



**WORKFORCE DEVELOPMENT BOARD**

**One Stop Operations Committee**

**October 15, 2025, at 3:00pm**

**SC Works Clemson Comprehensive Center, Large Conference Room**

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBqdz09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

**AGENDA**

- I. **Call to Order/Introductions** **Shonna Williams**
- II. **Review of AI- Generated Minute format\*** Jennifer Campbell, WorkLink
- III. **Approval of 8.20.2025 Minutes\***
- IV. **Consent Agenda\*** Shonna Williams
  - a. PY2025 Usage Reports
  - b. PY2025 Financial Reports
- V. **SC Works System Updates**
  - a. PY2025 Employer Services Update Andie Keef, SC DEW Staff
  - b. PY2025 SC Works Center Update Billy Hunter, Eckerd WDS
  - c. SC Works WorkLink Closure Policy
  - d. Rapid Response Jennifer Campbell, WorkLink Staff
- VI. **WIOA Program Updates**
  - a. PY2025 Program Update Jeff Snider, Eckerd WDS
  - b. Success Story
- VII. **Other Business**
  - a. PY2025 OSO Committee Meeting Dates\*
    - i. Jan 14, March 18, May 20, Aug 19, Oct 21
  - b. New Committee Chair\*
  - c. New Committee Vice Chair\*
- VIII. **Adjourn** Shonna Williams

*\*Denotes voting item*

**UPCOMING MEETINGS:**

**WorkLink WDB Meeting, November 5 @ 1pm**  
*Visitor Center (Lunch at Noon)*

**(if Approved) OneStop Operations Committee Meeting, January 14, 2026 @ 3pm**  
Clemson SC Works, Large Conference Room or Conference Call

# **OSO Committee Meeting Minutes**

**Date:** August 20, 2025

**Location:** Clemson Center via Zoom

**Time:** 3:00- 4:00

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## **1. Introductions and Roll Call**

- Meeting recording initiated for minute processing.
- Attendees introduced themselves and their affiliations.

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## **2. Consent Agenda Approval**

- Informational packet was distributed via email prior to the meeting.
- Motion to approve consent agenda items was made and carried unanimously.

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## **3. SC Works System Updates**

### **PY24 Usage Report**

- 77 hiring events hosted, attracting 4,164 job seekers.
- Oconee Regional Job Fair highlighted for strong collaboration.

### **July Hiring Events**

- 6 events held with 291 job seekers in attendance.

### **Upcoming Events**

- September designated as Workforce Development Month.
- Multiple job fairs and hiring events scheduled across counties.

### **Indeed Report (Presented by Billy Hunter)**

- Center traffic: 11,191 customers served in PY24.
- Orientation sessions: 377 attendees.

- Workshops: 134 offered (in-person and virtual).
- Partner referrals: 604.

### **Budget Expenditures**

<b>Program</b>	<b>PY24 Expenditure</b>	<b>PY25 (July) Expenditure</b>
Adult	95.4%	8.4%
Dislocated Worker	98.4%	4.9%

### **Workshop Attendance**

- Attendance low in some workshops due to lack of incentives.
- Expungement workshops noted as highly successful.
- Partnership with SC Legal to increase frequency of expungement sessions.

### **Customer Satisfaction**

- SurveyMonkey used to collect feedback.
- Majority of users seek unemployment and job search support.
- Satisfaction scores (7–10 range): 70–77.3%.

### **Rapid Response Applications**

- Two applications received from Anderson and Pickens counties.
- Focused on upskilling to prevent layoffs.

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## **4. WIOA Program Update (Presented by Jeff Snider)**

### **PY24 Budget**

- Adult: 98.2% expenditure
- Dislocated Worker: 90.5% expenditure
- PAD Grant (Staff Development): 97.8% expenditure

- 81 new participants enrolled
- \$76,810 in scholarships leveraged from Tri-County Technical College

### **PY25 Budget**

- Adult (July): 7.2% expenditure
- Dislocated Worker (July): 11.7% expenditure
- \$28,878 in scholarship funds received

### **Partnerships**

- Collaboration with Goodwill Industries for tuition assistance.
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### **5. Anderson County Impact Award**

- Nominees: D. Davis and D. Duncan
  - D. Davis selected for his inspiring Second Chance story.
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### **6. One-Stop Operation Standards**

- Annual monitoring conducted by Eckerd Connect; no corrective actions required.
  - State exploring funding for enhanced safety measures at SC Works centers.
  - Executive Committee previously reviewed standards; board approval required.
  - Motion to approve Standards Certification for Eckerd Connect was made and carried.
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### **7. High Performing Workforce Development Professionals**

- Vicky Sexton (Pickens County Career Coach) recognized for outstanding service.

