



WORKFORCE DEVELOPMENT BOARD

One Stop Operations Committee

August 20, 2025, at 3:00pm

SC Works Clemson Comprehensive Center, Large Conference Room

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBgdz09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

AGENDA

- I. **Call to Order/Introductions** David Bowers, Chair

- II. **Consent Agenda*** David Bowers
 - a. Meeting Minutes (5.21.2025)
 - b. PY2024 Final Usage Report
 - c. PY2025 Usage Report
 - d. PY2024 Financial Reports
 - e. PY2025 Financial Reports

- III. **SC Works System Updates**
 - a. PY2024 Employer Services Final Report Andie Keef, SC DEW Staff
 - b. PY2025 Employer Services Update
 - c. PY2024 SC Works Center Final Report Billy Hunter, Eckerd WDS
 - d. PY2025 SC Works Center Update
 - e. Center Survey Review
 - f. Rapid Response Jennifer Campbell, WorkLink Staff
 - g. Incumbent Worker Training

- IV. **WIOA Program Updates**
 - a. PY2024 Program Final Report Jeff Snider, Eckerd WDS
 - b. PY2025 Program Update
 - c. Anderson County Impact Award*

- V. **Other Business**
 - a. One Stop Operation Standards* Jennifer Campbell, WorkLink Staff
 - b. High Performing Workforce Development Professional*
 - c. PY2025 OSO Committee Chair*
 - d. PY2025 OSO Committee Vice Chair*

- VI. **Adjourn** David Bowers

**Denotes voting item*

UPCOMING MEETINGS:

WorkLink WDB Meeting, September 10, 2025 @ 1pm

Visitor Center (Lunch at Noon)

OneStop Operations Committee Meeting, October 15, 2025 @ 3pm

Clemson SC Works, Large Conference Room or Conference Call

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
May 21, 2025 at 3:00pm

SC Works Clemson Comprehensive Center, Large Conference Room
With Conference Call Option

Members Present

David Bowers, Chair
Brooke Garren
Hunter Kombe

Brad Blackston
Brian Jones
Ellen Pate

O'Neil Burton
Jim Kilton

Members Absent

Danny Brothers
Alex Vitou

Andie Keef

Wendy Smith

Staff Present

Jennifer Campbell

Windy Graham

Guests Present

Renee Alexander

Billy Hunter

Jeff Snider

Welcome and Introductions

Chair David Bowers officially called the meeting to order at 3:02 p.m., welcoming all attendees and noting that the meeting would be recorded for the purpose of processing minutes.

Consent Agenda

Chair Bowers stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 3.25.25 Meeting Minutes
- PY24 Usage Reports
- PY24 Financial Reports

- PY24 Employer Services Reports

ACTION TAKEN: O'Neil Burton made a motion to accept all consent agenda items as presented, seconded by Jim Kilton. The motion carried unanimously.

SC Works System Updates

Employer Services

Jennifer Campbell, WorkLink staff, provided an update on behalf of Andie Keef regarding upcoming job fairs and hiring events in the WorkLink Region. Since the start of Program Year 2024, 63 job fairs have been conducted, with over 3,000 attendees.

SC Works Center Update

Billy Hunter, Eckerd One Stop Manager, reported that since July 1, 2024, a total of 9,214 clients have visited the SC Works Centers, with 307 individuals attending SC Works Orientation.

Ms. Patty Manley, with ReadySC, has been contracted to facilitate a Resource Mapping project designed to help partner organizations make more informed referrals.

All SC Works offices will be closed for Memorial Day.

On-the-Job Training (OJT)

Mr. Hunter provided an update on the OJT program, noting that four participants had been placed, with three successfully completing their training. Partner companies included Norris Mechanical, Central Textiles, AnMed, and Advanced Prosthetics. He also shared that 79.9% of the OJT budget has been expended.

PY2025 Staff Training & Center Closure Schedule

Mr. Hunter shared the proposed PY2025 SC Works Center schedule for early closures at noon due to staff trainings or other special circumstances.

The proposed dates are August 8, August 29, October 31, November 21, and April 10.

ACTION TAKEN: O'Neil Burton made a motion to accept the adjusted SC Works Center Schedule as presented, seconded by Brooke Garren. The motion carried unanimously.

Rapid Response

Ms. Campbell reported that Eugene Wexler, located in Anderson County, received a \$44,400 Rapid Response Incumbent Worker Training (IWT) grant to support employee training. To date, \$16,000 has been expended, with three trainings completed. The contract is set to end on June 30, but an extension is currently under review.

WIOA Program Updates

PY2024 Program Update

Jeff Snider, Eckerd Program Manager, reported that as of April, there have been 75 new enrollments for Program Year 2024. He also reviewed the financial reports found on pages 14–15 of the packet, highlighting that approximately \$72,015 in outside scholarships have been leveraged through a partnership with Tri-County Technical College.

Mr. Snider shared two success stories:

- **Peyton Clark** completed the Powerline Worker Certification through Tri-County Technical College, earned his Class A Commercial Driver's License, and is now employed full-time with Hype Electric in Anderson.

Training Provider Application

The committee reviewed an application from Essential Healthcare Services LLC to become a training provider. The application was tabled due to lack of performance data.

PY2025 Eckerd Provisional Adult / DW Budget Review (Program and Operator)

Renee Alexander, Eckerd Connects Senior Operations Director – Carolinas, reviewed the provisional Adult / DW budgets for both Program and Operator in detail. She explained that the budget reflects a conservative estimate of available funds and represents a reduction from PY2024.

The budget allows for service to 68 new participants—60 Adults and 8 Dislocated Workers. Including carry-over and follow-up participants, the total number served will be 257 participants across three career coaches.

ACTION TAKEN: O'Neil Burton made a motion to accept the provisional Adult/DW budgets for Program and Operator as presented, seconded by Ellen Pate. The motion carried unanimously.

Strategic Plan Reference

As part of ongoing system alignment, the committee will prioritize Goal #2 initiatives outlined in the Strategic Plan.

Other Business

PY2025 Committee Meeting Dates have been tabled until the October meeting.

The next Board Meeting will be held at the Madren Center on June 4, 2025, at 1:00 PM.

Adjourn

With no further business, the meeting was adjourned at 3:55 PM.

Respectfully submitted by:

Jennifer Campbell

Data through: June 30, 2024

SC WORKS | BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

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PY2024 - July 1, 2024 to June 30, 2025

	Q1 2024	Q1 2024	Q1 2024	Q2 2024	Q2 2024	Q2 2024	Q3 2024	Q3 2024	Q3 2024	Q4 2024	Q4 2024	Q4 2024	
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	2973	6913	6853	4195	5004	2435	9862	8358	8360	8278	3417	11039	34532
Individuals that Registered	184	204	216	245	170	146	223	218	185	178	219	246	2434
Anderson	86	78	105	105	86	79	104	97	77	85	107	119	1128
Clemson	25	27	28	29	16	17	21	22	25	21	26	32	289
Easley	40	52	41	57	42	24	50	53	40	38	36	46	519
Seneca	33	47	42	54	26	36	48	46	43	34	50	49	508
Job Search Services (006 and 06M)	1780	1577	1388	1492	4955	1637	5438	1421	1463	1454	1605	10579	34789
Anderson	917	727	663	697	1749	846	2529	642	640	667	734	1473	12284
Clemson	290	285	239	251	2328	218	1044	268	295	310	295	8624	14447
Easley	277	295	247	296	505	266	882	245	250	246	261	222	3992
Seneca	296	270	239	248	373	307	983	266	278	231	315	260	4066
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1204	923	816	1122	814	834	992	832	860	817	870	1107	11191
Anderson	444	265	296	352	265	297	317	260	226	259	317	444	3742
Clemson	404	325	280	397	317	293	356	331	344	330	331	389	4097
Easley	62	68	53	60	40	48	49	40	60	36	20	50	586
Seneca	294	265	187	313	192	196	270	201	230	192	202	224	2766
Orientation Attendance	30	45	17	44	23	19	45	39	20	25	27	43	377
Workshops Offered	10	12	12	12	12	10	10	11	10	11	13	11	134
# Attended Employability	0	4	0	0	2	0	2	2	4	0	0	0	14
# Attended Financial Literacy	0	0	0	0	1	0	0	0	0	3	0	0	4
# Attended Computer Skills	0	0	0	0	0	0	0	0	0	0	0	0	0
# Expungement										0	58	0	
Referrals to Partners:	55	58	37	64	50	40	61	62		57	45	75	604
# of Individuals Received Referral	49	51	34	53	45	34	58	52		51	36	56	519

Data through: June 2025
Last Revision Date:08/20/25

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PY2023 - July 1, 2024 to July 30, 2025

	Q1 20234	Q1 2024	Q1 20243	Q2 2024	Q2 2024	Q2 2024	Q3 2024	Q3 2024	Q3 2024	Q4 2024	Q4 2024	Q4 2024	
Employer Services	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Internal Job Orders Created	196	166	109	156	134	104	135	129	131	88	146	80	1574
Anderson	59	54	38	58	48	41	54	42	43	37	75	48	597
Clemson	26	24	9	13	7	30	10	19	20	22	11	16	207
Easley	6	8	3	6	5	3	9	3	5	5	28	7	88
Seneca	105	80	59	79	74	30	62	65	63	24	32	9	682
Services Provided Employers	1197	1497	1655	2192	1781	830	417	1398	1570	4869	807	1345	19558
Anderson	230	226	363	848	416	282	260	218	288	283	311	246	3971
Clemson	831	1101	1163	1195	1272	494	70	1106	1184	4519	462	1069	14466
Easley	24	75	61	48	6	17	17	4	17	38	13	15	335
Seneca	112	95	68	101	87	37	70	70	81	29	21	15	786
Hiring Events	5	7	9	8	4	3	6	7	6	8	6	8	77
Total Job Seekers	324	332	816	269	167	92	353	270	282	421	311	527	4164
Anderson	300	156	296	182	163	92	261	101	129	345	191	133	2349
Oconee	16	7	187	17	4	0	11	3	39	7	23	264	578
Pickens	8	169	333	70	0	0	20	166	114	28	4	42	954
Regional / Virtual	0	0	0	0	0	0	61	0	0	0	93	88	242
Entered Employments	16	0	10	12	0	0	1	12	1	1	5	1	59
Anderson	15	0	10	8	0	0	0	10	0	0	4	1	48
Clemson	1	0	0	4	0	0	1	2	1	1	1	0	11
Easley	0	0	0	0	0	0	0	0	0	0	0	0	0
Seneca	0	0	0	0	0	0	0	0	0	0	0	0	0
Rapid Response Events													0
Total Affected													0
													0

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PY2023 - July 1, 2024 to July 30, 2025

WIOA Individualized Career Services = July 1, 2024 - July 30, 2025

Job Seeker at WIOA Enrollment						
	A	O	P	Other	Total	
Veterans						
CO	2	3	2	1	8	
New	0	0	0	0	0	
Offenders						
CO	28	2	7	0	37	
New	0	0	0	0	0	
TAA Co-enrolled						
CO	0	0	0	0	0	
New	0	0	0	0	0	
Adult/DW Low Income						
CO	30	12	31	0	73	
New	0	0	3	0	3	
SNAP Recipient						
CO	13	7	14	0	34	
New	0	0	2	0	2	
Basic Skills Deficient						
CO	45	14	34	2	95	
New	0	0	2	0	2	

Caseload Breakdown			
	Active	Follow-up	Total
Goldsmith	16	17	33
Hill	23	40	63
Sexton	43	32	75
Total	82	89	171

Active Enrollment			
	CO	April	Total
Goldsmith	16	0	16
Hill	23	0	23
Sexton	40	3	43
Total	79	3	82

