goal	Actual
Carryover	33	29
1st Quarter (Jul-Aug-Sep)	15	25
2nd Quarter (Oct-Nov-Dec)	24	21
3rd Quarter (Jan-Feb-Mar)	24	
4th Quarter (Apr-May-Jun)	4	
Total	100	75



WIOA Reported WorkLink Youth Performance

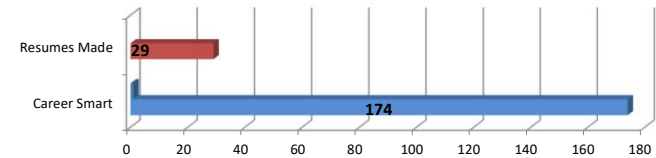
WIOA 1st Q (Rolling 4 Q) Performance	Pass	Fail	
	Pass	Fail	
Overall Program Score	100.70%		
	Goal	% of Goal	Actual
EMPI/EDU/TRAINING Q2:	83.50%	106.20%	88.70%
EMPI/EDU/Training Q4:	82.00%	109.40%	89.70%
Credential Rate:	70.00%	87.40%	61.20%
Med Earnings	\$3,455	96.70%	\$3,340
MSG	60.00%	104.00%	62.40%

*meeting performance=50%+ of goal

Work Ready Certificate PY24

5 Platinum	0
4 Gold	1
3 Silver	4
2 Bronze	1
Total	6

WorkReady Services






ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

YOUTH INVOICE

Worklink Development Board	Contract Number:	23Y495E2
1376 Tiger Blvd.	Invoice Number:	1058-13
Clemson, SC 29631	Invoice Month:	June 2024 Final
Attn: Jennifer Kelly	Period Covered:	July 1, 2023 - June 30, 2024
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 3,636
Eckerd Goal:		JUNE FINAL
		100.0%
		100.0%

Line Item	Budget MOD 3	1058-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total	\$ 213,445	\$ 237.94	\$ 212,799.81	\$ 645.64	99.7%	
Fringe Benefit Total	51xx \$ 55,848	\$ 2,250	\$ 58,185.87	\$ (2,337.92)	104.2%	
TOTAL STAFF COSTS	\$ 269,293	\$ 2,487.76	\$ 270,985.68	\$ (1,692.28)	100.6%	
Operating Costs:						
Other Rental Fees	6195 \$ 7,200	-	\$ 7,200.00	\$ -	100.0%	
Communications (Phone, Fax, Internet, etc)	6270 \$ 4,013	987.12	\$ 4,138.39	\$ (125.20)	103.1%	
Network (internet)	6265 \$ 1,200	-	\$ 1,154.88	\$ 45.12	96.2%	
Postage	6005 \$ 1,027	-	\$ 917.45	\$ 109.05	89.4%	
Staff Travel	6105 \$ 4,000	46.90	\$ 3,098.91	\$ 901.09	77.5%	
Other Travel	6115/6120 \$ -	-	\$ -	\$ -	0.0%	
Staff Background Checks	5100 \$ 285	-	\$ 45.00	\$ 240.49	15.8%	
Staff Training	5110 \$ -	-	\$ -	\$ -	0.0%	
Office/Desktop Supplies and Materials	6000 \$ -	-	\$ -	\$ -	0.0%	
Copying	6730 \$ 1,000	-	\$ 624.67	\$ 375.33	62.5%	
Software Licenses	6095 \$ 4,295	-	\$ 3,882.79	\$ 412.40	90.4%	
Participant Verifications	6516 \$ 2,250	287.70	\$ 1,906.35	\$ 343.65	84.7%	
Participant Outreach	6735 \$ -	-	\$ -	\$ -	0.0%	
TOTAL OPERATING COSTS	\$ 25,270	\$ 1,321.72	\$ 22,968.44	\$ 2,301.93	90.9%	
Training Costs:						
Work Experience Stipends	6507 \$ 39,454	1,134.00	\$ 34,513.92	\$ 4,940.47	87.5%	
Tuition Cost (Adult Education)	6520 \$ 13,200	-	\$ 12,544.00	\$ 656.00	95.0%	
Participant Graduation Fees	6595 \$ 1,045	-	\$ 770.00	\$ 275.00	73.7%	
Credential Exam Fees	6525 \$ 12,500	-	\$ 11,009.00	\$ 1,491.00	88.1%	
Individual Training Accounts	6530 \$ -	-	\$ -	\$ -	0.0%	
Instructional Supplies (Books)	6590 \$ -	-	\$ -	\$ -	0.0%	
TOTAL TRAINING COSTS	\$ 66,199	\$ 1,134.00	\$ 58,836.92	\$ 7,362.47	88.9%	
Supportive Services Costs :						
Child Care	6660 \$ -	-	\$ -	\$ -	0.0%	
Transportation	6485 \$ 29,160	-	\$ 29,140.00	\$ 19.52	99.9%	
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	\$ 29,160	\$ -	\$ 29,140.00	\$ 19.52	99.9%	
Training/Professional Fees/Profit:						
General Liability Insurance	6305 \$ 5,221	(1,606.96)	\$ 3,239.90	\$ 1,981.03	62.1%	
TOTAL FEES / PROFIT COSTS	\$ 5,221	\$ (1,606.96)	\$ 3,239.90	\$ 1,981.03	62.1%	
4.1 INDIRECT COST:	13.60%	\$ 39,934	\$ 300	\$ 39,543.91	\$ 389.73	99.0%
Contract Total	\$ 435,077	\$ 3,636.06	\$ 424,714.85	\$ 10,362.39	97.6%	
Work Experience:		JUNFIN	Cumulative	YTD% Spent		
	Staff WEX Salaries:	7,275.36	84,567.06	19.44%		
	Staff WEX Fringe:	3,813.88	26,533.99	6.10%		
	Stipends:	5,886.00	34,513.92	7.93%		
	TOTAL	16,975.24	145,614.97	33.47%		
	Percentage Spent:	3.90%	33.47%			