- Motion to approve recommendation was made and carried.
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## 8. OSO Committee Chair Discussion

- Committee seeking candidates for chair and vice-chair roles.
  - Vice-chair position successfully filled.
  - Motion to table chair nomination and decision for PY2025 was made, seconded, and passed.
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## 9. Announcements & Adjournment

- **Workforce Development Board Meeting:** Scheduled for September 10th at the Visitor Center. Neil Burton acknowledged for securing the venue. Lunch to follow at Sole on the Green.
  - **Next OSO Committee Meeting:** Scheduled for October 15th at 3:00 PM.
  - Meeting adjourned following announcements.
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**Respectfully submitted:**

Windy Graham

Data through: August 2025  
Last Revision Date: 10/10/2025

**SC WORKS**  
**WORKLINK**  
**ANDERSON-OCONEE-PICKENS**

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

\*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	
<b>Jobseekers Services</b>													
<b>SYSTEM WIDE SERVICES</b>													
<b>Unduplicated Customer Count</b>	<b>7511</b>	<b>3055</b>											<b>7511</b>
<b>Individuals that Registered</b>	<b>278</b>	<b>212</b>											<b>278</b>
Anderson	147	104											147
Clemson	22	18											22
Easley	53	45											53
Seneca	56	45											56
<b>Job Search Services (006 and 06M)</b>	<b>62629</b>	<b>54732</b>											<b>62629</b>
Anderson	32046	26780											32046
Clemson	6983	6714											6983
Easley	10554	10367											10554
Seneca	13046	10871											13046
<b>CENTER-WIDE SERVICES</b>													
<b>Center Traffic (Total Customer Count):</b>	<b>1294</b>	<b>1005</b>											<b>1294</b>
Anderson	603	456											603
Clemson	395	292											395
Easley	62	46											62
Seneca	234	211											234
<b>Orientation Attendance</b>	<b>40</b>	<b>32</b>											<b>40</b>
<b>Workshops Offered</b>	<b>11</b>	<b>11</b>											<b>11</b>
# Attended Employability		2											
# Attended Financial Literacy	3	7											3
# Attended Computer Skills	0	0											
<b>Referrals to Partners:</b>	<b>103</b>	<b>53</b>											<b>103</b>
# of Individuals Received Referral	76	45											76

Data through: August 2025  
Last Revision Date: 10/10/2025

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BRINGING EMPLOYERS  
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
<b>Employer Services</b>													
<b>Internal Job Orders Created</b>	<b>102</b>	<b>44</b>											<b>146</b>
Anderson	57	16											73
Clemson	14	20											34
Easley	7	3											10
Seneca	24	5											29
													0
<b>Services Provided Employers</b>	<b>1091</b>	<b>829</b>											<b>1920</b>
Anderson	232	182											414
Clemson	822	637											1459
Easley	11	3											14
Seneca	26	7											33
													0
<b>Hiring Events</b>	<b>6</b>	<b>6</b>											<b>12</b>
<b>Total Job Seekers</b>	<b>291</b>	<b>230</b>											<b>521</b>
Anderson	169	226											395
Oconee	10	0											10
Pickens	79	4											83
Regional/ Virtual	33	0											33
													0
<b>Entered Employments</b>	<b>14</b>	<b>3</b>											<b>17</b>
Anderson	11	3											14
Clemson	0	0											0
Easley	3	0											3
Seneca	0	0											0
													0
<b>Rapid Response Events</b>	<b>1</b>	<b>1</b>											<b>2</b>
<b>Total Affected</b>	<b>0</b>	<b>24</b>											<b>24</b>
													0

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

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	1	1	2	
New	1	0	0	0	1	
Offenders						
CO	7	1	1	0	9	
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	7	3	16	0	26	
New	3	2	0	0	5	
SNAP Recipient						
CO	1	3	8	0	12	
New	1	2	0	0	3	
Basic Skills Deficient						
CO	15	4	12	2	33	
New	3	0	1	0	4	

