

TRIDENT WORKFORCE DEVELOPMENT BOARD

December 10, 2019

10:00 AM

Barrett Lawrimore Conference Room
5790 Casper Padgett Way
North Charleston, SC 29405

AGENDA

- I. Call to Order/Quorum Determination/Introductions
- II. Approval of Meeting Notes: October 29, 2019
- III. Adult and Youth Participant Success Stories
- IV. Eckerd Contract Modification – Request for Approval
 - a. Adult/Dislocated Worker
 - b. Youth
 - c. One Stop Operator
- V. Policy Revisions – Request for Approval – Sharon Goss
 - a. Assessment, Background and Drug Screen Policy
 - b. Training Service Policy
 - c. Eligible Training Providers Policy
- VI. WIOA Budget Modification – Request for Approval – Katie Paschall
- VII. Administrative & System Reports
 - a. Financial Report – Katie Paschall
 - b. Program Performance Report – Kameron Alston-Collins
 - c. Adult/Dislocated Worker/Youth Program Performance Report – Keidrian Kunkel
 - d. Marketing & Outreach Report – Marquel Coaxum
- VIII. Other Business
- IX. Adjourn

TRIDENT WORKFORCE DEVELOPMENT BOARD
MEETING NOTES
October 29, 2019

The Trident Workforce Development Board (TWDB) met on Tuesday, October 29, 2019 at the Berkeley-Charleston-Dorchester Council of Governments Building (5790 Casper Padgett Way in North Charleston, South Carolina).

MEMBERSHIP: Tod Anderson; Diane Bagwell; Deb Campeau; Janet Cappellini; Butch Clift; Shirley Collenton; Wendy Courson; Susan Friedrich; Hope Hudson; Eric Jones; Dottie Karst; Gil Leatherwood; William Lovelace; Andrew Maute; Jeff Messick; Sylvia Mitchum; Dan Segovia; Kelly Sieling; Wendy Smith; James Villeponteaux; Bob Walker; Debra Young

MEMBERS PRESENT: Tod Anderson; Deb Campeau; Janet Cappellini; Butch Clift; Shirley Collenton; Wendy Courson; Susan Friedrich; Hope Hudson; Eric Jones; Dottie Karst; William Lovelace; Jeff Messick; Debra Young

PROXIES: Marshall Connor for Bob Walker

OTHERS PRESENT: Marquel Coaxum (Rawle-Murdy Associates); Allison Lane (Rawle-Murdy Associates); Amanda Wagner (Eckerd Workforce Development); Keidrian Kunkel (Eckerd Workforce Development); Deidre Smalls (Eckerd Workforce Development); Melissa Rodgers (SCDEW)

BCDCOG STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Sharon Goss; Kameron Alston-Collins; Robin Mitchum; Katie Paschall; Kim Coleman

I. Call to Order/Quorum Determination/Introductions

Chair Karst called the October 29, 2019 Trident Workforce Development Board meeting to order at 10:00 a.m. Excused absences and proxies were submitted and a quorum was determined. Chair Karst introduced and welcomed the new Board members followed by introductions of all attendees.

II. Approval of the August 27, 2019 Meeting Notes

*Butch Clift made a motion to approve the August 27, 2019 Meeting Notes as presented.
Jeff Messick seconded the motion.
The motion was unanimously approved.*

III. Adult and Youth Participant Success Stories

Keidrian Kunkel, Region Manager with Eckerd Workforce Development, delivered a Success Story on a recent Youth and SCDEW Innovation Grant participant, Shamyra Smalls. Ms. Smalls was an offender and was basic skills deficient. Following her successful completion of the innovation grant program and construction work experience, Ms. Smalls became NCCER/OSHA Certified and employed by Cullum Constructors, Inc. The Board received the Adult and Youth Participant Success Story as information.

IV. Policy Revision – Request for Approval Sharon Goss

A. Incumbent Worker Training Policy

Sharon Goss, Workforce Development Director, explained that the Incumbent Worker Training Policy has been revised to update language to clarify eligibility and funding usage. Ms. Goss further explained that, in addition, a clause has been added to the Policy that allows the Executive Director of the BCDCOG to approve refurbished funds. She noted that refurbished funds are those that are unused and/or de-obligated by the employer for various reasons. This would allow for these funds to be reallocated in a timely manner. Ms. Goss reviewed the revisions and addressed questions and comments.