		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%		

**Youth Service Provider
Enrollment Status
July 1, 2024 - June 30, 2025**

ENROLLMENT REPORT PY 24		PYC				
*Special notes:						
Board Goal		100				
Month	NEW WIOA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active/Confirmed Carryover 10.15.24</i>		29				
July	0	29	0	#DIV/0!	0%	29%
August	12	41	3	400%	17%	41%
September	13	54	12	108%	35%	54%
October	7	61	12	58%	45%	61%
November	7	68	12	58%	55%	68%
December	7	75	0	#DIV/0!	65%	75%
January		75	8	0%	65%	75%
February		75	8	0%	65%	75%
March		75	10	0%	65%	75%
April		75	6	0%	65%	75%
May		75	0	#DIV/0!	65%	75%
June		75	0	#DIV/0!	65%	75%
Totals	46	75	71			
Notes:						
<u>Board Goal = 100</u>						
29 Carryover + 46 New Total Enrollments as of 12/31/24 = Remaining Slots = 25						

Program year 2023 - 4th Quarter Adult/DW/Youth Performance Summary (Quick Reference)
Rolling-4

WorkLink					Pee Dee				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	105.3%	101.6%	104.9%	103.9%	Employment Rate Q2	106.8%	114.3%	105.2%	108.8%
Employment Rate Q4	107.7%	107.9%	110.7%	108.8%	Employment Rate Q4	105.5%	114.9%	101.2%	107.2%
Median Earnings	151.1%	147.0%	124.3%	140.8%	Median Earnings	136.2%	148.6%	213.5%	166.1%
Credential Rate	117.6%	138.5%	73.9%	110.0%	Credential Rate	108.5%	108.8%	96.5%	104.6%
Measurable Skill Gains	135.0%	156.3%	124.8%	138.7%	Measurable Skill Gains	119.8%	125.7%	163.2%	136.2%
	123.3%	130.3%	107.7%			115.4%	122.5%	135.9%	
Upper Savannah					Lower Savannah				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	97.7%	105.7%	83.2%	95.5%	Employment Rate Q2	112.4%	123.3%	108.2%	114.6%
Employment Rate Q4	104.6%	102.2%	84.3%	97.0%	Employment Rate Q4	111.7%	117.4%	112.5%	113.9%
Median Earnings	123.6%	104.9%	130.9%	119.8%	Median Earnings	159.2%	178.9%	138.3%	158.8%
Credential Rate	74.6%	100.6%	63.1%	79.5%	Credential Rate	134.5%	117.2%	109.5%	120.4%
Measurable Skill Gains	144.9%	149.8%	150.0%	148.3%	Measurable Skill Gains	152.9%	173.3%	144.8%	157.0%
	109.1%	112.7%	102.3%			134.1%	142.0%	122.7%	
Upstate					Catawba				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	94.2%	99.9%	98.5%	97.5%	Employment Rate Q2	94.2%	95.2%	95.1%	94.8%
Employment Rate Q4	104.2%	102.3%	105.6%	104.0%	Employment Rate Q4	101.2%	107.9%	105.0%	104.7%
Median Earnings	138.6%	137.7%	138.6%	138.3%	Median Earnings	121.4%	118.9%	181.0%	140.4%
