



WORKFORCE DEVELOPMENT BOARD
Tuesday, May 5, 2026, at
10:30 AM

Microsoft Teams meeting
 Join: <https://teams.microsoft.com/meet/27768257849112?p=af12WRK5X9D7uLitxW>
 Meeting ID: 277 682 578 491 12
 Passcode: Tb6xU9qv

AGENDA

- I. **Welcome - Introductions** Katie Brown, Chair

- II. **Review of Minutes (3.10.26)*** Katie Brown, Chair

- III. **PY25 PYC Report/Dashboard** Ann Marie Baker, PYC

- IV. **Other Business:**
 - PY25 Youth Monitoring of Eckerd Connects Victoria Britton
 - PY26 Provisional Youth Budget and Pending Formula Allocations
 Are not yet available. These materials will be reviewed later this month
 and subsequently presented to the Board at the June meeting. AnnMarie Baker, PYC
 - Currently sitting at 82 enrollments (1 away from program year goal)
 - Big push for credential attainment in this last quarter of PY25
 - 36 HSE graduates to date with more testing every week

- V. **Adjourn*** Katie Brown, Chair

UPCOMING MEETINGS:

WorkLink WDB Meeting, June 3, 2026 @ 1pm
Visitor Center (Lunch at Noon)

Youth Committee Meeting, August 11, 2026 @ 10am
 Teams Conference Call

WorkLink Workforce Development Board – Youth Committee

Meeting Minutes

Date: March 10, 2026

Time: 10:00 AM

Location: Virtual Meeting – Microsoft Teams

Chair: Katie Brown

I. Welcome & Introductions

- Meeting called to order by Chair, **Katie Brown**.
- Introductions were made. Attendance: Katie Brown, Ashley Teal, Jeffrey Martin, Robert Halfacre, Ann Marie Baker, Jennifer Campbell, and Windy Graham

II. Review of Minutes – January 20, 2026

- The committee reviewed the minutes from the **January 20, 2026** meeting.
- **Action:** Motion to approve minutes (vote required).
Tabled until May 5, 2026

III. PY25 PYC Report & Dashboard

Presented by: Ann Marie Baker

Key highlights included:

- Enrollment updates and active caseload levels
- Follow-up participant counts
- Work experience placements and credentials earned
- Career Smart class activity
- Financial update on staffing, operations, and training costs
 - Staff Costs: 58.9%

- Operational Costs: 31.2%
- Training Costs: 36.5% (tuition, credentials, and graduation fees increasing)
- Supportive Services (Transportation): 62.2%
- Overall Contractual Goal Progress (January): 53.7%
- Performance progress following leadership transition

The committee expressed strong support for the improvements under the new Program Manager.

IV. New Business

1. PY25 Grant Expenditures (as of 1/31/26)

- Expenditure reports were reviewed, including staff costs, operating costs, training funds, and supportive services.
- Year-to-date spending percentages were noted across all budget categories.

2. Monitoring Update

- Annual monitoring completed for youth, adult, and operational services.
- Interviews conducted with career coaches, work experience participants, and employers.
- Positive feedback received regarding the impact of Work Experience placements.
- Monitoring reports will be issued within 45 days, with staff aiming for an earlier release.

3. LEP & EO Training

- Limited English Proficiency (LEP) and Equal Opportunity (EO) training is scheduled for:
April 10, 2026.
- Guidance provided on interpretation services, vendor requirements, documentation forms, and translation procedures.

V. Other Business

1. PY2026 RFP Committee

- Discussion regarding committee formation or next steps for the **PY2026 Request for Proposals**.
- Related prior action: committee previously voted to combine Adult & Youth RFPs (January meeting).

2. Staffing Change

- Jennifer Campbell announced her resignation, with her last day scheduled for March 20. Victoria Britten and Windy Graham will coordinate staffing and planning for the upcoming program year.

VI. Adjournment

- Meeting adjourned by Chair Katie Brown.
- **Vote required** for adjournment Motion: Ashley Teal Seconded: Jeffrey Martin adjourned at 10:18

Upcoming Meetings

- **WorkLink WDB Meeting** – April 1, 2026 @ 1:00 PM
Visitor Center; lunch at noon
- **Youth Committee Meeting** – May 5, 2026
Microsoft Teams Conference Call