***Butch Clift made a motion to approve the Incumbent Worker Training Policy Revision as presented.
Jan Cappellini seconded the motion.
The motion was unanimously approved.***

V. Corrective Action Plan – Discussion – Sharon Goss

Ms. Goss noted that State Instruction 17-04, Change 1, *Participant Cost Rate Policy*, states that “Effective July 1, 2018, each local workforce development board shall ensure that WIOA Adult and Dislocated Worker expenditures, including Rapid Response for additional assistance funds, meet a minimum participant cost rate of 30 percent.” The policy further states, “Any workforce area that falls below the 30 percent participant cost rate must submit a local board approved Corrective Action Plan that includes: a detailed analysis of the inability to attain a minimum 30 percent participant cost rate; action steps to meet the minimum required rate; any measurable benchmarks or indicators that will ensure the local area is on track to meet the expected outcome; and other information the local board may want to include in the Corrective Action Plan that will be beneficial for state level review and comment.” The Trident Local Workforce Development Area has not met the 30 percent participant cost rate for Program Year 2018, with a 27.11% rate. Although \$741,216.33 was expended on participants in training and supportive services, due to overhead expenditures, the Trident area did not meet the 30 percent participant cost rate requirement. Ms. Goss discussed the following corrective action plan: In order to meet the 30% participant cost rate, we will need to increase the training and supportive service line item to \$671,663. These funds will be moved from other line items in order to meet this goal. This will be accomplished by the following: 1) Reduce staff costs by reallocating two staff members that are on the Adults/DW budget for 50% of their salary/benefits. These staff members will be reassigned to the youth budget 100%; 2) Reduce staff costs under the operator budget (OSO) by cutting the Workforce Operator staff (front desk staff at the Dorchester Center); 3) Reduce the OSO budget by cutting operating expense for the security at the Dorchester Center and other services at Berkeley and Dorchester such as the telephone, IT for Public Access, copier etc. These services are available at the potential new location for Berkeley. (We are currently still working on things at the Dorchester Center); 4) Continue to evaluate the management structure; 5) the proposed budget will decrease the SC Works Trident Affiliate Centers in Berkeley and Dorchester counties by January 2020 in order to cut overhead expenditures in these centers; 6) All of the funds saved will be reallocated to participant cost. Ms. Goss and Mr. Mitchum addressed questions and comments. Chair Karst suggested that the Board send a letter to SCDEW prefacing the corrective action plan with their concern that the Policy be revisited to include staff time working with participants who are receiving training services.

***Butch Clift made a motion to approve the Corrective Action Plan as presented.
Debra Young seconded the motion.
The motion was unanimously approved.***

VI. Administrative & System Reports

A. Financial Report – Katie Paschall

Katie Paschall, Finance Manager, presented the Financial Reports for the period ending September 30, 2019. She delivered a detailed overview of the activities for FY20 noting that WIOA expenditures total \$711,682 as of September 30, 2019. Ms. Paschall then addressed questions and comments.

B. Program Performance Report – Kameron Alston-Collins

Kameron Alston-Collins, Performance Outcomes Coordinator, stated that in the interest of time, Board members may review the Program Performance Reports when time permits and contact her with any questions or comments.

C. Adult/Dislocated Worker/Youth Program Performance Report – Keidrian Kunkel

Ms. Kunkel delivered a presentation on the region’s overall performance. She provided a breakdown of the program’s enrollment and performance outcomes by adult, dislocated workers and youth. She also shared outreach updates and discussed the Metal Trades Initiative for the Rural Readiness Job Training Program. Ms. Kunkel addressed questions and comments.

D. Marketing & Outreach Report – Marquel Coaxum

Marquel Coaxum, with Rawle-Murdy Associates, presented the SC Works Trident Public Relations and Social Media Report for September-October 2019. Mr. Coaxum reviewed account activity with Facebook and Twitter (impressions, engagements & link clicks). He also discussed the video performance of the top 3 videos viewed and the most engaging Facebook posts in 2019 to date. Mr. Coaxum also discussed campaign demographics in advertisements (by age & gender). Mr. Coaxum addressed questions and comments.

The Board received the Administrative and System Reports as information.

VII. Other Business

There was no other business to discuss.

VIII. Adjourn

There being no further business to discuss, Chair Karst adjourned the meeting at 11:35 a.m.