Applications		
	June	YTD Total
YTD Total Determinations	17	116
Enrollment		
	June	TD Planned (+/-)
New MTD Enrolled	3	3
New YTD Enrolled	87	60
Total YTD Participants	167	
Total YTD Exits	89	
Priorities*	YTD Enrolled	%
1. Veterans - PAR, LI, or BSD**	110	75.3%
2. PAR, LI, or BSD		
3. Veteran	36	24.7%
4. Non-Veterans		
Sum	146	
*Applies to Adult Population Only		
**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient		

Career Interest		
In-Demand Career Cluster	June	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	0	3
Health Care and Social Assistance	3	29
Manufacturing	0	9
Professional Scientific Technical Services	0	8
Construction	0	4
CDL Exception	0	17
Other	0	5

One-on-One Services (WIOA)		
(214 Activity Codes reflect students in the seat regardless of start/end date; all others are services provided in that month)*		
Activity	June	YTD
106 - Provided Internet Job Search	5	82
107 - Provision of Labor Market In	5	78
115 - Resume Preparation Assista	3	17
132- Workshop	5	62
142 - Soft Skills Instruction	5	66
202 - Career Guidance/Planning	36	437
214 - Adult Literacy or Basic Skills	0	2

WorkKeys or WIN			
	CO	New MTD	Total
Platinum	26	0	26
Gold	77	0	77
Silver	352	0	352
Bronze	190	0	190
No Certificate	98	0	98
Total	743	0	743

Data through: June 2025
Last Revision Date: 08/20/2025

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PY2023 - July 1, 2024 to July 30, 2025

WIOA Training and Follow-Up Services = July 1, 2024 - July 30, 2025

Recommended for Training Services

	June	
GED	0	
Occupational	0	
On-the-Job Training	0	4

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
Advanced Prosthetics of Easley	Pickens	1		
AnMed Main Campus	Anderson	1		
Central Textiles Inc.	Pickens		1	
Norris Mechanical LLC	Anderson	1		

Total Current Contracts	0
Total Carryover	1
Total All OJT Contracts	4

*Carryover equals those contracts started in PY23 but finished in PY24

Funding Source

	June	YTD Total
Adult	0	4
Dislocated Workers	0	0

Program Outcomes and Follow-Up Services

	June	YTD Total
Entered Employment	1	46
Credential Attained (current year)	3	133
Measurable Skills Gained	10	151
Follow-Up Services Provided	23	355
Follow-Up Services Individuals	23	168

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

Occupational Training by Provider

Training Provider	Currently In Training	PY24 Rec'd Training
Arclabs Welding School	0	0
Capstone Career Development Center	1	7
CDL Training Service (Ace Driving Academy)	0	3
Coding Clarified LLC	0	1
Commercial Driving Academy	0	0
Norris Mechanical, LLC	3	21
PSI Project Management	0	1
Tri-County Technical College	23	60
Truck Driver Institute	0	0
Village Career Center, LLC.	3	6

Total **30** **99**

Total Occupational Training by Cluster

Occupation	Total Trained	PY24 Rec'd Credential
GED/Occupational Training (324)		
Admin, Support, Waste Mgmt., Remediation Svcs.		
CDL		
Construction		
Health Care and Social Assistance		
Manufacturing		
Professional, Scientific, Technical Services		

Funding Source PY24 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD
Adult	146	TCTC Scholarships \$	76,810
Dislocated Workers	14	SC Lottery \$	-
DWG	1	Pell Grant \$	-
Trade (co-enrolled)	0	Other \$	-
Total	161		76,810

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

Data through: July 2025
Last Revision Date: 08/18/2025

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*Workshops are offered Virtually

PY2025 - July 1, 2025 to July 30, 2026

	Q1 2025	Q1 2025	Q1 2025	Q2 2025	Q2 2024	Q2 2025	Q3 2025	Q3 2025	Q3 2025	Q4 2025	Q4 2025	Q4 2025	
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
Jobseekers Services													
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	7511												7511
Individuals that Registered	278												278
Anderson	147												147
Clemson	22												22
Easley	53												53
Seneca	56												56
Job Search Services (006 and 06M)	62629												62629
Anderson	32046												32046
Clemson	6983												6983
Easley	10554												10554
Seneca	13046												13046
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	1294												1294
Anderson	603												603
Clemson	395												395
Easley	62												62
Seneca	234												234
Orientation Attendance	40												40
Workshops Offered	11												11
# Attended Employability													
# Attended Financial Literacy	3												3
# Attended Computer Skills													
Referrals to Partners:	103												103
# of Individuals Received Referral	76												76

Data through: July 2025
Last Revision Date: 08/10/2025

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AND JOB SEEKERS TOGETHER

PY2025 - July 1, 2025 to July 30, 2026

	Q1 2025	Q1 2025	Q1 2025	Q2 2025	Q2 2025	Q2 2025	Q3 2025	Q3 2025	Q3 2025	Q4 2025	Q4 2025	Q4 2025	
	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total
Employer Services													
Internal Job Orders Created	102												102
Anderson	57												57
Clemson	14												14
Easley	7												7
Seneca	24												24
													0
Services Provided Employers	1091												1091
Anderson	232												232
Clemson	822												822
Easley	11												11
Seneca	26												26
													0
Hiring Events	6												6
Total Job Seekers	291												291
Anderson	169												169
Oconee	10												10
Pickens	79												79
Regional/ Virtual	33												33
													0
Entered Employments	14												14
Anderson	11												11
Clemson	0												0
Easley	3												3
Seneca	0												0
													0
Rapid Response Events	0												0
Total Affected	0												0
													0

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PY20243 - July 1, 2025 to July 30, 2026

WIOA Individualized Career Services = July 1, 2024 - July 30, 2025

Job Seeker at WIOA Enrollment						
	A	O	P	Other	Total	
Veterans						
CO	0	0	2	1	3	
New	0	0	1	0	1	
Offenders						
CO	7	1	2	0	10	
New	1	0	0	0	1	
TAA Co-enrolled						
CO	0	0	0	0	0	
New	0	0	0	0	0	
Adult/DW Low Income						
CO	9	6	16	0	31	
New	0	0	1	0	1	
SNAP Recipient						
CO	1	5	8	0	14	
New	0	0	0	0	0	
Basic Skills Deficient						
CO	13	6	13	2	34	
New	4	0	0	0	4	

Caseload Breakdown			
	Active	Follow-up	Total
Goldsmith	12	19	31
Hill	23	35	58
Sexton	33	39	72
Total	68	93	161

Active Enrollment			
	CO	July	Total
Goldsmith	12	0	12
Hill	18	5	23
Sexton	30	3	33
Total	60	8	68

Applications			
	July	YTD Total	
YTD Total Determinations	13	13	
Enrollment			
	TD Planned (+/-)		
New MTD Enrolled	8	5	3+
New YTD Enrolled	8	5	3+
Total YTD Participants	8		
Total YTD Exits	0		
Priorities*	YTD Enrolled	%	Goal
1. Veterans - PAR, LI, or BSD**			70%
2. PAR, LI, or BSD			
3. Veteran			30%
4. Non-Veterans			
Sum			
*Applies to Adult Population Only			
**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient			

Career Interest		
In-Demand Career Cluster	July	YTD
Admin, Support, Waste Mgmt., Remediation Svcs..	0	0
Health Care and Social Assistance	4	4
Manufacturing	0	0
Professional Scientific Technical Services	1	1
Construction	1	1
CDL Exception	2	2
Other	0	0

One-on-One Services (WIOA)		
(214 Activity Codes reflect students in the seat regardless of start/end date; all others are services provided in that month)*		
Activity	July	YTD
106 - Provided Internet Job Search	9	9
107 - Provision of Labor Market In	8	8
115 - Resume Preparation Assista	1	1
132- Workshop	6	6
142 - Soft Skills Instruction	9	9
202 - Career Guidance/Planning	27	27
214 - Adult Literacy or Basic Skills	0	0

WorkKeys or WIN			
	CO	New MTD	Total
Platinum	26	0	26
Gold	77	0	77
Silver	352	3	355
Bronze	190	0	190
No Certificate	98	0	98
Total	743	3	746

Data through: July 2025
Last Revision Date: 08/10/2025

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PY2023 - July 1, 2025 to July 30, 2026

WIOA Training and Follow-Up Services = July 1, 2025 - July 30, 2026

Recommended for Training Services

	July	YTD
GED	0	0
Occupational	0	0
On-the-Job Training	0	0

OJT Training Synopsis

Company Name	Location of Company	Successful	Unsuccessful	In-Progress
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Total Current Contracts	0
Total Carryover	0
Total All OJT Contracts	0

Carryover equals those contracts started in PY24 but finished in PY25

Funding Source

	July	YTD Total
Adult	0	0
Dislocated Workers	0	0

Program Outcomes and Follow-Up Services

	July Total	YTD Total
Entered Employment	6	6
Credential Attained (current year)	1	1
Measurable Skills Gained	2	2
Follow-Up Services Provided	58	58
Follow-Up Services Individuals	58	58

Occupational Training by Provider

Training Provider	Currently In Training	PY25 Rec'd Training
Arclabs Welding School	0	0
Capstone Career Development Center	3	3
CDL Training Service (Ace Driving Academy)	0	0
Coding Clarified LLC	0	0
Commercial Driving Academy	0	0
Norris Mechanical, LLC	2	2
PSI Project Management	0	0
Tri-County Technical College	18	18
Truck Driver Institute	0	0
Village Career Center, LLC.	1	1

Total	24	24
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Total Occupational Training by Cluster


Occupation	Total Trained	PY25 Rec'd Credential
GED/Occupational Training (324)		
Admin, Support, Waste Mgmt., Remediation Svcs.		
CDL		
Construction		
Health Care and Social Assistance		
Manufacturing		
Professional, Scientific, Technical Services		

Funding Source PY22 Rec'd (occupational and GED training)

WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD
Adult	64	TCTC Scholarships	\$ 17,423
Dislocated Workers	4	SC Lottery	\$ -
DWG	0	Pell Grant	\$ -
Trade (co-enrolled)	0	Goodwill	\$ 2,971
		Other	
Total	68	\$	20,394