Caseload Breakdown			
	Active	Follow-up	Total
Goldsmith	10	16	26
Hill	24	36	60
Sexton	32	38	70
<b>Total</b>	<b>66</b>	<b>90</b>	<b>156</b>

Active Enrollment			
	CO	July	Total
Goldsmith	8	2	10
Hill	20	4	24
Sexton	29	3	32
<b>Total</b>	<b>57</b>	<b>9</b>	<b>66</b>

Applications			
	August	YTD Total	
YTD Total Determinations	7	13	
Enrollment			
	TD Planned (+/-)		
New MTD Enrolled	9	6	3+
New YTD Enrolled	17	11	6+
Total YTD Participants	66		
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			
<b>Sum</b>			
*Applies to Adult Population Only			
**PAR = Public Assistance Recipients, LI = Low Income, BSD = Basic Skills Deficient			

Career Interest		
In-Demand Career Cluster	August	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	August	YTD
106 - Provided Internet Job Search	9	18
107 - Provision of Labor Market In	9	17
115 - Resume Preparation Assistai	8	9
132- Workshop	10	16
142 - Soft Skills Instruction	8	17
202 - Career Guidance/Planning	29	57
214 - Adult Literacy or Basic Skills	1	1

WorkKeys or WIN			
	CO	New MTD	Total
Platinum	26	0	26
Gold	77	0	77
Silver	355	0	355
Bronze	190	0	190
No Certificate	98	0	98
<b>Total</b>	<b>746</b>	<b>0</b>	<b>746</b>



Data through: August 2025  
Last Revision Date: 10/10/2025

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**WORKLINK**  
**ANDERSON-OCONEE-PICKENS**

PY2023 - July 1, 2025 to July 30, 2026

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

Recommended for Training Services		
	August	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

Total Current Contracts	0
Total Carryover	0
<b>Total All OJT Contracts</b>	<b>0</b>

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		
	AugustTotal	YTD Total
Entered Employment	2	8
Credential Attained (current year)	5	7
Measurable Skills Gained	3	11
Follow-Up Services Provided	11	69
Follow-Up Services Individuals	11	69


Occupational Training by Provider		
Training Provider	Currently In Training	PY25 Rec'd Training
ArcLabs Welding School	0	0
Capstone Career Development Center	3	4
CDL Training Service (Ace Driving Academy)	0	0
Coding Clarified LLC	0	0
Commercial Driving Academy	0	0
Norris Mechanical, LLC	1	2
PSI Project Management	0	0
Tri-County Technical College	20	24
Truck Driver Institute	0	0
Village Career Center, LLC.	1	1
<b>Total</b>	<b>25</b>	<b>31</b>

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 PY25 Rec'd (occupational and GED training)			
WIOA Funding	YTD Total	Partner Funding	Amt Leverage YTD
Adult	62	TCTC Scholarships \$	44,936
Dislocated Workers	4	SC Lottery \$	-
DWG	0	Pell Grant \$	-
Trade (co-enrolled)	0	Goodwill \$	2,971
		Other	
<b>Total</b>	<b>66</b>	<b>\$</b>	<b>47,907</b>