Date Through:
02/28/2026



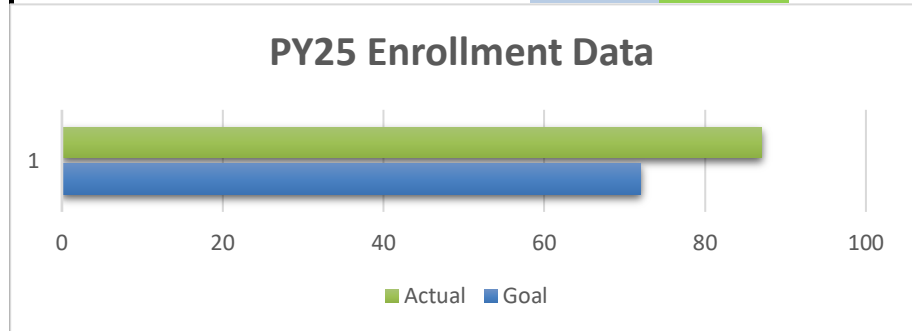
Palmetto Youth Connections - WorkLink - PY25

July 1, 2025 - March 31, 2026



Demographics at Registration					
	Anderson	Oconee	Pickens	Total	Percentage
Male:	7	11	18	36	60%
Female:	10	9	14	33	40%
Total:	17	20	26	63	
one youth chose not to identify gender					
Youth (18 & under)	6	6	20	32	40%
Youth (Over 18)	11	14	13	38	60%
Total:	17	20	33	70	
Basic Skills Deficient:	17	20	33	70	100%
Unemployed:	5	6	13	24	44%

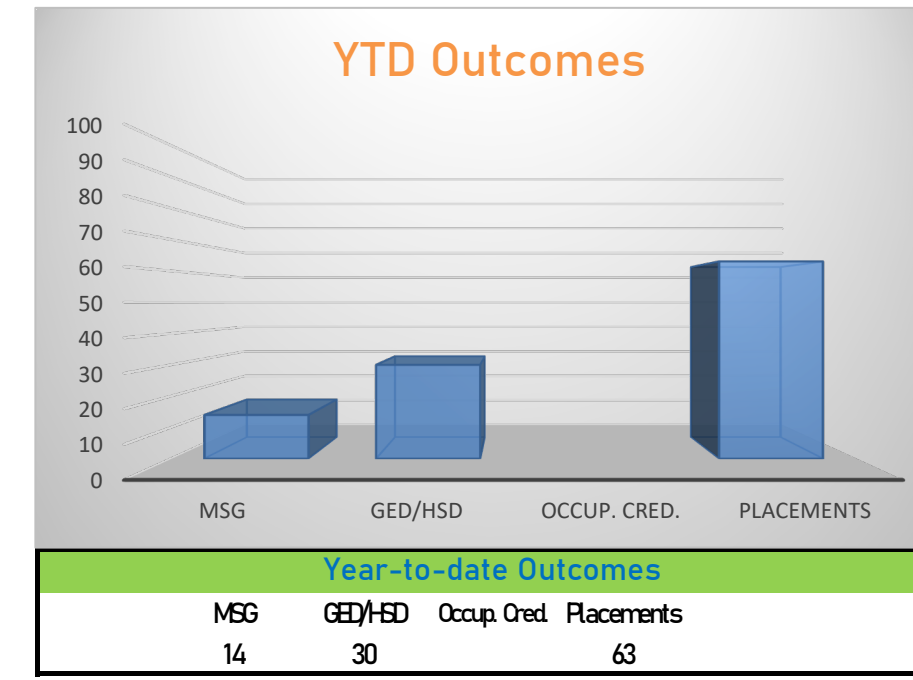
PY25 Enrollments			
	Goal	Actual	
Carryover	0	17	
1st Quarter (July-Aug.-Sept.)	21	25	
2nd Quarter (Oct.-Nov.-Dec.)	27	19	
3rd Quarter (Jan.-Feb.-Mar.)	24	26	
March totals not included			
4th Quarter (Apr.-May-June)			
Totals:	72	87	



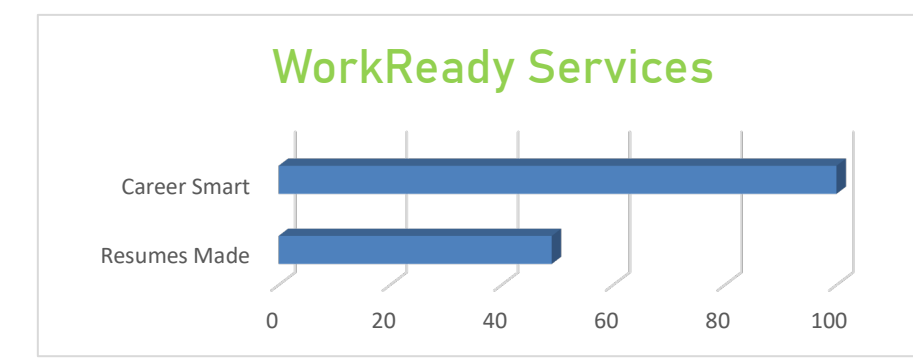
Caseload Breakdown					
	Anderson	Oconee	Pickens	Total	
Baker/Turner		***			
Active:	0	24	0	24	
Follow-Up:	0	14	0	14	
Cobb			***		
Active:	0	0	28	28	
Follow-Up:	0	0	17	17	
Wengard		***			
Active:	21	0	0	21	
Follow-Up:	17	0	0	17	
Total Active:	73			121	
Total Follow-Up:	48				