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

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
	Adult Operator					
Worklink Development Board	Contract Number:	24A995E2				
1376 Tiger Blvd.	Invoice Number:	1092-13				
Clemson, SC 29631	Invoice Month:	June 2025 Final				
Attn: Jennifer Campbell	Period Covered:	July 1, 2024 - June 30, 2025				
email: jcampbell@worklinkweb.com	Total Amount Due:	\$ 136				
Eckerd Goal:			JUNE FINAL			
			100.0%			100.0%
Line Item		Budget	1092-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		\$ 75,170.95	\$ 249.28	74,067.17	\$ 1,103.78	98.5%
Fringe Benefit Total		51xx \$ 21,069.15	\$ (0.00)	21,069.15	\$ -	100.0%
TOTAL STAFF COSTS		\$ 96,240.10	\$ 249.28	95,136.32	\$ 1,103.78	98.9%
Operating Costs:						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 1,500.00	\$ -	1,479.44	\$ 20.56	98.6%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ 1,200.00	\$ -	1,109.60	\$ 90.40	92.5%
1.4 Copy & Print Expenses	6730	\$ 1,200.00	\$ -	1,190.38	\$ 9.62	99.2%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 408.00	\$ 17.02	232.71	\$ 175.29	57.0%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,340.21	\$ -	1,023.54	\$ 316.67	76.4%
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	\$ -	15.30	\$ 12.75	54.5%
TOTAL OPERATING COSTS		\$ 6,818.76	\$ 17.02	5,873.85	\$ 944.91	86.1%
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	\$ -	13,085.23	\$ 3,338.60	79.7%
TOTAL TRAINING COSTS		\$ 16,423.83	\$ -	\$ 13,085.23	\$ 3,338.60	79.7%
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	\$ (179.92)	1,589.82	\$ 237.25	87.0%
TOTAL FEES / PROFIT COSTS		\$ 1,827.07	\$ (179.92)	1,589.82	\$ 237.25	87.0%
4.1 INDIRECT COST:		14.10%				
		\$ 17,104.68	\$ 50.10	16,311.62	\$ 793.06	95.4%
Contract Total		\$ 138,414.43	\$ 136.48	131,996.84	\$ 6,417.59	95.4%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
	Operator DW					
Worklink Development Board	Contract Number:	24D995E2				
1376 Tiger Blvd.	Invoice Number:	1223-13				
Clemson, SC 29631	Invoice Month:	June 2025 Final				
Attn: Jennifer Campbell	Period Covered:	July 1, 2024 - June 30, 2025				
email: jcampbell@worklinkweb.com	Total Amount Due:	\$ 41				
Eckerd Goal:			JUNE FINAL			
			100.0%			100.0%
Line Item		Budget	1223-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total		13,065.58	53.59	12,954.77	110.81	99.2%
Fringe Benefit Total	51xx	3,687.52	(0.00)	3,687.52	-	100.0%
TOTAL STAFF COSTS		16,753.09	53.58	16,642.29	110.81	99.3%
Operating Costs:						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	130.00	-	128.64	1.36	99.0%
1.3 Program Outreach Expenses (Brochures,	6735	225.00	-	211.36	13.64	93.9%
1.4 Copy & Print Expenses	6730	180.00	-	171.08	8.92	95.0%
1.5 Communications (Phone, Fax, Internet, et	6270	72.00	3.00	41.10	30.90	57.1%
1.6 Staff Travel	6105, 6120, 6125	230.50	-	188.24	42.26	81.7%
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	-	2.70	2.25	54.5%
TOTAL OPERATING COSTS		1,040.95	3.00	888.33	152.62	85.3%
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	(26.18)	247.20	24.90	90.8%
TOTAL FEES / PROFIT COSTS		272.10	(26.18)	247.20	24.90	90.8%
4.1 INDIRECT COST:	14.10%	2,547.33	10.75	2,506.67	40.65	98.4%
CONTRACT TOTAL:		20,613.46	41.15	20,284.49	328.97	98.4%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Adult Operator

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

Contract Number: 24A295E2
Invoice Number: 1055-13
Invoice Month: June 2025 Final
Period Covered: July 1, 2024 - June 30, 2025
Total Amount Due: \$ **940**

Eckerd Goal:

JUNE FINAL
100.0%

100.0%

Line Item	Budget MOD 3	1055-13	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$ 163,224	\$ 1,181	162,692.69	\$ 530.99	99.7%
Fringe Benefit Total 51xx	\$ 54,607	\$ (0)	54,607.00	\$ -	100.0%
TOTAL STAFF COSTS	\$ 217,831	1,180.71	217,299.69	\$ 530.99	99.8%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,873	\$ -	1,743.93	93.1%
Software Licenses	6095	\$ 3,096	\$ -	3,059.91	98.8%
Staff Computers	6085	\$ 1,400	\$ -	1,341.08	95.8%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses	6730	\$ 1,101	\$ -	626.04	56.9%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 816	\$ 68	704.63	86.4%
Staff Travel					
Local Mileage cost	6105	\$ 1,000	\$ -	81.71	8.2%
Non-Local Per Diem/Lodging Cost	6115/6120/6125	\$ -	\$ -	\$ -	0.0%
Client Verifications	6516	\$ 600	\$ -	\$ 600.00	0.0%
Staff Training	5110	\$ -	\$ -	\$ -	0.0%
Staff Background Checks	5100	\$ 107	\$ -	45.00	42.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 1,200	\$ 9	519.74	43.3%
TOTAL OPERATING COSTS	\$ 11,193	76.78	8,122.04	\$ 3,071.06	72.6%
Training Costs:					
WI Customer Credential Exam Fees (C.N.A., GED, TABE)	6525	\$ 4,250	\$ -	4,667.59	(417.59) 109.8%
WI Customer Individualized Training Costs			\$ -		
Individual Training Account/Voucher Cost	6530	\$ 104,989	\$ -	104,599.45	389.91 99.6%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 109,239	\$ -	\$ 109,267	\$ (28)	100.0%
Supportive Services Costs :					
WI Customer Transportation Costs	6485	\$ 5,505	\$ -	4,680.00	825.00 85.0%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6590	\$ 18,600	\$ -	17,835.08	764.92 95.9%
WI Customer Emergency Assistance (Rent, Car Repair, e	6596	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 24,105	-	22,515.08	\$ 1,589.92	93.4%
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 6,594	\$ (709)	5,444.04	1,149.67 82.6%
TOTAL FEES / PROFIT COSTS	\$ 6,594	(708.82)	5,444.04	\$ 1,149.67	82.6%
INDIRECT COST:	14.10%	\$ 33,364	\$ 392	32,552.07	\$ 812.37 97.6%
Contract Total	\$ 402,326	940.22	395,199.95	\$ 7,126.33	98.2%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Adult Program DW

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

Contract Number: 24D295E2
Invoice Number: 1056-13
Invoice Month: June 2025 Final
Period Covered: July 1, 2024 - June 30, 2025
Total Amount Due: **\$ 141**


Eckerd Goal:

JUNE FINAL

100%

100.0%

Line Item	Budget MOD 3	1056-13	Cumulative	Remaining	Percent Spent
Staff Salary Total	\$ 28,658.64	\$ 182.17	\$ 28,537.94	\$ 120.70	99.6%
Fringe Benefit Total 51xx	\$ 9,611.86	\$ 0.00	\$ 9,611.86	\$ -	100.0%
TOTAL STAFF COSTS	\$ 38,270.50	\$ 182.17	\$ 38,149.80	\$ 120.70	99.7%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 280.50	\$ -	\$ 280.50	100.0%
Software Licenses	6095	\$ 495.00	\$ -	\$ 488.63	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	\$ 12.00	\$ 122.65	85.2%
Staff Travel					
Local Mileage Cost	6105	\$ 350.00	\$ -	\$ 10.92	3.1%
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	\$ -	\$ 22.00	12.2%
TOTAL OPERATING COSTS	\$ 1,685.90	\$ 12.00	\$ 924.70	\$ 761.20	54.8%
Training Costs:					
WorkKeys, etc.)	6525	\$ 500.00	\$ -	\$ 500.00	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ 8,106.78	\$ -	\$ 5,000.00	61.7%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 8,606.78	\$ -	\$ 5,000.00	\$ 3,606.78	58.1%
Supportive Services Costs :					
WI Customer Transportation Costs	6485	\$ 400.00	\$ -	\$ 160.00	40.0%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backgr	6590	\$ 2,882.04	\$ -	\$ 2,132.00	74.0%
WI Customer Emergency Assistance (Rent, Car Repair, etc.	6596	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 3,282.04	\$ -	\$ 2,292.00	\$ 990.04	69.8%
Training/Professional Fees/Profit:					
General Liability Insurance	6305	\$ 1,000.54	\$ (85.56)	\$ 783.48	78.3%
TOTAL FEES / PROFIT COSTS	\$ 1,000.54	\$ (85.56)	\$ 783.48	\$ 217.05	78.3%
INDIRECT COST: 14.10%	\$ 5,800.05	\$ 32.65	\$ 5,619.98	\$ 180.08	96.9%
Contract Total	\$ 58,645.81	\$ 141.26	\$ 52,769.96	\$ 5,875.85	90.0%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
Worklink Development Board	Contract Number:	24PAD895E1				
1376 Tiger Blvd.	Invoice Number:	1500-08				
Clemson, SC 29631	Invoice Month:	April 2025				
Attn: Jennifer Kelly	Period Covered:	August 1, 2024 - July 31, 2025				
email: jkelly@worklinkweb.com	Total Amount Due:	\$ 848				
Eckerd Goal:			APRIL			
			75.0%			100.0%
Line Item		Budget	1500-09	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Operating Costs:						
Staff Travel	6105	2,965.00	807.80	2,352.40	612.60	79.3%
Local Mileage cost	6115/6120/6125	8,484.00	40.00	8,682.35	(198.35)	102.3%
Staff Training	5105/5110	12,900.00	-	12,783.95	116.05	99.1%
TOTAL OPERATING COSTS		24,349.00	847.80	23,818.70	530.30	97.8%
INDIRECT COST:		0.00%	-	-	-	#DIV/0!
CONTRACT TOTAL:		24,349.00	847.80	23,818.70	530.30	97.8%



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 Campbell
email: jcampbell@worklinkweb.com

Contract Number:
Invoice Number: 1055-01
Invoice Month: July 2025
Period Covered: July 1, 2025 - June 30, 2026
Total Amount Due: \$ **25,897**

Eckerd Goal:

JULY
8.3%

100.0%

Line Item		Budget	1055-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Attrition	Attrition, Attrition	\$ -	\$ -	-	\$ -	0.0%
Staff Salary Total		\$ 177,012	\$ 14,618	14,618.07	\$ 162,394.26	8.3%
Fringe Benefit Total	51xx	\$ 65,989	\$ 5,232	5,231.84	\$ 60,757.37	7.9%
TOTAL STAFF COSTS		\$ 243,002	19,849.91	19,849.91	\$ 223,151.62	8.2%
Operating Costs:						
Facility Rent, Utilities, Maintenance, etc.	6185	\$ -	\$ -	-	\$ -	0.0%
Staff Expendable Supplies & Materials	6000	\$ 1,200	\$ -	-	\$ 1,200.00	0.0%
Software Licenses	6095	\$ 1,139	\$ 1,064	1,063.80	\$ 74.70	93.4%
Staff Computers	6085	\$ 1,449	\$ -	-	\$ 1,449.00	0.0%
Technology	6090	\$ 1,139	\$ -	-	\$ 1,138.50	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ -	\$ -	-	\$ -	0.0%
Copy & Print Expenses	6730	\$ 800	\$ -	-	\$ 800.00	0.0%
Communications (Phone, Fax, Internet, etc.)	6270	\$ 864	\$ 68	68.08	\$ 795.92	7.9%
Staff Travel						
Local Mileage cost	6105	\$ 1,000	\$ -	-	\$ 1,000.00	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	\$ 113	\$ -	-	\$ 113.40	0.0%
Postage (Stamps, FedEx, etc.)	6005	\$ 600	\$ -	-	\$ 600.00	0.0%
TOTAL OPERATING COSTS		\$ 8,303	1,131.88	1,131.88	\$ 7,171.52	13.6%
Training Costs:						
WI Customer Credential Exam Fees (C.N.A., GED, TABE)	6525	\$ 2,700	\$ 998	998.00	\$ 1,702.00	37.0%
WI Customer Individualized Training Costs						
Individual Training Account/Voucher Cost	6530	\$ 51,145	\$ -	-	\$ 51,145.00	0.0%
Client Testing Fees	6535	\$ -	\$ -	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ 53,845	\$ 998	998	\$ 52,847	1.9%
Supportive Services Costs :						
WI Customer Transportation Costs	6485	\$ 6,300	\$ 255	255.00	\$ 6,045.00	4.0%
WI Customer Childcare Costs	6660	\$ -	\$ -	-	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6590	\$ 11,475	\$ 468	468.30	\$ 11,006.70	4.1%
WI Customer Emergency Assistance (Rent, Car Repair, etc.)	6596	\$ -	\$ -	-	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS		\$ 17,775	723.30	723.30	\$ 17,051.70	4.1%
Training/Professional Fees/Profit:						
General Liability Insurance	6305	\$ 4,499	\$ 375	374.90	\$ 4,123.86	8.3%
TOTAL FEES / PROFIT COSTS		\$ 4,499	374.90	374.90	\$ 4,123.86	8.3%
INDIRECT COST:	13.20%	\$ 33,616	\$ 2,819	2,819.08	\$ 30,796.72	8.4%
Contract Total		\$ 361,040	25,897.07	25,897.07	\$ 335,142.43	7.2%



ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

INVOICE

Adult Program DW

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

Contract Number:
Invoice Number: 1056-01
Invoice Month: July 2025
Period Covered: July 1, 2025 - June 30, 2026
Total Amount Due: \$ **4,125**


Eckerd Goal:


JULY

8%

100.0%

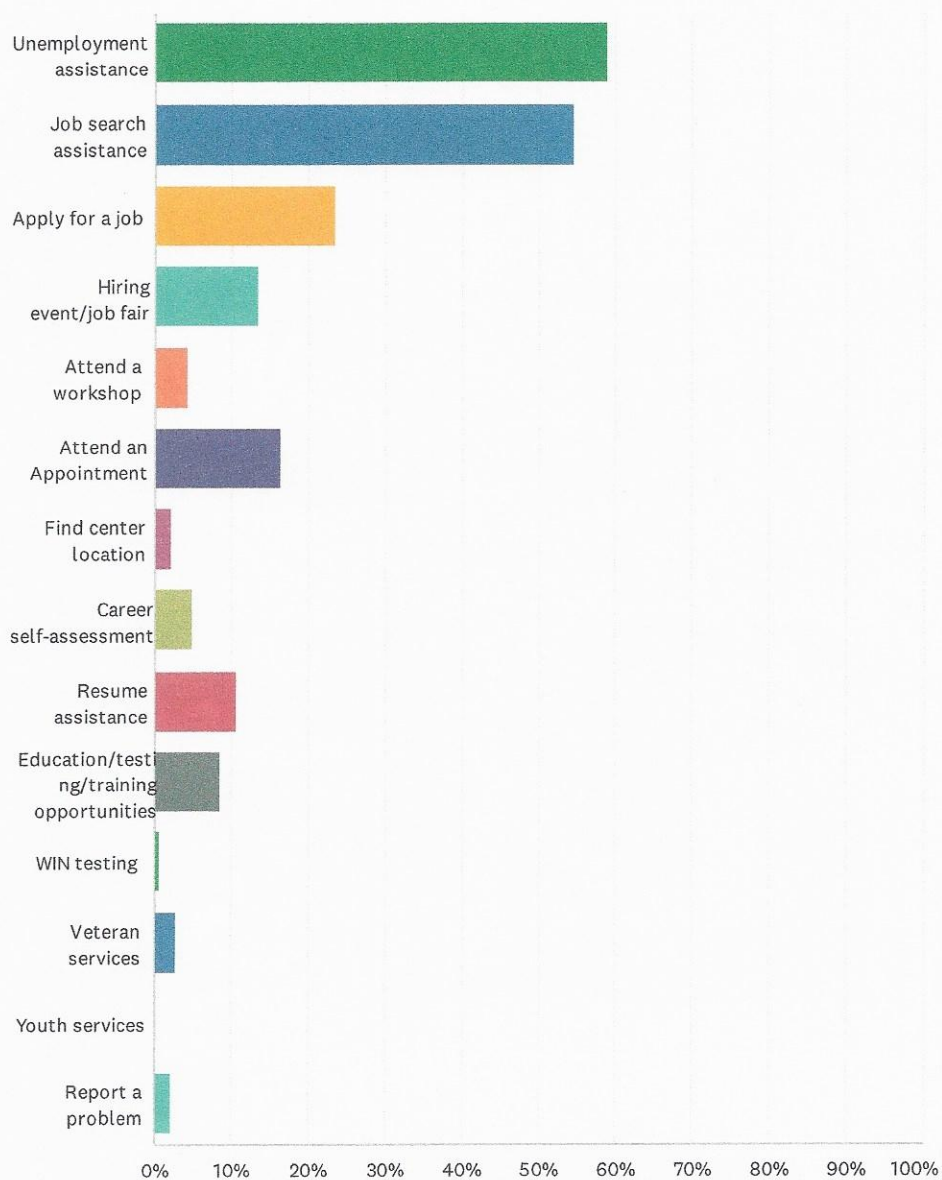
Line Item	Budget	1056-1	Cumulative	Remaining	Percent Spent
Staff Salary Total	\$ 20,160.93	\$ 2,566.38	\$ 2,566.38	\$ 17,594.55	12.7%
Fringe Benefit Total 51xx	\$ 7,430.89	\$ 911.08	\$ 911.08	\$ 6,519.81	12.3%
TOTAL STAFF COSTS	\$ 27,591.83	\$ 3,477.46	\$ 3,477.46	\$ 24,114.37	12.6%
Operating Costs:					
Facility Rent, Utilities, Maintenance, etc. 6185	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Expendable Supplies & Materials 6000	\$ 240.00	\$ -	\$ -	\$ 240.00	0.0%
Software Licenses 6095	\$ 126.50	\$ 118.20	\$ 118.20	\$ 8.30	93.4%
Staff Computers 6085	\$ 161.00	\$ -	\$ -	\$ 161.00	0.0%
Technology 6090	\$ 126.50	\$ -	\$ -	\$ 126.50	0.0%
Client Verifications 6516	\$ -	\$ -	\$ -	\$ -	0.0%
Program Outreach Expenses (Brochures, Flyers, etc.) 6735	\$ -	\$ -	\$ -	\$ -	0.0%
Copy & Print Expenses 6730	\$ 120.00	\$ -	\$ -	\$ 120.00	0.0%
Communications (Phone, Fax, Internet, etc.) 6270	\$ 96.00	\$ 12.00	\$ 12.00	\$ 84.00	12.5%
Staff Travel					
Local Mileage Cost 6105	\$ 150.00	\$ -	\$ -	\$ 150.00	0.0%
Non-Local Per Diem/Lodging Cost 6110/6115/6120/6125/6130	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Training 5110	\$ -	\$ -	\$ -	\$ -	0.0%
Staff Background Checks 5100	\$ 12.60	\$ -	\$ -	\$ 12.60	0.0%
Postage (Stamps, FedEx, etc.) 6005	\$ 90.00	\$ -	\$ -	\$ 90.00	0.0%
TOTAL OPERATING COSTS	\$ 1,122.60	\$ 130.20	\$ 130.20	\$ 992.40	11.6%
Training Costs:					
WorkKeys, etc.) 6525	\$ 450.00	\$ -	\$ -	\$ 450.00	0.0%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost 6530	\$ -	\$ -	\$ -	\$ -	0.0%
Client Testing Fees 6535	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL TRAINING COSTS	\$ 450.00	\$ -	\$ -	\$ 450.00	0.0%
Supportive Services Costs :					
WI Customer Transportation Costs 6485	\$ 450.00	\$ -	\$ -	\$ 450.00	0.0%
WI Customer Childcare Costs 6660	\$ -	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg 6590	\$ 1,467.99	\$ -	\$ -	\$ 1,467.99	0.0%
WI Customer Emergency Assistance (Rent, Car Repair, etc 6596	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL SUPPORTIVE SERVICES COSTS	\$ 1,917.99	\$ -	\$ -	\$ 1,917.99	0.0%
Training/Professional Fees/Profit:					
General Liability Insurance 6305	\$ 440.35	\$ 36.70	\$ 36.70	\$ 403.65	8.3%
TOTAL FEES / PROFIT COSTS	\$ 440.35	\$ 36.70	\$ 36.70	\$ 403.65	8.3%
INDIRECT COST: 13.20%	\$ 3,831.73	\$ 481.06	\$ 481.06	\$ 3,350.68	12.6%
Contract Total	\$ 35,354.50	\$ 4,125.42	\$ 4,125.42	\$ 31,229.08	11.7%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
	Adult Operator					
Worklink Development Board	Contract Number:					
1376 Tiger Blvd.	Invoice Number:	1092-01				
Clemson, SC 29631	Invoice Month:	July 2025				
Attn: Jennifer Campbell	Period Covered:	July 1, 2025 - June 30, 2026				
email: jcampbell@worklinkweb.com	Total Amount Due:	\$ 6,566				
Eckerd Goal:			JULY			
			8.3%			100.0%
Line Item	Budget	1092-1	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 46,202.34	\$ 4,344.71	4,344.71	\$ 41,857.63	9.4%
Fringe Benefit Total	51xx	\$ 14,490.20	\$ 1,357.73	1,357.73	\$ 13,132.47	9.4%
TOTAL STAFF COSTS		\$ 60,692.54	\$ 5,702.44	5,702.44	\$ 54,990.10	9.4%
Operating Costs:						
1.1 Facility, Utilities	6185	\$ -	\$ -	-	\$ -	0.0%
1.2 Staff Expendable Supplies & Materials	6000	\$ 2,059.55	\$ -	-	\$ 2,059.55	0.0%
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	6735	\$ 1,500.00	\$ -	-	\$ 1,500.00	0.0%
1.4 Copy & Print Expenses	6730	\$ 1,800.00	\$ -	-	\$ 1,800.00	0.0%
1.5 Communications (Phone, Fax, Internet, etc.)	6270	\$ 180.00	\$ 17.02	17.02	\$ 162.98	9.5%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,500.00	\$ -	-	\$ 1,500.00	0.0%
1.7 Staff Training/Technical Services Costs	5110	\$ -	\$ -	-	\$ -	0.0%
1.8 Non-Expendable Equipment Purchases	6095	\$ -	\$ -	-	\$ -	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	\$ 175.00	\$ -	-	\$ 175.00	0.0%
1.10 Staff Background Checks	5100	\$ 22.50	\$ -	-	\$ 22.50	0.0%
TOTAL OPERATING COSTS		\$ 7,237.05	\$ 17.02	17.02	\$ 7,220.03	0.2%
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	\$ -	\$ -	-	\$ -	0.0%
TOTAL TRAINING COSTS		\$ -	\$ -	\$ -	\$ -	0.0%
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	\$ 975.00	\$ 81.25	81.25	\$ 893.75	8.3%
TOTAL FEES / PROFIT COSTS		\$ 975.00	\$ 81.25	81.25	\$ 893.75	8.3%
4.1 INDIRECT COST:	13.20%	\$ 9,095.41	\$ 765.69	765.69	\$ 8,329.71	8.4%
Contract Total		\$ 78,000.00	\$ 6,566.40	6,566.40	\$ 71,433.60	8.4%

	ECKERD YOUTH ALTERNATIVES, INC.					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	INVOICE					
	Adult Operator DW					
Worklink Development Board	Contract Number:					
1376 Tiger Blvd.	Invoice Number:	1223-01				
Clemson, SC 29631	Invoice Month:	July 2025				
Attn: Jennifer Campbell	Period Covered:	July 1, 2025 - June 30,2026				
email: jcampbell@worklinkweb.com	Total Amount Due:	\$ 1,079				
Eckerd Goal:			JULY			
			8.3%			100.0%
Line Item	Budget	1223-01	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		13,999.98	700.00	700.00	13,299.98	5.0%
Fringe Benefit Total	51xx	4,559.44	226.86	226.86	4,332.58	5.0%
TOTAL STAFF COSTS		18,559.42	926.86	926.86	17,632.56	5.0%
Operating Costs:						
1.1 Facility, Utilities	6185	-	-	-	-	0.0%
1.2 Staff Expendable Supplies & Materials	6000	-	-	-	-	0.0%
1.3 Program Outreach Expenses (Brochures,	6735	-	-	-	-	0.0%
1.4 Copy & Print Expenses	6730	247.71	-	-	247.71	0.0%
1.5 Communications (Phone, Fax, Internet, e	6270	60.00	3.00	3.00	57.00	5.0%
1.6 Staff Travel	6105, 6120, 6125	225.00	-	-	225.00	0.0%
1.7 Staff Training/Technical Services Costs	5110	-	-	-	-	0.0%
1.8 Non-Expendable Equipment Purchases	6095	-	-	-	-	0.0%
1.9 Postage (Stamps, FedEx, etc)	6005	60.00	-	-	60.00	0.0%
1.10 Staff Background Checks	5100	7.50	-	-	7.50	0.0%
TOTAL OPERATING COSTS		600.21	3.00	3.00	597.21	0.5%
Training Costs:						
Client On the Job Training	6515	-	-	-	-	0.0%
2.3 WI Customer Credential Exam Fees (CAI	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	275.00	22.92	22.92	252.08	8.3%
TOTAL FEES / PROFIT COSTS		275.00	22.92	22.92	252.08	8.3%
4.1 INDIRECT COST:	13.20%	2,565.37	125.77	125.77	2,439.60	4.9%
CONTRACT TOTAL:		22,000.00	1,078.55	1,078.55	20,921.45	4.9%

Q2 What was your reason(s) for accessing SC Works services?