Credential Rate	111.7%	124.0%	103.3%	113.0%	Credential Rate	99.0%	86.0%	92.6%	92.5%
Measurable Skill Gains	141.7%	151.5%	165.9%	153.0%	Measurable Skill Gains	131.8%	112.2%	151.9%	132.0%
	118.1%	123.0%	122.4%			109.5%	104.0%	125.1%	
Greenville					Santee-Lynches				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	108.7%	110.7%	122.5%	114.0%	Employment Rate Q2	102.6%	114.0%	110.1%	108.9%
Employment Rate Q4	103.2%	118.0%	120.0%	113.7%	Employment Rate Q4	89.8%	93.9%	110.2%	98.0%
Median Earnings	123.0%	101.9%	120.8%	115.2%	Median Earnings	137.7%	98.6%	126.1%	120.8%
Credential Rate	126.9%	125.5%	46.9%	99.8%	Credential Rate	113.3%	132.5%	112.3%	119.3%
Measurable Skill Gains	137.8%	157.3%	141.7%	145.6%	Measurable Skill Gains	130.5%	179.2%	142.2%	150.7%
	119.9%	122.7%	110.4%			114.8%	123.6%	120.2%	
Midlands					Waccamaw				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	102.6%	105.7%	91.0%	99.8%	Employment Rate Q2	103.2%	118.3%	108.8%	110.1%
Employment Rate Q4	96.8%	102.4%	101.4%	100.2%	Employment Rate Q4	108.7%	102.6%	115.4%	108.9%
Median Earnings	129.2%	105.7%	141.6%	125.5%	Median Earnings	134.7%	67.7%	132.2%	111.5%
Credential Rate	118.9%	117.5%	102.6%	113.0%	Credential Rate	105.3%	130.1%	98.8%	111.4%
Measurable Skill Gains	107.8%	108.8%	119.5%	112.0%	Measurable Skill Gains	123.2%	185.2%	146.4%	151.6%
	111.1%	108.0%	111.2%			115.0%	120.8%	120.3%	
Trident					Lowcountry				
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	115.5%	96.4%	109.3%	107.0%	Employment Rate Q2	102.5%	98.1%	117.8%	106.1%
Employment Rate Q4	114.4%	115.2%	107.0%	112.2%	Employment Rate Q4	103.1%	110.9%	111.7%	108.6%
Median Earnings	139.4%	159.6%	200.3%	166.5%	Median Earnings	129.3%	122.5%	124.6%	125.5%
Credential Rate	120.4%	60.9%	80.5%	87.3%	Credential Rate	109.9%	130.4%	126.3%	122.2%
Measurable Skill Gains	103.3%	122.6%	69.3%	98.4%	Measurable Skill Gains	142.0%	125.8%	114.1%	127.3%
	118.6%	111.0%	113.3%			117.4%	117.5%	118.9%	

The assessment reflects performance across programs and negotiated indicators. To pass performance a Local Workforce Development Area (LWDA) must:									
	<ul style="list-style-type: none"> • Have an Overall Program Score (across all indicators) of at least 90% • Have an Overall Indicator Score (across Adult, Dislocated Worker and Youth programs) of at least 90% • Have an individual indicator percentage of at least 50% 								
Color Coding	Pass								
	Fail								