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

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
	Adult Operator					
Worklink Development Board	Contract Number:					
1376 Tiger Blvd.	Invoice Number:	1092-03				
Clemson, SC 29631	Invoice Month:	September 2025				
<b>Attn: Jennifer Campbell</b>	Period Covered:	July 1, 2025 - June 30, 2026				
email: jcampbell@worklinkweb.com	Total Amount Due:	\$ 5,730				
Eckerd Goal:			SEPTEMBER			
			25.0%			100.0%
<b>Line Item</b>	<b>Budget</b>	<b>1092-3</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		\$ 46,202.34	\$ 3,778.59	<b>12,180.71</b>	<b>\$ 34,021.63</b>	<b>26.4%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	\$ 14,490.20	\$ 1,184.66	<b>3,815.49</b>	<b>\$ 10,674.71</b>	<b>26.3%</b>
<b>TOTAL STAFF COSTS</b>		<b>\$ 60,692.54</b>	<b>\$ 4,963.25</b>	<b>15,996.20</b>	<b>\$ 44,696.34</b>	<b>26.4%</b>
<b>Operating Costs:</b>						
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	51.06	\$ 128.94	28.4%
1.6 Staff Travel	6105, 6120, 6125	\$ 1,500.00	\$ -	36.54	\$ 1,463.46	2.4%
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%
<b>TOTAL OPERATING COSTS</b>		<b>\$ 7,237.05</b>	<b>\$ 17.02</b>	<b>87.60</b>	<b>\$ 7,149.45</b>	<b>1.2%</b>
<b>Training Costs:</b>						
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%
<b>TOTAL TRAINING COSTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Supportive Services Costs :</b>						
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	\$ 975.00	\$ 81.25	243.75	\$ 731.25	25.0%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>\$ 975.00</b>	<b>\$ 81.25</b>	<b>243.75</b>	<b>\$ 731.25</b>	<b>25.0%</b>
<b>4.1 INDIRECT COST:</b>	<b>13.20%</b>	<b>\$ 9,095.41</b>	<b>\$ 668.12</b>	<b>2,155.24</b>	<b>\$ 6,940.17</b>	<b>23.7%</b>
<b>Contract Total</b>		<b>\$ 78,000.00</b>	<b>\$ 5,729.64</b>	<b>18,482.79</b>	<b>\$ 59,517.21</b>	<b>23.7%</b>

	<b>ECKERD YOUTH ALTERNATIVES, INC.</b>					
	100 N. Starcrest Drive, Clearwater, FL 33765					
	<b>INVOICE</b>					
	Operator DW					
Worklink Development Board	Contract Number:					
1376 Tiger Blvd.	Invoice Number:	1223-03				
Clemson, SC 29631	Invoice Month:	September 2025				
<b>Attn: Jennifer Campbell</b>	Period Covered:	July 1, 2025 - June 30, 2026				
email: jcampbell@worklinkweb.com	Total Amount Due:	<b>\$ 1,838</b>				
<b>Eckerd Goal:</b>			SEPTEMBER			
			25.0%			100.0%
<b>Line Item</b>	<b>Budget</b>	<b>1223-03</b>	<b>Cumulative Cost YTD</b>	<b>Remaining Balance</b>	<b>Percent Spent YTD</b>	
<b>Staff Salary Total</b>		<b>13,999.98</b>	<b>1,206.43</b>	<b>2,849.96</b>	<b>11,150.02</b>	<b>20.4%</b>
<b>Fringe Benefit Total</b>	<b>51xx</b>	<b>4,559.44</b>	<b>391.71</b>	<b>924.94</b>	<b>3,634.50</b>	<b>20.3%</b>
<b>TOTAL STAFF COSTS</b>		<b>18,559.42</b>	<b>1,598.14</b>	<b>3,774.90</b>	<b>14,784.52</b>	<b>20.3%</b>
<b>Operating Costs:</b>						
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	9.00	51.00	15.0%
1.6 Staff Travel	6105, 6120, 6125	225.00	-	5.46	219.54	2.4%
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%
<b>TOTAL OPERATING COSTS</b>		<b>600.21</b>	<b>3.00</b>	<b>14.46</b>	<b>585.75</b>	<b>2.4%</b>
<b>Training Costs:</b>						
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%
<b>TOTAL TRAINING COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Supportive Services Costs :</b>						
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Training/Professional Fees/Profit:</b>						
4.2 General Liability Insurance	6305	275.00	22.92	68.76	206.24	25.0%
<b>TOTAL FEES / PROFIT COSTS</b>		<b>275.00</b>	<b>22.92</b>	<b>68.76</b>	<b>206.24</b>	<b>25.0%</b>
<b>4.1 INDIRECT COST:</b>	<b>13.20%</b>	<b>2,565.37</b>	<b>214.38</b>	<b>509.27</b>	<b>2,056.10</b>	<b>19.9%</b>
<b>CONTRACT TOTAL:</b>		<b>22,000.00</b>	<b>1,838.44</b>	<b>4,367.39</b>	<b>17,632.61</b>	<b>19.9%</b>



# 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: 1055-03  
Invoice Month: September 2025  
Period Covered: July 1, 2025 - June 30, 2026  
Total Amount Due: \$ **31,525**

Eckerd Goal:

SEPTEMBER

25.0%

100.0%

Line Item	Budget	1055-3	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
<b>Staff Salary Total</b>	\$ 177,012	\$ 14,859	43,276.61	\$ 133,735.72	24.4%
<b>Fringe Benefit Total</b> 51xx	\$ 65,989	\$ 5,465	15,908.65	\$ 50,080.56	24.1%
<b>TOTAL STAFF COSTS</b>	\$ 243,002	20,324.61	59,185.26	\$ 183,816.27	24.4%
<b>Operating Costs:</b>					
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	\$ -	1,063.80	93.4%
Staff Computers	6085	\$ 1,449	\$ -	\$ 1,449.00	0.0%
Technology	6090	\$ -	\$ -	\$ -	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	204.24	23.6%
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	\$ 39	48.25	8.0%
<b>TOTAL OPERATING COSTS</b>	\$ 7,165	106.68	1,316.29	\$ 5,848.61	18.4%
<b>Training Costs:</b>					
WI Customer Credential Exam Fees (C.N.A., GED, TABE)	6525	\$ 2,700	\$ -	1,143.00	42.3%
WI Customer Individualized Training Costs					
Individual Training Account/Voucher Cost	6530	\$ 51,145	\$ 5,079	8,758.00	17.1%
Client Testing Fees	6535	\$ -	\$ -	\$ -	0.0%
<b>TOTAL TRAINING COSTS</b>	\$ 53,845	\$ 5,079	\$ 9,901	\$ 43,944	18.4%
<b>Supportive Services Costs :</b>					
WI Customer Transportation Costs	6485	\$ 6,300	\$ 240	640.00	10.2%
WI Customer Childcare Costs	6660	\$ -	\$ -	\$ -	0.0%
Training Support Materials (Uniforms, Drug Screens, Backg	6590	\$ 11,475	\$ 2,653	3,919.14	34.2%
WI Customer Emergency Assistance (Rent, Car Repair, €	6596	\$ -	\$ -	\$ -	0.0%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 17,775	2,893.34	4,559.14	\$ 13,215.86	25.6%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance	6305	\$ 4,499	\$ 375	1,124.70	25.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 4,499	374.90	1,124.70	\$ 3,374.06	25.0%
<b>INDIRECT COST:</b>	13.20%	\$ 33,616	\$ 2,746	8,134.67	24.2%
<b>Contract Total</b>	\$ 359,901	31,524.95	84,221.06	\$ 275,679.95	23.4%



# ECKERD YOUTH ALTERNATIVES, INC.

100 N. Starcrest Drive, Clearwater, FL 33765

## INVOICE

Adult DW

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

Contract Number:  
Invoice Number: 1056-03  
Invoice Month: September 2025  
Period Covered: July 1, 2025 - June 30, 2026  
Total Amount Due: \$ **2,668**

Eckerd Goal:

SEPTEMBER

25%

100.0%

Line Item	Budget	1056-3	Cumulative	Remaining	Percent Spent
<b>Staff Salary Total</b>	\$ 20,160.93	\$ 1,692.85	\$ 6,243.32	\$ 13,917.61	31.0%
<b>Fringe Benefit Total</b> 51xx	\$ 7,430.89	\$ 615.49	\$ 2,269.42	\$ 5,161.47	30.5%
<b>TOTAL STAFF COSTS</b>	\$ 27,591.83	\$ 2,308.34	\$ 8,512.74	\$ 19,079.09	30.9%
<b>Operating Costs:</b>					
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	\$ 8.30	93.4%
Staff Computers 6085	\$ 161.00	\$ -	\$ -	\$ 161.00	0.0%
Technology 6090	\$ -	\$ -	\$ -	\$ -	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	\$ 36.00	\$ 60.00	37.5%
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%
<b>TOTAL OPERATING COSTS</b>	\$ 996.10	\$ 12.00	\$ 154.20	\$ 841.90	15.5%
<b>Training Costs:</b>					
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%
<b>TOTAL TRAINING COSTS</b>	\$ 450.00	\$ -	\$ -	\$ 450.00	0.0%
<b>Supportive Services Costs :</b>					
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%
<b>TOTAL SUPPORTIVE SERVICES COSTS</b>	\$ 1,917.99	\$ -	\$ -	\$ 1,917.99	0.0%
<b>Training/Professional Fees/Profit:</b>					
General Liability Insurance 6305	\$ 440.35	\$ 36.70	\$ 110.10	\$ 330.25	25.0%
<b>TOTAL FEES / PROFIT COSTS</b>	\$ 440.35	\$ 36.70	\$ 110.10	\$ 330.25	25.0%
<b>INDIRECT COST:</b> 13.20%	\$ 3,831.73	\$ 311.13	\$ 1,158.57	\$ 2,673.16	30.2%
<b>Contract Total</b>	\$ 35,228.00	\$ 2,668.17	\$ 9,935.61	\$ 25,292.39	28.2%