Answered: 141 Skipped: 0

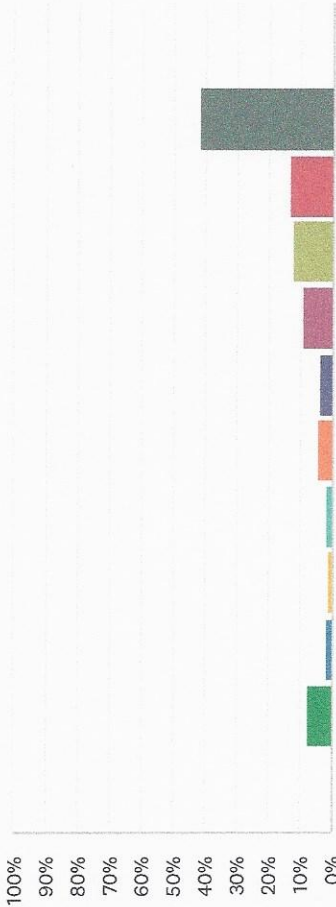


Copy of SC Works Center Customer Survey

ANSWER CHOICES	RESPONSES	
Unemployment assistance	58.87%	83
Job search assistance	54.61%	77
Apply for a job	23.40%	33
Hiring event/job fair	13.48%	19
Attend a workshop	4.26%	6
Attend an Appointment	16.31%	23
Find center location	2.13%	3
Career self-assessment	4.96%	7
Resume assistance	10.64%	15
Education/testing/training opportunities	8.51%	12
WIN testing	0.71%	1
Veteran services	2.84%	4
Youth services	0.00%	0
Report a problem	2.13%	3
Total Respondents: 141		

Q4 How useful was the information you received while accessing SC Works Services?

Answered: 141 Skipped: 0



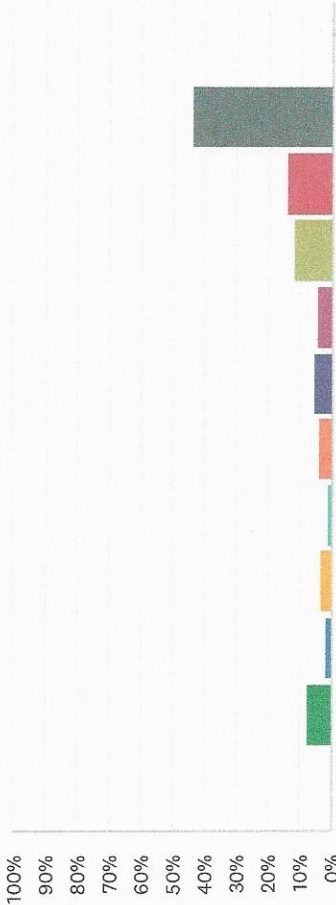
(no label)



	POOR	2	3	4	5	6	7	8	9	EXCELLENT	TOTAL	WEIGHTED AVERAGE
025 (no label)	7.80%	2.13%	1.42%	2.13%	4.96%	4.26%	9.22%	12.77%	13.48%	41.84%	141	7.82

Q5 Overall, how would you rate your experience using SC Works services?

Answered: 141 Skipped: 0



(no label)



	POOR	2	3	4	5	6	7	8	9	EXCELLENT	TOTAL	WEIGHTED AVERAGE
026 (no label)	7.80%	2.13%	3.55%	1.42%	4.26%	5.67%	4.96%	12.06%	14.18%	43.97%	141	7.82
	11	3	5	2	6	8	7	17	20	62		

24RRIWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance		Start Date	End Date	Status	Notes
24RRIWT03-01	Eu We Eugene Wexler	\$ 44,400.00		\$ 44,400.00	\$ 16,900.00	\$ 27,500.00		10/1/2024	9/30/2025	Executed	27 Employes Completed Lean Manufacutring 101

25RRIWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance		Start Date	End Date	Status	Notes
Application in Review	Vanguard Metal - A-50K										
Appliation in Review	KP Components-P-49.9k										

25 IWT01

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Deobligated	Start Date	End Date	Status	Status
Total:		\$44,400.00		\$44,400.00	\$ 16,900.00	\$27,500.00	\$0.00				

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

Contract Status

Executed
Pending from Employer

Payment

Yellow= final
Green=pending documentation



Before entering the WIOA program, I was unemployed and searching for a steady job. Welding had always been a career I wanted to pursue, but every company I worked for promised to teach me welding skills and never followed through. A friend encouraged me to look into the WIOA program since I was out of work and eager to finally achieve my dream.

After some thought, I decided to attend a WIOA orientation session. I was amazed at how simple the process was and how much support was available. I gathered all my required documents, met with my career coach, Stan Hill and felt fully informed about every step. With their guidance, I enrolled in Welding 101 and Welding 102—both paid for by the WIOA program.

Completing these classes was a turning point for me. Almost immediately, I was hired by a welding company. Unfortunately, the company soon slowed down and laid off most of its employees. Thankfully, because of the skills and credentials I earned through WIOA, I was quickly able to secure another welding position at **Lollis Metal Fabrication, LLC**, where I am currently employed.

Today, I have a steady paycheck, a job I truly enjoy, and supportive coworkers. The WIOA program helped me finally achieve my long-time goal of becoming a welder, and I am grateful for the opportunities and accomplishments I've gained along the way.

Thank you for everything,

Dylan



Before I got involved with the WIOA program, my life was at a standstill. I was caught up in a lifestyle that was leading me down the wrong path—surrounded by the wrong crowd and making choices that kept me from moving forward. Eventually, those decisions led to serious consequences, and I found myself with a criminal record that made it hard to see a way out. Job opportunities were nearly nonexistent, and I felt like most people had already given up on me. I was stuck in a cycle that felt impossible to break. Everything changed when I connected with Stan Hill, the WIOA career

coach for Anderson County. From our first conversation, Stan believed in me when it felt like no one else did. He helped me enroll in a welding training program and made sure I had the support I needed to succeed—transportation, supplies, and guidance through job readiness workshops. The program gave me more than just a trade—it gave me discipline, a sense of self-worth, and the belief that I had something valuable to offer. Since completing the program, I've found steady work as a welder and have taken on opportunities I never imagined were within reach. I've worked for reputable companies, built a strong resume, and now have a legal, dependable way to provide for myself and my family. I'm proud to say that I've left my past behind and am focused on building a positive future. WIOA didn't just help me find a job—it helped me rebuild my life.

Thank you for everything, and I look forward to what the future holds.

Sincerely,

Derrick Davis

June 30, 2025

Ms. Shonna Williams
Chair, WorkLink Workforce Development Board
Cannon Business Services

Subject: PY2024 SC Works Certification Standards Assessment Report

Dear Chair Williams and Members of the Board:

Between January 27 and January 31, 2025, staff from the WorkLink Workforce Development Board (WDB) conducted a formal assessment of the SC Works Comprehensive and Affiliate Centers located in Anderson, Oconee, and Pickens Counties. This review was conducted in accordance with the SC Works Certification Standards outlined by the State Workforce Development Board in Instruction Letter 24-01 and in compliance with WIOA statutes, regulations, and applicable guidelines.

The purpose of the review was to evaluate the adequacy of each Center's systems and ensure full compliance with the SC Works State Certification Standards. Methods included walkthroughs, staff interviews, customer surveys, workshop audits, and file and database evaluations. Technical assistance was provided during the review period. Based on these results, one issue and one observation were noted. While no formal corrective action is required at this time, the WorkLink Workforce Development Board will continue to monitor and provide technical assistance as needed.

It is recommended that the following Centers be considered in full compliance with Certification Standards for the period of **July 1, 2025 to June 30, 2027**:

- **Clemson SC Works Comprehensive Center**
 - **Anderson SC Works Affiliate Center**
 - **Easley SC Works Affiliate Center**
 - **Seneca SC Works Affiliate Center**

An annual review and update will be provided to the One Stop Operations Committee and the WorkLink Board. For questions, please contact me at 864-646-1458 or via email at jcampbell@worklinkweb.com.

Sincerely,

Jennifer R. Campbell
Interim Executive Director
WorkLink Workforce Development Board

Cc: David Bowers, One Stop Operations Committee Chair

**SC Works Certification/Technical Assistance
PY'2024 Assessment**

On-Site OS Standards Review: January 27 to January 31, 2025

Operator: Eckerd Workforce Development Services

Contracts: 24A995E2 & 24D995E2 – WIOA One Stop Operator

I. REVIEWERS

Jennifer Campbell, jcampbell@worklinkweb.com, 864-646-1458

Windy Graham, wgraham@worklinweb.com, 864-646-1826

Jennifer Kelly, Former Executive Director

SERVICE PROVIDER CONTACT PERSON

Mr. Billy Hunter, whunter@eckerd.org, 864-722-9273

II. SCOPE OF REVIEW

An on-site assessment was conducted during the week of January 27 to January 31, 2025, to review the SC Works Certification Standards as it relates to the each SC Works Center, located in Anderson, Oconee, and Pickens Counties, for the period July 1, 2025 – June 30, 2027, to determine the adequacy of the systems in place, and to ensure compliance with Workforce Innovation and Opportunity Act of 2014 (WIOA), its regulations, contractual agreements, operations, and the State Workforce Development Board issued SC Works Certification Standards.

III. METHODOLOGY

WDB Staff reviewed the SC Works Center Standards as it relates to Job Seekers, Management, and Business Services. During the visit, a variety of methods were used to determine the certification of the SC Works Centers: Walk-through and observation, survey, workshop audits, and file and database review. Technical Assistance was provided during the review period.

IV. REVIEW PROCESS

The SC Works Center Certification Standards Assessment was performed for the period of July 1, 2025 to June 30, 2027. In addition to staff interviews and Center walk-throughs, policies, plans, and photographic documentation were reviewed from each of the WorkLink region SC Works Centers.

V. MANAGEMENT STANDARDS

*Back-up documentation is available electronically or in paper format for most items listed below.

1. *Partner Integration is evident through non-duplication of services and efficient and effective service delivery.*

Staff Response: Each WorkLink SC Works Center represents the SC Works and American Job Center brands as part of a recognized network of locations across South Carolina and nationwide. Our centers in Clemson, Anderson, and Seneca are open Monday through Friday from 8:30 a.m. to 5:00 p.m. Easley’s center is available to the public on Mondays and Tuesdays during the same hours. Hours of operation are clearly posted at the entrance of each site.