WIOA Reported WorkLink Youth Performance				
WIOA 2nd Q (Rolling 4Q) Performance				
	Goal	% of Goal	Actual	Key
Overall Program Score:	101.70%			Pass
EMP/EDU/Training Q2	83.50%		83.00%	Fail
EMP/EDU/Training Q4	82.00%		80.00%	
Credential Rate:	70.00%		54.00%	
Med Earnings	\$3,455		\$5,200	
MSG	60.00%		55.00%	


*Meeting performance=50%+ of goal



Work Ready Certificate PY25			
Certificate Level	Count	Total	
5 Platinum	0		
4 Gold	0		
3 Silver	1		
2 Bronze	3		
Total:	4		



Work Ready Services PY25	
Resumes Made	Career Smart
49	104

		ECKERD YOUTH ALTERNATIVES, INC.					
		100 N. Starcrest Drive, Clearwater, FL 33765					
INVOICE							
Worklink Development Board	Contract Number:						
1376 Tiger Blvd.	Invoice Number:	1058-09					
Clemson, SC 29631	Invoice Month:	March 2026					
	Period Covered:	July 1, 2025 - June 30, 2026					
	Total Amount Due:	\$ 36,171					
Eckerd Goal:			MARCH				
			75.0%			100.0%	
Line Item		MOD I	1058-9	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	
Staff Salary Total		\$ 201,225	\$ 16,747	\$ 151,097.77	\$ 50,127.29	75.1%	
Fringe Benefit Total	Slxx	\$ 49,600	\$ 4,311	\$ 37,614.04	\$ 11,985.58	75.8%	
TOTAL STAFF COSTS		\$ 250,825	\$ 21,058.16	\$ 188,711.81	\$ 62,112.87	75.2%	
Operating Costs:							
Property Rent	6185	\$ 3,600	\$ 900	\$ 3,000.00	\$ 600.00	83.3%	
Communications (Phone, Fax, Internet,	6270	\$ 960	\$ 82	\$ 743.02	\$ 216.98	77.4%	
Network (internet)	6265	\$ 1,500	\$ 121	\$ 976.43	\$ 523.57	65.1%	
Postage	6005	\$ 1,000	\$ 123	\$ 534.95	\$ 465.05	53.5%	
Staff Travel	6105	\$ 5,500	\$ 357	\$ 2,631.60	\$ 2,868.40	47.8%	
Other Travel	6115/6120	\$	\$	\$	\$	0.0%	
Staff Background Checks	5100	\$ 126	\$	\$ 61.80	\$ 63.90	49.2%	
Staff Training	5110	\$	\$	\$	\$	0.0%	
Office/Desktop Supplies and Materials	6000	\$ 1,730	\$	\$ 317.48	\$ 1,412.66	18.4%	
Copying	6730	\$ 1,200	\$	\$	\$ 1,200.00	0.0%	
Technology	6090	\$	\$	\$	\$	0.0%	
Computer and Software	6085	\$ 6,440	\$	\$	\$ 6,440.00	0.0%	
Software Licenses	6095	\$ 1,265	\$	\$ 1,182.00	\$ 83.00	93.4%	
Participant Verifications	6516	\$	\$	\$	\$	0.0%	
Participant Outreach	6735	\$	\$	\$	\$	0.0%	
TOTAL OPERATING COSTS		\$ 23,321	\$ 1,582.79	\$ 9,447.28	\$ 13,873.56	40.5%	
Training Costs:							
Work Experience Stipends	6507	\$ 34,092	\$ 4,578	\$ 20,465.64	\$ 13,626.05	60.0%	
Tuition Cost (Adult Education)	6520	\$ 11,200	\$ 2,464	\$ 8,512.00	\$ 2,688.00	76.0%	
Participant Graduation Fees	6595	\$ 1,045	\$ 130	\$ 170.00	\$ 875.00	16.3%	
Credential Exam Fees	6525	\$ 10,530	\$ 2,393	\$ 6,274.50	\$ 4,255.50	59.6%	
Individual Training Accounts	6530	\$	\$	\$	\$	0.0%	
Instructional Supplies (Books)	6590	\$	\$	\$	\$	0.0%	
TOTAL TRAINING COSTS		\$ 56,867	\$ 9,565.00	\$ 35,422.14	\$ 21,444.55	62.3%	
Supportive Services Costs :							
Child Care	6660	\$	\$	\$	\$	0.0%	
Transportation	6485	\$ 11,000	\$ 660	\$ 8,610.00	\$ 2,390.00	78.3%	
Client Incentives	6585	\$	\$	\$	\$	0.0%	
Client Training Support Materials	6545	\$	\$	\$	\$	0.0%	
Client Supplies	6546	\$	\$	\$	\$	0.0%	
Client Emergency Assistance & Expungerr	6596	\$ 1,000	\$	\$	\$ 1,000.00	0.0%	
TOTAL SUPPORTIVE SERVICES COSTS		\$ 12,000	\$ 660.00	\$ 8,610.00	\$ 3,390.00	71.8%	
Training/Professional Fees/Profit:							
General Liability Insurance	6305	\$ 4,804	\$ 369	\$ 3,482.37	\$ 1,321.38	72.5%	
TOTAL FEES/ PROFIT COSTS		\$ 4,804	\$ 369.06	\$ 3,482.37	\$ 1,321.38	72.5%	
4.1 INDIRECT COST:	13.20%	\$ 36,484	\$ 2,936	\$ 26,243.11	\$ 10,240.93	71.9%	
Contract Total		\$ 384,300	\$ 36,170.69	\$ 271,916.71	\$ 112,383.29	70.8%	