Program year 2024 - 1st Quarter Adult/DW/Youth Performance Summary (Quick Reference)
Rolling-4

WorkLink					Pee Dee						
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score		
Employment Rate Q2	106.1%	105.1%	106.2%	105.8%	Employment Rate Q2	104.9%	114.6%	106.8%	108.8%		
Employment Rate Q4	106.5%	105.1%	109.4%	107.0%	Employment Rate Q4	98.9%	116.6%	98.8%	104.8%		
Median Earnings	113.0%	118.9%	96.7%	109.5%	Median Earnings	114.7%	118.6%	144.8%	126.1%		
Credential Rate	114.5%	112.5%	87.4%	104.8%	Credential Rate	104.7%	119.6%	106.9%	110.4%		
Measurable Skill Gains	94.7%	129.6%	104.0%	109.4%	Measurable Skill Gains	102.8%	114.4%	147.2%	121.5%		
	107.0%	114.2%	100.7%			105.2%	116.8%	120.9%			
Upper Savannah					Lower Savannah						
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score		
Employment Rate Q2	95.5%	98.4%	86.3%	93.4%	Employment Rate Q2	106.6%	118.2%	102.0%	108.9%		
Employment Rate Q4	90.9%	99.5%	88.9%	93.1%	Employment Rate Q4	105.7%	109.5%	105.0%	106.7%		
Median Earnings	100.4%	96.5%	123.7%	106.8%	Median Earnings	122.7%	139.8%	111.0%	124.5%		
Credential Rate	80.0%	81.4%	63.2%	74.9%	Credential Rate	135.0%	114.4%	107.0%	118.8%		
Measurable Skill Gains	118.1%	147.7%	106.5%	124.1%	Measurable Skill Gains	119.3%	133.5%	131.9%	128.3%		
	97.0%	104.7%	93.7%			117.9%	123.1%	111.4%			
Upstate					Catawba						
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score		
Employment Rate Q2	96.2%	101.3%	104.4%	100.7%	Employment Rate Q2	92.8%	88.3%	100.6%	93.9%		
Employment Rate Q4	96.0%	98.8%	106.1%	100.3%	Employment Rate Q4	95.9%	102.4%	106.4%	101.6%		
Median Earnings	110.1%	133.6%	110.6%	118.1%	Median Earnings	93.3%	106.6%	116.3%	105.4%		
Credential Rate	96.6%	123.2%	108.6%	109.5%	Credential Rate	109.5%	93.3%	86.4%	96.4%		
Measurable Skill Gains	124.0%	113.7%	131.7%	123.1%	Measurable Skill Gains	110.3%	100.1%	106.8%	105.7%		
	104.6%	114.1%	112.3%			100.4%	98.2%	103.3%			
Greenville					Santee-Lynches						
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score		
Employment Rate Q2	105.1%	111.7%	123.7%	113.5%	Employment Rate Q2	104.9%	109.5%	104.3%	106.2%		
Employment Rate Q4	99.4%	111.7%	122.4%	111.2%	Employment Rate Q4	97.5%	98.3%	98.7%	98.2%		
Median Earnings	109.2%	108.4%	90.8%	102.8%	Median Earnings	107.0%	106.4%	141.0%	118.1%		
Credential Rate	117.9%	107.0%	69.8%	98.2%	Credential Rate	112.9%	125.0%	114.0%	117.3%		
Measurable Skill Gains	110.0%	123.0%	105.4%	112.8%	Measurable Skill Gains	105.4%	113.2%	126.8%	115.1%		
	108.3%	112.4%	102.4%			105.5%	110.5%	117.0%			
Midlands					Waccamaw						
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score		
Employment Rate Q2	104.1%	118.0%	100.5%	107.5%	Employment Rate Q2	104.0%	119.0%	103.5%	108.8%		
Employment Rate Q4	98.1%	102.8%	100.0%	100.3%	Employment Rate Q4	102.7%	117.6%	113.5%	111.3%		
Median Earnings	109.7%	97.2%	106.7%	104.5%	Median Earnings	112.8%	76.5%	128.7%	106.0%		
Credential Rate	98.1%	121.6%	118.7%	112.8%	Credential Rate	102.8%	99.1%	98.1%	100.0%		
Measurable Skill Gains	92.8%	89.5%	107.6%	96.6%	Measurable Skill Gains	108.2%	127.5%	118.4%	118.0%		
	100.5%	105.8%	106.7%			106.1%	108.0%	112.4%			
Trident					Lowcountry						
Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score	Indicator/Program	Title I Adult % of Goal	Title I DW % of Goal	Title I Youth % of Goal	Overall Indicator Score		
Employment Rate Q2	103.4%	108.1%	102.0%	104.5%	Employment Rate Q2	96.7%	85.5%	129.2%	103.8%		
Employment Rate Q4	105.9%	104.6%	104.5%	105.0%	Employment Rate Q4	95.7%	99.3%	101.7%	98.9%		
Median Earnings	115.3%	142.0%	139.6%	132.3%	Median Earnings	100.6%	82.0%	102.5%	95.0%		
Credential Rate	115.6%	67.5%	92.5%	91.8%	Credential Rate	110.1%	0.0%	123.4%	77.8%		
Measurable Skill Gains	108.7%	122.7%	83.1%	104.8%	Measurable Skill Gains	117.9%	113.0%	86.7%	105.9%		
	109.8%	109.0%	104.3%			104.2%	76.0%	108.7%			
<p>The assessment reflects performance across programs and negotiated indicators. To pass performance a Local Workforce Development Area (LWDA) must:</p> <ul style="list-style-type: none"> • Have an Overall Program Score (across all indicators) of at least 90% • Have an Overall Indicator Score (across Adult, Dislocated Worker and Youth programs) of at least 90% • Have an individual indicator percentage of at least 50% 											
Color Coding	<table border="1"> <tr> <td align="center">Pass</td> </tr> <tr> <td align="center">Fail</td> </tr> </table>				Pass	Fail					
Pass											
Fail											