Respectfully submitted,
Kim Coleman

DRAFT

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald E. Mitchum, Executive Director
DATE: December 2, 2019
SUBJ: Eckerd Workforce Development– Adult & Dislocated Worker Program Contract

The Adult & Dislocated Worker Program contract was awarded to Eckerd Workforce Development on July 1, 2019 as a one (1) year contract with two (2) options to annually renew.

The BCDCOG has received the full allocation of Program Year 19 (PY19) funds and is requesting approval to amend the Adult and Dislocated Worker Contract. Available funding includes \$1,339,159 of the Adult and Dislocated Worker allocated funds and \$79,456 Rapid Response Dislocated Worker funds that were extended through December 31, 2019. We are requesting to allocate the available funding for PY19/FY20, in the amount of \$1,418,615, to Eckerd Workforce Development as the Adult and Dislocated Worker Program provider in the Trident region.

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald E. Mitchum, Executive Director
DATE: December 2, 2019
SUBJ: Eckerd Workforce Development– Youth Program Service Provider Contract

The Youth Program service provider contract was awarded to Eckerd Workforce Development on July 1, 2019 as a one (1) year contract with two (2) options to annually renew.

The BCDCOG has received the full allocation of Program Year 19 (PY19) funds and is requesting approval to amend the Youth Service Provider Contract. We are requesting to allocate the available funding for PY19/FY20, in the amount of \$813,401, to Eckerd Workforce Development as the youth services provider in the Trident region.

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald E. Mitchum, Executive Director
DATE: December 2, 2019
SUBJ: Eckerd Workforce Development – One Stop Operator Contract

The One Stop Operator contract was awarded to Eckerd Workforce Development on July 1, 2019 as a one (1) year contract with two (2) options to annually renew.

The BCDCOG has received the full allocation of Program Year 19 (PY19) funds and is requesting approval to amend the One Stop Operator Contract. We are requesting to allocate the available funding for PY19/FY20, in the amount of \$340,000, to Eckerd Workforce Development as the One Stop Operator in the Trident region.

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald Mitchum, Executive Director
SUBJ: WIOA Revised Policies for approval: Assessment, Background and Drug Screening Policy & Training Services Policy
DATE: December 10, 2019

In an effort to streamline policies, the Assessment, background and Drug Screening Policy was combined with the Training Service Policy. The combination of the policies has led to confusion and misunderstanding, which was not the intent. Staff is seeking to separate the policies and clarify the language in order to make it easy for staff to understand and provide the appropriate services to participants.

Staff is requesting the approval of the policies with revisions.

TRIDENT

Trident Workforce Development Board Workforce Innovation and Opportunity Act

ASSESSMENT, BACKGROUND AND DRUG SCREENING POLICY

TO: SC Works Trident Operators, WIOA Program Provider, Staff and Partners

ISSUANCE DATE: ~~January 31, 2018~~ [December 10, 2019](#)

EFFECTIVE DATE: ~~January 31, 2018~~ [December 10, 2019](#)

SUPERSEDES: [August 28, 2018, January 31, 2018,](#) September 27, 2016, March 11, 2014, August 14, 2012, May 15, 2012, July 1, 2010 and September 23, 2009

SUBJECT: Assessment, Background and Drug Screen Policy

PURPOSE:

The purpose of this policy is to establish the principles and guidelines for assessments, criminal background checks, testing and ~~sanctioning for~~ [guidance on](#) the use of illegal substances of adults, dislocated workers and youth participants enrolled in WIOA funded programs.

POLICY:

Accurate and ongoing assessment is a key element in all WIOA funded programs to assure job seekers' successful employment and self-sufficiency. It is mandatory that all "out of school" youth be assessed for ~~b~~Basic ~~s~~Skills ~~d~~Deficiency ([BSD](#)). The Trident Workforce Development Board (TWDB) has made it mandatory for all adults and dislocated workers to be assessed for ~~b~~Basic ~~s~~Skills ~~d~~Deficiency ([BSD](#)). It is mandatory for all adults and dislocated workers to be assessed in aptitude, career interest and for barriers to training and/or employment. Each participant must fully understand what the assessment process includes, its purpose and how it applies to their employment goals. Per State Instruction letter 15-17 "WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification. Further, if not already a program participant, the use of funds for assessment will constitute enrollment in the program. Adult/DW participants cannot be required to sit for the ~~TABE or Career Ready Assessments~~ [assessment](#) prior to WIOA eligibility. [If basic skills deficiency has been determined based on state instruction number 15-17, change 1, no assessment is required; however, the individual should receive appropriate services through WIOA and Partner programs to increase their skill levels and address BSD. If an individual is determined BSD as a priority for service through the use of an assessment, BSD must be addressed in the individual employment plan and case notes. Participants who are determined BSD through the use of a pre-assessment \(TABE or Career Readiness Assessments\) must use the same post-assessment to determine gains or no longer BSD. BSD must be addressed prior to training approval.](#)