April 17, 2026

Nicole Stroebel
Chief Financial Officer
Eckerd Connects
100 Starcrest Dr.
Clearwater, FL 33756

Re: PY 2025 Monitoring Report – WIOA Title I Youth Program

Dear Ms. Stroebel,

During the week of February 9–13, 2026, the WorkLink Workforce Development Board (WDB) conducted programmatic monitoring of the WIOA Title I Youth Program operated by Eckerd Connects / Palmetto Youth Connections in the WorkLink region.

The purpose of this review was to assess compliance with WIOA statute, federal regulations (20 CFR 681, 683, 29 CFR 38), TEGs, state instruction letters, and local procedures. The review included active and follow-up participant files, enrollment documentation, assessments (OAS/ISS), case management, activity codes, work experience, supportive services, performance indicators, and data consistency.

Based on this review, only a few observations were identified.

A written response is requested within thirty (30) calendar days of receipt of this report.

We appreciate the professionalism, cooperation, and responsiveness of Ann Marie Baker, Youth Program Manager, and the entire Youth Program staff throughout the monitoring process. Their commitment to quality youth services is evident and valued.

Questions regarding this report should be directed to **Victoria Britton, Executive Director**, at vbritton@worklinkweb.com.

Sincerely,

Victoria Britton

Victoria Britton
Executive Director
WorkLink Workforce Development Board

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1376 Tiger Blvd Suite 102 Clemson SC 29631 P. 864.646.1515 F. 864.646.2814 Relay Service Dial 711 (TTY)

EXECUTIVE SUMMARY

The WIOA Title I Youth Program was monitored for compliance with federal regulations, state instruction letters, and local procedures. The review included active and follow-up files, activity documentation, supportive services, work experience, and performance indicators.

Purpose of Monitoring

- Assess compliance with WIOA Title I Youth requirements
- Evaluate documentation accuracy and completeness
- Identify strengths and areas for improvement
- Provide corrective actions and technical assistance

Scope of Review

- Eligibility
- Enrollment
- Objective Assessment (OAS)
- Individual Service Strategy (ISS)
- Case Management
- Activity Codes
- Supportive Services
- Work Experience (WEX)
- Measurable Skill Gains (MSG)
- Credentials
- Follow-Up Services
- Referrals to Adult Program
- Program Placement Requirements
- EO/ADA Compliance
- Data Consistency

High-Level Strengths

- Strong youth engagement
- Consistent enrollment documentation
- Effective supportive service utilization
- Strong GED progress among participants

OBSERVATIONS

These items do not rise to the level of findings but require attention to improve program quality and consistency.

- Some activity codes were entered correctly but lacked a corresponding case note. All codes entered need a corresponding case note describing the service or activity.
- F-codes were inconsistently used along with missed opportunities to document follow-up services.
- Remove and redact any uploaded PPI. (WorkLink will be providing training on this soon)
- Complete Staff Eligibility Comments for every participant.

BEST PRACTICES

These practices demonstrate strong program performance and should be continued and replicated.

- Strong rapport and engagement with youth participants.
- Consistent and thorough enrollment packets.
- Effective use of supportive services to remove barriers.
- Strong GED progress and testing outcomes.
- Strong employer partnerships for WEX placements.
- Clear documentation of career pathways for many participants.
- Staff demonstrate genuine commitment to youth success.

CLOSING SUMMARY

The WIOA Youth Program demonstrates strong commitment to serving youth in the WorkLink region. Staff engagement, supportive service utilization, and GED progress are notable strengths. We thank you for your service to our community.

WorkLink will develop and provide training based on requests received from Eckerd staff.