Palmetto Youth Connections PY 23 7/1/23-6/30/24					
Work-Readiness Basic/Soft Skills					
Basic/Soft Skills Score:	1	2	3	4	NR
ATTENDANCE	6	7	4	4	
PUNCTUALITY	5	4	8	4	
WORKPLACE APPEARANCE		2	11	8	
INITIATIVE	3	4	10	4	
QUALITY OF WORK	1	4	10	6	
COMMUNICATION SKILLS	1	8	8	4	
RESPONSE TO SUPERVISOR	1	2	14	4	
TEAMWORK		1	13	7	
PROBLEM SOLVING/CRITICAL THINKING	2	6	8	5	
WORKPLACE CULTURE POLICY AND SAFETY	1		14	6	
WOULD YOU HIRE THIS PERSON? YES 07					
WOULD YOU HIRE THIS PERSON? NO 14					
NO RESPONSE (NR)					
Mandate Work Base-Learning 20% Expenditure	PY 23 Goal Met = 27.51				
Data Collected from WorkLink Work Readiness					
Tool for WIOA Work Experience Training Opportunity					
Completed by 07 Employers for 21 participants.					
Satisfactory Work Performance = Score of 3.0					

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.



Appalachian COG Response

WIOA Monitoring Review

PY 2023

WIOA Programs

South Carolina Department of
Employment and Workforce

ACOG RESPONSE

WIOA Monitoring Report

INDEX

Executive Summary 2

Financial Monitoring Review 3

 Current Year Issue 3

Programmatic Monitoring Review 4

 Current Year Issue 4

 1. Local Workforce Development Board required members not in compliance 4

 Follow-Up of Prior Year Recommendations 5

EO Monitoring Review..... 7

 Current Year Issues..... 7

 Opportunities for Improvement 8

 1. Staff lacked knowledge regarding EO procedures and related documents..... 8

 2. EO coordinator should be able to bridge demographic data and analysis 9

Executive Summary

Purpose & Scope

South Carolina Department of Employment and Workforce (DEW) staff performed a WIOA monitoring engagement of the grant recipient, ACOG, on April 30, 2024 through May 6, 2024 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
Valerie McMellan, EO Officer
Amy Proveaux, EO Coordinator

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

Programmatic Monitoring

Current Year Issue:

- Local Workforce Development Board required members not in compliance

EO Monitoring

Current Year Issue:

- None noted

Current Year Observation:

- Staff lacked knowledge regarding EO procedures and related documents
- EO coordinator should be able to bridge demographic data and analysis

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, 2023 through February 29, 2024.