Inside our Centers, SC Department of Employment and Workforce (DEW) Workforce Specialists are stationed in the resource rooms, ready to assist individuals with job searches and unemployment claims. These team members are also knowledgeable about training opportunities, how to connect with approved providers, and where customers can turn for help with housing, utilities, food, or other basic needs.

When a new team member from one of our partner organizations joins a Center, the Operator guides them through an onboarding process that includes access to helpful materials like flyers, an Operations Manual, an emergency procedures folder, a walkthrough of what each Center has to offer, and Complete the Staff User Account Request Form and provide the initial training and overview of SCWOS. We also provide a detailed resource manual describing partner agencies, target populations, program eligibility, hours, and referral instructions. This manual is reviewed during our quarterly partner meetings and updated copies are distributed afterward to all staff.

Staff across the Centers follow a shared referral process. When a challenge is identified during a customer interaction, the Workforce Specialist conducts a quick assessment to determine urgency and underlying issues. Based on that, they may refer the individual to a DEW case manager for career planning or to one of our community partners for more in-depth support. Referrals are tracked in SC Works Online Services. Staff have access to a checklist of questions, developed by DEW, that helps identify barriers and route customers appropriately. This is called the SC Works “Triage” Questions.

Customers are welcomed when they arrive and asked to sign in at a kiosk. This check-in allows our team to see who is in the building and understand the reason for their visit. Our resource room attendants confirm SC Works Online Services registration and help with the process if needed. Partner staff in the Centers can view basic customer information in SCWOS using their “view-only” accounts and help guide the individual to the staff or service that best fits their needs.

To maintain a consistent identity across our Centers, the Operator ensures that the WorkLink region and its partners present themselves with shared branding. External

signage displays the SC Works and American Job Center logos. Conference rooms, training spaces, and restrooms are clearly marked, and staff wear SC Works name tags. Phone calls are answered with a standard greeting: “Good morning/afternoon, SC Works Center, this is. How may I help you?”

2. ***The management structure is clear, as are the roles and responsibilities of the partners at the SC Works Centers as they relate to management and governance of the Center.***

Staff Response: Each SC Works Center in the WorkLink region follows an Operational Plan and Manual that was adopted by the WorkLink Workforce Development Board. This document helps ensure that partner organizations understand what’s expected of them and how to align with the goals of the Board. Updates to the manual are made periodically to reflect changes in operations or partner needs.

The Operator’s statement of work spells out the role of the Center Manager and designates them as the go-to person for questions or details about Center functions. Every staff member has also received a DEW Instruction Letter that explains the leadership roles shared between DEW and the WIOA Operator. Alongside that, each partner organization has the option to nominate a staff person to join the SC Works management team.

All managers who are regularly on site are part of the team that makes decisions about daily operations. Those who are located off-site are kept informed through email, phone calls, in-person visits, and quarterly partner meetings — especially when decisions could impact their team. Clear communication guidelines are laid out in our Operational Plan to help all partners stay connected and work efficiently together.

3. ***SC Works Centers are provided training and professional development opportunities.***

Staff Response: The SC Works Centers place a strong focus on staff development, ensuring everyone has the tools and training they need to serve the community effectively. Thanks to generous support from the Planning and Development Grant, many team members participated in valuable professional learning opportunities, including SETA conferences, LinkedIn Learning courses, GeoSol webinars, and collaborative sessions with a facilitator to create an internal referral guide that strengthens coordination throughout the Centers.

Center-wide trainings are open to all staff and cover a variety of key topics. These include customer service, working with individuals with disabilities, emergency response procedures, appropriate etiquette for service animals, sexual harassment awareness, non-discrimination and equal opportunity, office procedures and expectations, how to use the Greeter kiosk, and other foundational sessions that support high-quality service across programs.

Each agency assigns a program manager — whether based onsite or remotely — to train their staff in program-specific duties. This process is supported by the Operator to ensure clarity and consistency across partner organizations. Most appropriate partner staff have either completed or are currently enrolled in Global Career Development Facilitator training, which helps them provide more holistic and informed support to job seekers.

Team building plays an important role in creating a welcoming and collaborative culture. Staff enjoy luncheons and special gatherings throughout the year, including a center-wide Thanksgiving celebration that brings together colleagues from across all four WorkLink SC Works Centers and partners both inside and outside the buildings.

4. *The SC Works Center is accountable for results.*

Staff Response: To help maintain smooth operations and support customer service across the SC Works Centers, staff use the SCWOS Greeter kiosk to track daily traffic and make sure visitors receive assistance quickly and appropriately. The Operator regularly collects customer feedback through surveys, which are sorted by center to identify location-specific trends and areas for improvement. In addition to survey data, the Operator has started conducting monthly interviews with job seekers to gain deeper insight into their experience and satisfaction with the services provided.

The Operator also prepares monthly reports that summarize center usage, employer engagement, and WIOA program activity. These reports are carefully reviewed by WorkLink Workforce Development Board staff and the Operations Committee to stay informed about what's happening across the Centers.

Financial oversight is a shared effort between the Board and the Operator. Together, they review the cost structure on an ongoing basis to identify opportunities to reduce expenses without affecting service quality. A Cost Allocation Plan is established at the start of each program year, and partners are invited to examine and provide input on the associated costs before finalizing their share. Procurement procedures are also followed carefully, and partners play a role in reviewing expenditures tied to Center operations.

5. *The SC Works Center has a system in place to assess projected employer demand and aligns job seeker resources with current and projected employer demand.*

Staff Response: The One Stop Operator and management team work together to make sure each SC Works Center has proper staffing coverage during open hours. Staff across the Centers are trained in basic Career Services and ready to support customers as needed. When necessary, team members may be temporarily reassigned to other Centers to fill in and maintain seamless service. A shared calendar is available to all staff showing Resource Room coverage so that scheduling stays clear and consistent.

To support large-scale hiring events, whether held onsite or in the community, the One Stop Operator, Business Services Manager, and management team follow a written policy that helps identify the right staff for delivering services. This ensures events run smoothly and job seekers receive timely assistance.

The Business Services Manager and Operator also host quarterly meetings with the Business Services team to discuss job openings and employer needs across the region. Partners are included in these meetings so they can share updates with their own staff and better connect job seekers with opportunities. To deepen understanding of local workforce trends, WorkLink also works closely with the Labor Market Information department at the SC Department of Employment and Workforce to gather data and insights on employment and training needs specific to the WorkLink area.

The Business Service Integration Team plays an active role in keeping the Centers informed. When employers share real-time openings or urgent hiring needs, staff circulate that information through email announcements sent to partners. Resource room attendants post job announcements and event flyers in each SC Works Center so customers can see what's available. To expand outreach, SC Works WorkLink has strengthened its presence online by launching a LinkedIn account and more than doubling its Facebook following, helping to promote hiring events and job openings to a wider audience.

6. *Every SC Works Center (comprehensive and affiliate) is accessible so that all job seekers and business customers can fully participate in the services offered.*

Staff Response: The Clemson SC Works Center meets the standards set by the Americans with Disabilities Act and is equipped to provide accessible services to all visitors. The facility includes a unisex ADA-compliant restroom, and greeters offer personalized assistance, and clipboards are available for writing support. The Center provides a wide range of assistive technologies, such as JAWS software, Zoom Tech, a large monitor, magnifiers, a Track Ball mouse, headphones, Tele-sensory tools, a large keyboard, a large keypad, Pocket Talker, and accessible software installed on all public computers. Braille signage is in place throughout publicly accessed offices. Affiliate Centers across the region also meet ADA compliance standards, and replacement equipment is ordered and updated as needed by the Operator and Workforce Development Board staff.

Clemson has designated the Operator as the emergency contact for individuals with disabilities, while resource room staff act as the first point of contact for anyone seeking support. In the Satellite Centers, a Workforce Specialist is assigned to fill this role and assist during emergency situations.

On-site partners that directly serve individuals with disabilities include the SC Commission for the Blind and the Disabled Veterans Opportunity Program. Additional support is provided through phone and online connections with a broad network of

organizations: AbleSC, Vocational Rehabilitation, SC Department of Mental Health, SC Department of Social Services, SC Department of Probation, Pardon and Parole, SC Department of Alcohol and Other Drug Abuse Services, and Disability Rights of South Carolina.

To serve individuals with limited English proficiency, the Operator has implemented a plan that all Center staff are familiar with. Qualified interpreters for Deaf, DeafBlind, and hard-of-hearing individuals are coordinated through the South Carolina Interpreter Registry to ensure accessible and effective communication services. customers are accessed through the SC Interpreter Registry, while Deepl provides translators for non-English speakers throughout the WorkLink region.

All SC Works Centers offer free parking appropriate for average visitor traffic. Each location includes two accessible parking spaces next to the entry ramp and operates on a first-come, first-served basis.

Centers are open Monday through Friday from 8:30 a.m. to 5:00 p.m., with Easley open on Mondays and Tuesdays only. Additional operating hours may be scheduled for events like hiring fairs or rapid response activities, and the Workforce Development Board or Center partners may designate special hours as needed to meet community needs.

7. *Every SC Works Center maintains a professional appearance.*

Staff Response: Each SC Works Center maintains a clean, professional environment that welcomes both job seekers and partners. The buildings are clearly marked with signage displaying the SC Works name, making them easy to identify. Once inside, visitors can see the posted hours of operation along with a Code of Conduct that outlines expectations for respectful and appropriate use of the space.

Centers are set up for easy navigation, with clearly labeled signage guiding customers to the resource room, conference areas, training rooms, and restrooms. To maintain privacy and ensure staff security, customers are not permitted beyond the resource room unless accompanied by a staff member or attending a scheduled appointment.

Daily upkeep of the Centers is handled by designated janitorial staff, who help maintain a clean and welcoming atmosphere. Professional appearance also extends to staff presentation, with team members following a dress code that was approved by the WorkLink Workforce Development Board and outlined in the Operations Manual.

8. *Every SC Works Center has access to sufficient space and capacity for key functions.*

Staff Response: Each SC Works Center is equipped with the space and resources needed to support essential services and serve job seekers, partners, and employers effectively. The Clemson Center offers approximately 10,500 square feet and is centrally located between the three counties served by WorkLink, making it easily accessible to individuals throughout the region. Inside, the facility features a flexible resource room with movable furniture and adjustable workstations, a large conference room that seats around 20, a smaller meeting space for up to 6 people, and a training room designed to accommodate groups of up to 40.

The Easley and Seneca Centers are based within Tri-County Technical College's Quick Job Centers, creating close ties to training and education opportunities. These locations include dedicated spaces for one-on-one meetings, resource rooms, and classrooms suitable for group activities and events.

The Anderson Center is housed in a county building shared with Anderson Economic Development, highlighting strong collaboration with local government and community leaders. Anderson features a resource room, private interview areas, and has access to larger conference rooms if needed.

Across all four Centers, resource rooms are fully equipped with phones, high-speed internet, printers, fax capabilities, and copiers. These tools are available throughout the day to support job seekers and employers in reaching their goals.

9. *Every SC Works Center is safe and secure.*

Staff Response: Each SC Works Center prioritizes the safety and security of its staff, visitors, and facilities. Staff members have access to lockable cabinets or secure storage where personally identifiable information is safely maintained. Office door keys are specially coded to ensure controlled access, granting each program staff member entry only to designated areas.

At the Clemson Center, three locking entry doors help secure the building, and four surveillance cameras monitor customer entrances and high-traffic areas and four additional cameras for the parking lot. The Anderson Center benefits from on-site security personnel provided by Anderson County, while Easley's Center is supported by Tri-County Technical College's on-site security staff. The Seneca Center maintains direct contact with the Oconee County Police Department, and the Clemson Police Department is located less than one mile from the Clemson SC Works Center, providing quick access if needed.