# SC Works WorkLink – Power Outage Policy & Procedures

**Applies To:** All SC Works Centers in the WorkLink Workforce Development Area (Anderson, Clemson, Easley, and Seneca)

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## 1. Purpose

This policy establishes procedures for responding to a power outage at any SC Works Center in the WorkLink Workforce Development Area to ensure staff and customer safety, maintain service quality, and provide a clear decision-making process for potential center closure.

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## 2. Scope

This policy applies to all SC Works Center managers, staff, and partners operating within the WorkLink LWDA.

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## 3. Roles & Responsibilities

- **One Stop Manager and other Managers:** Lead outage response, monitor updates, and communicate with WorkLink WDB.
  - **Staff:** Follow manager instructions, ensure customer safety, and assist with communication efforts.
  - **WorkLink Workforce Development Board (WDB) Executive Director or Designee:** Approves any decision to close a center due to a power outage.
- 

## 4. Procedure

### Step 1: Immediate Response (First 10 Minutes)

1. Verify that all customers and staff are safe.
  2. Check for hazards such as lack of emergency lighting, extreme temperatures, or tripping hazards.
  3. Notify the One Stop Manager of the outage.
- 

### Step 2: Utility Status Check

Within the first 10 minutes, a designated manager will check Duke Energy's outage information:

1. **Online:**
  - Go to <https://outagemap.duke-energy.com/#/home>
  - Click “**Carolinas**”
  - Select “**Duke Energy Carolinas**”
  - Click on the **outage map** and then the affected area.

- Review the **Estimated Restoration Time (ERT)** in the pop-up window.
  - 2. **By Phone (Backup Method):**
    - Call Duke Energy's outage line at **1-800-769-3766**.
    - Provide the Clemson SC Works account numbers if calling for that location:
      - **9100 3366 6036**
      - **9100 3362 1877**
- 

### Step 3: Initial Wait Period (Up to 60 Minutes)

- Continue monitoring the Duke Energy website or phone updates every 20–30 minutes.
  - If the ERT is within the next hour, continue to wait.
- 

### Step 4: WDB Contact (At 60 Minutes)

- If the ERT is **more than 1 additional hour** or **unknown** after the first 60 minutes:
    - Contact the **WorkLink WDB Executive Director or designee** to discuss the situation and request **closure approval** if necessary.
- 

### Step 5: Extended Wait Period & Closure Decision

- If **2 total hours** pass without power and the outage prevents the delivery of core services (computers, phones, internet, lighting, HVAC), prepare to close the center for the remainder of the day.
  - **Closure must be approved** by the WorkLink WDB Executive Director or designee before dismissing staff and customers.
- 

### Step 6: Communication

If closure is approved:

1. Notify all on-site staff and customers.
  2. Post closure notice on the entrance door.
  3. Notify key partners and update voicemail and social media as appropriate.
- 

## 5. Affiliate Locations

WorkLink is **not responsible** for the power supply at affiliate locations (Easley, Anderson, and Seneca).

- If a power outage occurs at one of these sites, staff must **immediately contact their immediate supervisor and/or the One Stop Manager** for guidance.
- Follow any location-specific procedures required by the facility owner or host agency.

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## **6. Safety Priority**

At any point, if conditions become unsafe for customers or staff, the Center Manager may evacuate the center immediately while awaiting WDB approval for formal closure.

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## **7. Review & Updates**

This policy will be reviewed and updated by the One Stop Manager as necessary.