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'23 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 twelve (12) participant files including corresponding SCWOS information.

Current Year Issue

1. Local Workforce Development Board required members not in compliance

ACOG had an insufficient number of local board members to fulfill the business and workforce representative category requirements. Per discussion and after review, ACOG has the following composition for the business and local workforce representative categories:

- Eleven (11) individuals classified in the business category making up 50% of the local board roster.
- Four (4) individuals meeting the criteria for the workforce representative category encompassing 18.18% of the board roster.

Per 20 CFR 679.320 (b), “A majority of the members of the Local WDB must be representatives of business in the local area.”

Per 20 CFR 679.320 (c), “At least 20 percent of the members of the Local WDB must be workforce representatives.”

Required Action: ACOG is required to ensure the local board is in compliance with applicable regulations for required members. ACOG must provide a CAP outlining steps taken to ensure compliance with federal regulations.

WorkLink staff have been working with each County to fill vacancies over the past few months. We are very happy to report that all Board seats have been filled at this time and appreciate the support of each of the Counties in identifying Board members. Please see the attached updated Board member chart.

Now appointed:

- Thirteen (13) ~~Eleven (11)~~ individuals classified in the business category making up 56.5% ~~50%~~ of the local board roster.
- Five (5) ~~Four (4)~~ individuals meeting the criteria for the workforce representative category encompassing 21.7% of the board roster.

The current process used to fill Board seats is to notify the local County representative on the Board. They in turn begin to work to identify potential Board seat candidates with assistance from WorkLink staff. Either the County representative or the Board staff present the recommendation to the county council for approval and appointment.

Please note that during the week of monitoring, we had a meeting scheduled to appoint Board members and to discuss potential candidates with County Council representatives. The labor representative was a challenge to identify, and delayed compliance with this requirement past the time of monitoring.

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 2022 CAP			2023 Monitoring
Number	Prior Year Recommendations	Implementation Status	Recommendations noted in current testing
1	Issue - Noncompliance with required documentation of referral outcomes in SCWOS	Completed	No exceptions were noted.
2	Issue - Noncompliance with Adult, Dislocated Worker, and Youth Statements of Work	Completed	No exceptions were noted.

EO Monitoring Review

WIOA Programs

Purpose and Scope

The purpose of the EO monitoring review is to determine compliance with equal opportunity and nondiscrimination requirements and to review significant differences or disparities identified during the desk review. The scope of the review included the following areas:

- Statistical analysis of records and data;
- Compliance with its administrative obligations under WIOA section 188 and 29 CFR 38;
- Compliance with responsibilities it has been assigned through the NDP;
- Programs and activities to determine whether discrimination is occurring;
- Staff composition;
- Staff interviews;
- Staff awareness of nondiscrimination and EO laws;
- Complaint files (if appropriate);
- Participant files;
- Maintenance of EO policies and complaint files; and,
- Agreements with local organizations to provide needed services to persons with special needs.

The EO monitoring of PY'23 WIOA activities was accomplished through documentation review, data testing, and interviews with WIOA staff. ACOG and sub-recipient staff were interviewed during the course of the monitoring visit.

Current Year Issues

None Noted

Opportunities for Improvement

The following observations are not issues, but rather opportunities for improvement. Therefore, we recommend ACOG review these comments for future improvement.