Every staff member receives an emergency procedures folder during onboarding. This folder includes guidance for situations such as fires, bomb threats, tornadoes, active shooters, and other emergency scenarios. Safety Team Members regularly review these

procedures with their teams, and email reminders are sent out to all partner staff to encourage routine review and readiness. Staff also participate in scheduled safety drills for events such as earthquakes, tornadoes, and fires. In addition, all team members have been trained to use a specific emergency code phrase should a crisis arise. Safety training is offered annually through coordinated efforts by the Workforce Development Board and the Operator.

VI. CORRECTIVE ACTIONS - MANAGEMENT STANDARDS

No corrective actions needed at this time.

VII. JOBSEEKER STANDARDS

*Back-up documentation is available electronically or in paper format for most items listed below.

1. *The SC Works Center measures satisfaction with both processes and outcomes for existing job seeker customers.*

Staff Response: Each SC Works Center actively gathers feedback from job seekers to evaluate both the quality of services and the outcomes they receive. Satisfaction surveys are available at all times and can be picked up in the resource room. Customers may submit completed surveys anonymously using a drop box mounted to the wall, which is checked monthly by the Operator. For events like job fairs and hiring events, paper surveys are distributed onsite, and email follow-ups are sent using SurveyMonkey to capture additional feedback.

Alongside written surveys, the Operator also engages directly with customers through face-to-face conversations to learn more about their experience and gather insights that may not surface through formal tools.

To measure the overall impact of services, the Operator tracks key data points such as how SC Works Services were accessed, the reason for accessing the services, and the overall satisfaction. These metrics are reviewed and shared quarterly with the One Stop Operations Committee to inform strategic decisions and improve service delivery across the Centers.

2. *Feedback from job seekers is used to improve services.*

Staff Response: SC Works Centers take customer feedback seriously and use it as a valuable tool to guide service enhancements. Survey responses are reviewed regularly, and when a comment points to a negative experience, the Operator reaches out to the individual to learn more and explore ways to improve. Positive feedback is also followed up on to identify success stories or best practices that can be celebrated or replicated across Centers.

Any necessary changes are made thoughtfully based on what customers share, helping the Centers remain responsive and customer focused. Partner organizations also receive satisfaction feedback during quarterly meetings so they can stay informed and make service adjustments within their own programs.

3. *Job Seekers have multiple access points to SC Works services beyond the SC Works Centers.*

Staff response: SC Works WorkLink provides job seeker services through a network of four Centers and multiple Affiliates across Anderson, Oconee, and Pickens Counties.

The Comprehensive Center is located in Clemson, which is centrally positioned among the three counties and provides easy access across the region. The affiliate sites are located within Tri-County Technical College's QuickJob Centers in Easley and Seneca, and at a County building in Anderson shared with Anderson Economic Development, showcasing collaboration between local government and workforce partners. To further expand access, SC Works WorkLink has established Affiliates at a wide range of community locations including Adult Education Centers (Anderson Adult Education Districts 1 and 2, Anderson County Adult Education Districts 3, 4, and 5; Pickens Adult Learning Center; and Oconee Adult Learning Center), public libraries in Anderson, Oconee, and Pickens Counties, Anderson Interfaith Ministries, Foothills Pregnancy Care Center in Oconee County, Goodwill Industries of Upstate/Midlands, S.H.A.R.E. of Oconee County, The Dream Center of Pickens County, The Parenting Place in Pickens County, and United Way offices in Anderson, Oconee, and Pickens Counties. These Affiliates allow job seekers to connect with essential services in familiar and convenient community settings, strengthening outreach across the WorkLink region.

WorkLink SC Works services and information can be found at www.worklinkweb.com or through our social media accounts on Facebook and LinkedIn. Staff promote the SCWOS website to all participants.

4. *SC Works Center offers a consistent menu of job seeker services.*

Staff Response: Career, training, and other services outlined in WIOA Section 134(c) and clarified in Training and Employment Guidance Letter (TEGL) 21-22 are available and accessible at all SC Works Centers. Labor exchange services provide job seekers with essential labor market information, including current job vacancies, the skills required to obtain those jobs, earning potential for in-demand occupations, and opportunities for advancement within those fields.

The Clemson SC Works Center offers a full range of career services, including outreach, intake, and orientation; initial assessments; labor exchange services; eligibility determination; referrals to partner programs; performance and cost information; unemployment insurance guidance; financial aid resources; and follow-up services to support continued success.

In addition to these core services, the Clemson Center and its partners provide targeted support to help individuals obtain or retain employment. These services include the development of Individual Employment Plans, career counseling, comprehensive assessments, short-term prevocational training, internships and work experience opportunities, transitional jobs, industry partnerships, workforce preparation activities, out-of-area job search assistance, English language acquisition, and financial literacy education.

5. *SC Works Center staff provides job seekers services they need as efficiently as possible while maintaining a customer service focus.*

Staff response: SC Works Center staff are committed to delivering high-quality services efficiently while maintaining a strong customer service focus. Each Center has a plan in place to manage high-traffic situations, with designated waiting areas and flexible spaces for serving groups. Staff are trained to move customers through the process quickly without compromising service quality, and key team members are assigned to be on hand for large-scale events, with other partners on call to assist as needed.

To ensure that job seekers are connected to the right services, resource room attendants use a list of triage questions issued by the SC Department of Employment and Workforce. These staff members are trained to recognize barriers to employment and provide timely referrals to appropriate programs.

Each Center actively uses the online SCWOS check-in portal, which notifies staff immediately when a customer with an appointment arrives. Walk-in customers are quickly engaged by resource room staff to determine the best next steps or are offered access to computers for job search activities. Staff also introduce customers to Center offerings, available workshops, and conduct informal assessments to guide them toward services and resources that match their goals.

6. *The SC Works Center has a well-equipped resource room with trained staff to provide a broad range of job seeker services.*

Staff Response: Each SC Works Center features a well-equipped resource room staffed by trained professionals who provide a wide range of services to job seekers. At least one Workforce Specialist is permanently stationed in each resource room and is trained to assess customer needs, identify potential barriers to employment, and make appropriate referrals to partner programs. Partners are also invited to serve customers directly in the resource room when available, helping to expand access to specialized services.

All SC Works Centers are equipped with multiple computers and ADA-accessible workstations that include assistive technology to support individuals with disabilities, ensuring that every customer can comfortably navigate career services.

SC Works WorkLink has increased onsite hiring events, hosted offsite multiple employer job fairs, and expanded its social media presence to effectively reach job seekers and connect them with employers across the region. Each Center maintains bulletin boards that display career pathway information, workshop calendars, partner schedules, community resources, and employment opportunities. Additionally, the "Equal Opportunity Is the Law" notice is prominently displayed to ensure customers are aware of their rights and the process to file a grievance or complaint. Success stories

are also featured to inspire and inform customers about the possibilities available through SC Works services.

All staff are equipped with up-to-date information on community resources and are prepared to guide individuals toward services that meet their unique needs. This approach ensures that every customer receives personalized support in a welcoming and resource-rich environment.

7. *All customers learn about the full range of services that are available through the SC Works System in a customer-focused, program neutral way.*

Staff Response: SC Works Centers ensure that every customer is introduced to the full range of services available through the SC Works System in a way that is customer-focused and program neutral. The WorkLink website provides an online orientation that introduces job seekers to the SC Works system and its offerings across the region. In-person, staff share information through welcome folders, group orientations, flyers, signage, and direct support at the help desk. All staff are trained to explain the services available at the Centers and to assess customer needs before offering tailored options that may best support their goals. Orientation presentations include a brief overview of all partner programs within the SC Works system, and partners are encouraged to attend these sessions to speak directly with customers about their services. This approach ensures that job seekers receive clear, unbiased information and are empowered to make informed decisions about the support and resources available to them.

8. *The SC Works Center offers effective assessment and career guidance services to all job seekers.*

Staff response: SC Works Centers offer effective assessment and career guidance services to all job seekers, ensuring that individuals receive the support they need to make informed decisions about their employment goals. All staff have either completed Career Development Facilitator training or are scheduled to complete it, equipping them with the tools to guide customers through the assessment and planning process. At the Clemson SC Works Center, assessments are primarily conducted through SCWOS Career Explorer, a free online tool that evaluates interests and aptitudes in approximately fifteen to twenty minutes. Workforce Specialists use this information, along with a review of the participant's work history and relevant labor market data, to determine whether additional assessment or career guidance is appropriate. Staff also refer customers to other free online assessment tools as needed. Each partner program has its own assessment process to determine eligibility and participation, ensuring that services are tailored to individual needs. All SC Works Centers offer weekly job readiness workshops, and computer literacy support is provided either through scheduled workshops or one-on-one assistance from partner agencies. Customers who

require more intensive support are referred to appropriate programs to ensure they receive the help necessary to succeed.

9. *The SC Works Center provides resources to assist customers with marketing themselves for employment.*

Staff response: SC Works Centers provide a range of resources to help customers effectively market themselves for employment. Staff are available to assist individuals who need support with resume development, job networking strategies, interviewing techniques, internet navigation, and job search planning. A monthly workshop schedule promotes these topics along with financial literacy education to help job seekers manage their employment transitions. These workshops are free and open to the public, and are offered in person at the Clemson SC Works Center and online to ensure accessibility for all customers. This approach allows job seekers to build confidence, strengthen their professional presentation, and connect with opportunities that align with their goals.

10. *Every SC Works Center will have information on job openings.*

Staff response: SC Works Centers ensure that every customer has access to current job openings and the tools needed to conduct a successful job search. All customers are encouraged to register in SC Works Online Services (SCWOS), South Carolina's statewide job search database that aggregates listings from external websites and connects job seekers directly with employers. Staff provide workshops on how to navigate SCWOS and offer printed how-to guides that customers can take with them for continued support. Additional resources, including staffing agency lists, state and federal employment databases, and links to social media and the WorkLink website, are shared to help job seekers stay informed and connected to opportunities across the region.

11. *SC Works Centers help job seekers advance their skills and education.*

Staff response: SC Works Centers help job seekers advance their skills and education by providing clear guidance, resources, and referrals tailored to individual career goals. Each Center offers information about career pathways through brochures, printed materials, and success story boards that highlight real examples of progress and achievement. Case Managers are trained to discuss career pathways with customers who express interest in furthering their education or training, helping them identify next steps that align with their interests and the demands of the labor market.

Financial aid applications are available through partnerships with Tri-County Technical College and can also be accessed online. Customers are provided with a list

of eligible training providers that includes both short-term and long-term options, and staff can also assist with locating information on non-eligible providers when appropriate. For individuals who need help navigating financial planning for education or training, case managers from partner agencies are available to offer personalized support and guidance. This coordinated approach ensures that job seekers are empowered to pursue meaningful education and training opportunities that lead to long-term career success.

VIII. CORRECTIVE ACTIONS – JOB SEEKER STANDARDS

No formal corrective action is needed at this time. One issue regarding workshops and one observation related to job seeker standards were noted during the PY2024 monitoring. Technical assistance was provided, and the program operator promptly addressed the concerns. The WorkLink Workforce Development Board will continue to monitor and offer support as needed to ensure ongoing compliance and continuous improvement.

IX. BUSINESS SERVICES

*Back-up documentation is available electronically or in paper format for most items listed below.