# SC Works WorkLink – Power Outage Quick Action Guide

**Applies to:** Clemson, Easley, Anderson, and Seneca SC Works Centers

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## Immediate Steps (First 10 Minutes)

1. **Ensure Safety** – Check staff and customers. Address hazards (lighting, tripping hazards, temperature).
  2. **Notify** – Inform the One Stop Manager.
  3. **Check Utility Status:**
    - **Online:**
      1. Go to <https://outagemap.duke-energy.com/#/home>
      2. Click “**Carolinas**” → “**Duke Energy Carolinas**”
      3. Select the outage map → Click affected area → Review **ERT** (Estimated Restoration Time).
    - **By Phone (Backup):** Call **1-800-769-3766**
      - Clemson Account #s: **9100 3366 6036 | 9100 3362 1877**
- 

## Wait & Decision Timeline

- **Up to 60 Minutes:**
    - Continue checking Duke Energy updates every 20–30 min.
    - If ERT is within the next hour → Continue waiting.
  - **At 60 Minutes:**
    - If ERT is **more than 1 additional hour** or **unknown** → Contact **WorkLink WDB Executive Director or Designee** for possible closure approval.
  - **At 2 Hours Without Power:**
    - If core services remain unavailable (computers, phones, internet, lighting, HVAC) → Recommend closure to WDB for approval.
- 

## Affiliate Locations (Easley, Anderson, Seneca)

- WorkLink is **not responsible** for power at affiliate sites.
  - If outage occurs, contact **immediate supervisor** and/or **One Stop Manager** immediately and follow site-specific rules.
- 

## If Closure Is Approved

1. Notify staff & customers.
  2. Post closure notice on the entrance.
  3. Notify partners; update voicemail & social media.
- 

## Safety First:

If unsafe conditions arise, evacuate immediately and await WDB guidance.

**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	\$ 18,400.00	\$ 26,000.00		10/1/2024	9/30/2025	Completed	

**25RRIWT01**

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance		Start Date	End Date	Status	Notes
25RRIWT05-01	Vanguard Metal	\$ 50,000.00						9/1/2025	6/30/2026	Active	
25RRIWT06-01	KP Components	\$ 50,000.00						9/1/2025	6/30/2026	Pending Employer	

**25 IWT01**

Grant #	Company	Originally Awarded	Modifications	Current Award	Expended	Balance	Deobligated	Start Date	End Date	Status	Status
Total:		\$144,400.00		\$44,400.00	\$ 18,400.00	\$26,000.00	\$0.00				

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

**Contract Status**

Executed  
Pending from Employer

**Payment**

Yellow= final  
Green=pending documentation

**2026 Committee/ Board Meeting Schedule**

Committee	Meeting Dates				
Youth	January 20	March 3	May 5	August 11	October 6
Priority Populations	January 13	March 10	May 12	August 11	October 13
One Stop Operations	January 14	March 18	May 20	August 19	October 14
Finance	January 21	March 25	May 27	August 26	October 21
Workforce Development Board	February 4	April 1	June 3	September 9	November 4

**Youth Committee**—Meetings will be held on Tuesdays at 10:00 a.m. via Zoom Conference Call Staff Liaison: Jennifer Campbell, Assistant Director, [jcampbell@worklinkweb.com](mailto:jcampbell@worklinkweb.com), 864-646-1458

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

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

**Finance Committee**—Meetings will be held at 3:00 p.m. via Zoom Conference Call, Staff Liaison: Jennifer Campbell, Assistant Director, [jcampbell@worklinkweb.com](mailto:jcampbell@worklinkweb.com), 864-646-1458

**Workforce Development Board**—Meetings will be held at 1:00 p.m. at the Nieri Family Alumni and Visitors Center, 220 Madren Center Drive, Clemson, SC 29634. Lunch will be held at noon immediately preceding the meeting. Staff Liaison: Jennifer Campbell, Assistant Director, [jcampbell@worklinkweb.com](mailto:jcampbell@worklinkweb.com), 864-646-1458

\*Proposed dates and points of contact as of 10-1-2025. Dates to be approved by committees and finalized by Board Vote on 11-5-2025. Updated assignment of staff liaisons to be announced once Executive Director is onboarded.

Free Workshops and WIN Testing available at SC Works.

**November 2025**

Please call (864) 722-9273 to register for Workshops and WIN Tests.

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

**FREE Workshops**

Basic Computer  
Communicating Effectively  
Completing Job Applications  
Interviewing  
Networking/Financial Rep.

**November**

25  
13  
4, 18  
6, 20  
5, 19

**Free WIN Testing November 12, 26**

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](http://www.worklinkweb.com) website.