1. Staff lacked knowledge regarding EO procedures and related documents

When we inquired about specific processes and procedures, the answers we received for EO related topics were inconsistent with United States Department of Labor (USDOL) regulations and the state's Non-Discrimination Plan. Specifically, we noted the following concerns:

1. Uncertainty as to who the designated EO coordinator is;
2. Lack of knowledge regarding available services/auxiliary aides related to Limited English Proficiency (LEP);

State Instructions 16-10, 16-13, and 16-12 provide information regarding facility and program accessibility and implementation. Additionally, the South Carolina Non-Discrimination Plan (NDP) establishes specific requirements that govern South Carolina's implementation of nondiscrimination regulations. USDOL regulations require qualified interpreter services are available to LEP individuals. The knowledge base between staff members was inconsistent. While some staff were aware of how to access translation services, include specialized translation services for refugee populations, lacked knowledge on how to assist LEP persons after identifying their language.

Recommendation: Local areas, specifically a LWDA's EO coordinator, is tasked with providing training and technical assistance to local staff concerning equal opportunity responsibilities. While training and technical assistance appears to have been provided, staff recollection was inconsistent. **Both training and awareness is essential to continued compliance with nondiscrimination requirements.**

WorkLink is dedicated to training staff and ensuring that EO and nondiscrimination requirements are met. We host annual training on EO and ADA compliance. Our next staff meeting is scheduled for April 2025, during which the WorkLink EO Officer will review the EO information with the team. In the meantime, our SC Works Center Operator will ensure that each staff member has the most current information regarding the designated EO officer. The SC Works Center Operator will also share updated information on what services and auxiliary aids are available in relation to Limited English Proficiency and how to provide those services to appropriate individuals.

2. **EO coordinator should be able to bridge demographic data and analysis**

While the EO coordinator is able to use SCWOS to generate a disparate report that provides necessary demographic data, the reports lacked analysis of whether it reflected a statistically significant data set.

The NDP specifically states, “*each LWDA is responsible for conducting quarterly statistical or other quantifiable analysis to determine whether statistically significant variances appear to exist that would indicate adverse impact on a protected population.*”

Recommendation: Local areas are tasked with, not only producing demographic data, but conducting a quarterly analysis regarding that demographic data. Moving forward, quarterly reports should include an analysis of the data. On July 11, 2024, the EO officer conducted a statewide EO coordinator meeting which included information on how to conduct a statistical analysis review of demographic data.

WorkLink’s EO Monitoring took place from April 30, 2024, to May 6, 2024. We were informed about the quarterly analysis of the demographic data on July 11, 2024 after the monitoring period ended. Upon receipt of guidance, WorkLink submitted the new report using the requested analysis covering the period from July to September 2024. We will continue to utilize the requested methodology until such time that we are instructed otherwise. Please note that WorkLink’s EO Officer submitted the requested report in a timely manner. WorkLink and other areas from across the State have respectfully requested additional training to ensure that we are analyzing and submitting the information accurately. In the meantime, we will continue to review USDOL regulations, South Carolina Non-Discrimination plans, and applicable State Instruction letters to ensure we are compliant with EO regulations.

We recommend ACOG ensure staff has an adequate understanding of USDOL regulations, the South Carolina Non-Discrimination Plan, and applicable State Instructions to ensure consistency and compliance with EO regulations. We welcome any comments from ACOG to provide further clarification surrounding the above noted recommendations.



**WORKFORCE DEVELOPMENT BOARD
CONFLICT OF INTEREST POLICY**

Article IV of the WorkLink Workforce Development Board (WDB) By-laws addresses **Conflict(s) of Interest** for board members, to include any subgroup performing duties on behalf of the WDB, in the following way:

“Pursuant to Section 107(h) of the Act, “A member of the local board, or a member of a standing committee, may not- (1) vote on a matter under consideration by the local board- (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as is specified in the State plan”. Each such conflict of interest shall be declared by the member and so recorded in the official minutes. Any concerns or questions that may arise during meetings regarding conflict of interest may be directed to the Board Chairperson for clarification.”

Should questions or concerns arise outside of the normal meeting schedule, they should be directed, in writing, to the Executive Director.

I, the undersigned, understand and agree to abide by the terms of the WorkLink WDB Conflict of Interest Policy.

Signature: _____ Date: _____