1. *There is a fully integrated multi-agency business services team comprised of representatives from each of the federally mandated partners, including core, required, and additional partners, as appropriate.*

Staff response: The WorkLink region maintains a fully integrated, multi-agency Business Service Integration Team that includes representatives from each of the federally mandated partners, as well as additional community resource organizations. Originally formed in the fall of 2012, the team has expanded beyond the core partners required under WIOA to include a broader network of agencies committed to supporting employer engagement and workforce development. Quarterly meetings provide a platform for guest speakers, partner updates, and discussion of employer needs. Each participating program has the opportunity to share updates and collaborate on strategies to meet performance goals. Team members include representatives from WorkLink, WIOA, the Department of Employment and Workforce (DEW), the Department of Social Services (DSS), Vocational Rehabilitation, Adult Education, Tri-County Technical College, Anderson Interfaith Ministries (AIM), Veteran's Programs, ReadySC, the South Carolina Manufacturing Extension Partnership (SCMEP), and economic development offices from Anderson, Oconee, and Pickens Counties.

2. *The Business Services Team is facilitated as a unified activity.*

Staff response: The Business Services Team in the WorkLink region operates as a unified activity, guided by a collaborative structure that promotes coordination across partner programs. The WorkLink Workforce Development Board voted to designate the WorkLink Business Services Representative as the team lead, with the One Stop Operations Committee reviewing the team roster annually and electing a Business Team Lead from among the members for Board approval. Team members follow the Business Engagement Plan, which outlines a shared commitment to assess employer needs and make timely referrals to appropriate partners for follow-up. Each quarter, a partner program is featured to present its business services and offerings, fostering cross-agency understanding and collaboration. The team has adopted the SC Works Online Services (SCWOS) Customer Relationship Management (CRM) module as the primary database for employer contacts. All members have received training on the CRM system, and partners have view-only access to post case notes and monitor employer interactions. Business card sharing and networking are encouraged at each meeting to strengthen communication and build real-time connections among team members. Email communications keep all members informed of immediate hiring needs, job fairs, and upcoming events.

3. ***Businesses are consulted on their workforce needs.***

Staff Response: SC Works WorkLink actively consults with businesses to understand and respond to their workforce needs. At the Clemson SC Works Center, two DEW Business Consultants support employers, with one dedicated specifically to Veteran services. An additional Business Consultant is stationed at the Anderson SC Works Center, ensuring coverage across the region. These consultants work directly with employers to assess hiring goals and identify workforce challenges, helping connect businesses with partner programs that offer targeted support.

To further strengthen employer engagement, the Clemson Center hosts a quarterly Business Integration Team meeting that brings together workforce development, economic development, education, and community-based organizations. These sessions foster collaboration and allow partners to share resources and respond to employer needs in real time.

The WorkLink Workforce Development Board is composed of 51 percent business leaders representing Anderson, Oconee, and Pickens Counties. These members also serve on key committees including One Stop Operations, Finance, Youth, and Priority Populations, ensuring that employer perspectives are embedded throughout the region's workforce strategy.

WorkLink works closely with local economic development offices on new and existing industry projects. When employers are ready to engage, DEW Business Consultants and other partners participate in roundtable discussions to develop customized hiring and retention strategies tailored to each company's goals.

4. ***The Business Services Team operates from a written LWDB business engagement plan designed in response to business needs and that supports the vision of the SWDB.***

Staff Response: SC Works WorkLink operates its Business Services Team based on a written Business Engagement Plan developed by the WorkLink Workforce Development Board. This plan outlines target industries and aligns with the vision of the State Workforce Development Board (SWDB), ensuring that local efforts support broader workforce priorities. The Business Services Team receives performance goals from the South Carolina Department of Employment and Workforce and actively tracks progress toward meeting those benchmarks. The plan is designed to be responsive to business needs across the region, guiding outreach, service delivery, and collaboration among partners to strengthen employer engagement and workforce development strategies.

5. ***There is a link between the activities of the Business Services Team, economic***

development and education entities.

Staff Response: SC Works WorkLink maintains strong connections between its Business Services Team, local economic development offices, and educational entities to support coordinated workforce development. Partners such as Tri-County Technical College, Adult Education, and economic development offices from Anderson, Oconee, and Pickens Counties regularly participate in Business Services Integration Team meetings, sharing information aligned with industry needs and contributing to strategic planning.

Team members also collaborate with economic development offices to support hiring efforts for companies expanding or relocating to the region. DEW Business Representatives often accompany Anderson County Economic Development staff to meet with employers, while WorkLink's Business Services Liaison works with all three counties to administer Incumbent Worker Training and On-the-Job Training grants.

WorkLink's Regional Workforce Advisor, under the Education and Economic Development Act (EEDA), helps connect education and economic development efforts. One example is the annual AOP Business and Industry Showcase, which introduces eighth-grade students to high-demand industries through interactive exhibits. DEW Business Consultants and WorkLink staff also lead employment workshops and help organize job fairs for high school students, with Business Engagement Team members invited to assist.

6. Satisfaction with both processes and outcomes is measured for existing business customers.

Staff response: SC Works WorkLink measures satisfaction with both processes and outcomes for existing business customers to ensure continuous improvement in service delivery. The Clemson SC Works Center utilizes a standardized employer satisfaction survey, developed in alignment with state guidance, to gather feedback on employer experiences. Each partner program follows up with its business customers to assess how effectively services were delivered and whether expectations were met.

Customer satisfaction data is reviewed regularly, and feedback is used to inform adjustments in service strategies and outreach efforts. This ongoing evaluation process helps ensure that employer needs are addressed and that the Business Services Team remains responsive and effective in its engagement

7. The LWDA offers a consistent menu of demand-driven services.

Staff response: SC Works WorkLink offers a consistent menu of demand-driven services designed to meet the evolving needs of employers across the region. The WorkLink Workforce Development Board, in collaboration with Business Services Integration

Team (BSIT) members, has adopted a comprehensive service menu that is available throughout the tri-county area. Core offerings include job postings, applicant screenings, customized recruitment, job fairs, labor market information, and access to interviewing space and scheduling support.

Employers also receive information and referrals related to tax credits, community resources, federal bonding, the Americans with Disabilities Act, and Veterans Services. WorkLink supports workforce development through Incumbent Worker Training, On-the-Job Training, and customized training options tailored to business needs. Additional services include guidance on Unemployment Insurance, Rapid Response for layoffs or closures, Trade Adjustment Assistance (TAA), and Veterans Employment Services.

As needed, WorkLink provides specialized services for significant company or industry dislocations, access to WIN testing, and Labor Market Information workshops. This consistent and responsive service menu ensures that businesses can access the tools and support necessary to recruit, retain, and develop a skilled workforce.

X. CORRECTIVE ACTIONS – BUSINESS SERVICES STANDARDS

No corrective actions needed at this time.

Question	Response
Local Workforce Development A	WorkLink
Nominator's Full Name	Jeff Snider
Nominator's Title	Career Services Manager
Nominator's Email Address	jsnider@eckerd.org
Nominee's Full Name	Vicky Kay Sexton
Nominee's Email Address	visexton@eckerd.org
Nominee's Title	Workforce Career Coach
Nominee's Department	WIOA Adult/DW Program
How has the professional shown excellence in customer service expectations to the SC Works system?	<p>As a Workforce Career Coach with SC Works, Vicky strives to provide excellent customer service by treating every client with respect, empathy, and a solution-focused mindset. She makes it a priority to actively listen to each individual's needs, so she can tailor her support to their specific goals—whether that means helping them build a résumé, navigate training opportunities, or connect with employers.</p> <p>Vicky also focus on clear communication and follow-up, ensuring that her participants never feel lost or overlooked in the process. When challenges arise—like funding concerns or delays in services—she does her best to advocate for the participant and keep them informed. Her goal is to create a positive and encouraging experience that reflects the values of the SC Works system, and to help every client feel empowered and supported in their job search or career path.</p>
How has the professional shown excellence in partnership collaboration?	<p>As a Workforce Career Coach, Vicky has made it a priority to build strong, collaborative relationships with her local partners—such as training providers, community organizations, and employers. She regularly communicates with these partners to stay updated on available resources, program changes, and hiring needs, so she can better connect her participants to real opportunities.</p> <p>One example of this is her work with Goodwill Industries, a local nonprofit social enterprise that provides training, employment placement, and other community based programs for people facing barriers to employment. By maintaining a strong line of communication and understanding their program offerings, she has been able to refer participants more efficiently and support them throughout the process, ensuring smoother transitions and better outcomes.</p> <p>Collaboration isn't just about sharing information—it's about working together to remove barriers for her clients/participants. Whether she is coordinating with a partner on supportive services or participating in joint job fairs and workshops, she always aims to represent SC Works as a reliable, responsive, and solutions-driven partner.</p>
Was this nomination approved by the Local Workforce Development Board (LWDB)?	Yes
Please describe the LWDB's reason for nomination of the workforce development professional:	<p>The Local Workforce Development Board is proud to nominate Vicky Sexton for her outstanding commitment, professionalism, and impact as a Workforce Career Coach within the SC Works system. Vicky consistently demonstrates excellence in customer service by providing personalized, compassionate support to every participant she serves. She goes above and beyond to ensure individuals feel heard, respected, and empowered to pursue meaningful career opportunities.</p> <p>Vicky also exemplifies exceptional collaboration with workforce partners. She actively maintains strong relationships with local training providers, community organizations, and employers, ensuring participants have access to relevant resources and real employment pathways. Her proactive communication and ability to navigate challenges have made her a trusted point of contact for both participants and partners.</p> <p>In a year marked by funding uncertainty and service demands, Vicky remained steady, dependable, and solutions-focused. Her dedication not only upholds the mission of SC Works but also directly contributes to the success of our clients and the strength of our local workforce system.</p>

Question	Response
Local Workforce Development A	WorkLink
Nominator's Full Name	Jeff Snider
Nominator's Title	Career Services Manager
Nominator's Email Address	jsnider@eckerd.org
Nominee's Full Name	Vicky Kay Sexton
Nominee's Email Address	visexton@eckerd.org
Nominee's Title	Workforce Career Coach
Nominee's Department	WIOA Adult/DW Program
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WORKFORCE DEVELOPMENT BOARD CONFLICT OF INTEREST DISCLOSURE FORM

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

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.

By signing below, the signee acknowledges that he or she has read the conflict of interest definition and policy outlined in the preceding paragraphs and pledges to adhere to this policy to the best of his or her ability.

Signature: _____ Date: _____



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September 2025

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Basic Computer Workshop 10:00am Clemson SC Works	3 FREE WIN Testing Clemson SC Works 10:00am Please call (864) 722-9273 to register	4 Communicating Effectively Workshop 10:00am Clemson SC Works	5	6
7	8	9 Job Application Workshop 10:00am Clemson SC Works	10 Networking/Financial Reputation Workshop Clemson SC Works 2:00pm Clemson SC Works	11 Interviewing Workshop 10:00am Clemson SC Works	12	13
14	15	16 Basic Computer Workshop 10:00am Clemson SC Works	17 FREE WIN Testing Clemson SC Works 10:00am Please call (864) 722-9273 to register	18 Communicating Effectively Workshop 10:00am Clemson SC Works	19	20
21	22	23 Job Application Workshop 10:00am Clemson SC Works	24 Networking/Financial Reputation Workshop Clemson SC Works 2:00pm Clemson SC Works	25 Interviewing Workshop 10:00am Clemson SC Works	26	27
28	29	30 Basic Computer Workshop 10:00am Clemson SC Works				

FREE Workshops

Basic Computer	2, 16, 30
Communicating Effectively	4, 18
Completing Job Applications	9, 23
Interviewing	11, 25
Networking/Financial Rep.	10, 24

September

Free WIN Testing September 3 and 17

Please call (864) 722-9273 to register for workshops and tests.
For individuals using a TTY device, please dial 711.

An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.

For program funding details in compliance with the Stevens Amendment, please visit the Funding Opportunities page of the www.worklinkweb.com website.