PROCEDURES:

Assessments:

All Adults, Dislocated Workers and Youth entering WIOA funded programs must have assessments as outlined above under the Policy. Exception to this would be participants that need accommodations based on their disability needs.

~~The SC Works Trident System has established that all participants seeking to enter training services must make a minimum of Silver level on the Career Readiness Certificate (CRC) WorkKeys assessments (Graphic Literacy, Applied Math and Workplace Documents) unless the provider of training and/or prospective employer has established a different score or criteria. Exception to this would be determined on an individual basis regarding assessments.~~

Testing for Illegal Substances and Background Checks:

1. WIOA participants may be required to be drug screened for the use of illegal substances prior to entering certain training programs.
2. WIOA participants may be required to have a criminal background check prior to entering certain training programs. An individual who has a criminal background will not be denied enrollment in the WIOA program and/or training based solely on their criminal history.
3. Participants who test positive for the use of illegal substances must be referred to the local Alcohol and/or other Drug Abuse Service Agency. Before a participant returns to continue training services with WIOA, verification along with a recommendation from the local Alcohol and/or other Drug Abuse Service Agency must be received. The participant is expected to follow recommendations from the agency before any training services will be provided.
4. Should a participant deny the use of illegal substances and they wish to be retested, the following must occur: A request should be submitted for initial screen to be retested and have a toxicology (confirmation) test done. If retest comes back confirmed, participant must follow steps outlined in #3. Should the participant want to pursue testing on his/her own, WIOA will only accept results from a certified Drug Screening Facility and the screening must occur within 24 hours of participant receiving the results of the initial test. WIOA will not cover this cost.

According to the US Department of Labor (DOL), federal funds, which include WIOA funds, cannot be used to pay for a drug screening test unless it is required by the training provider. As a result, in order to demonstrate and show we are compliant with this federal mandate, all drug screening tests must be included on the training ledger. WIOA funds cannot be used to pay for training in an occupational field or area for which an individual is not employable. Therefore, if it is determined a criminal background issue would prevent employment in an occupational field or area, WIOA funds cannot be used to pay for training in that occupational field or area. To determine whether a criminal background issue would prevent employment in an occupational field or area, a minimum of five (5) () employers in the occupational field or area should be surveyed to determine if the criminal background issue would prevent employment in the field. No personal identifying information (PII) of the participant may be shared with the employers. This information should be documented and kept in the separate confidential folder. A generic case note should be created in the SC Works Online System (SCWOS) of participants unable to attend the training. A positive result on the drug screening may also prohibit or delay admission into certain WIOA training programs. Prior to acceptance into any WIOA training program, the results on the criminal background check and drug screening test must be received, reviewed and deemed acceptable for the training in which the participant wishes to pursue.

Ongoing participant assessment includes:

- Target employability skills
- Identify individual strengths and needs

- Establish measurements used to document progress toward retaining employment and self-sufficiency

Acceptable assessment methods, using one or more of the following tools or strategies, include:

- Standardized, nationally recognized tests (WorkKeys)
- Structured interviews
- Inventories
- Self-Assessment Checklists

Evidence of criminal backgrounds and drug screenings must be maintained in a separate confidential file according to EO standards. All other assessments must be maintained in participants' regular hard file. WorkKeys results must be entered in the assessment section in SC Works Online System (SCWOS).

NOTE: THE EXECUTIVE DIRECTOR OF THE BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS HAS THE DISCRETION TO MAKE EXCEPTIONS TO THIS POLICY; SEE *CREATION AND REVISION OF POLICIES*.

~~2018~~December 10, 2019

Ronald E. Mitchum, Executive Director
BCDCOG

~~January 31,~~

Date

TRIDENT

Trident Workforce Development Board Workforce Innovation and Opportunity Act

TRAINING SERVICES POLICY

TO: SC Works Trident Operators, WIOA Program Provider, Staff and Partners

ISSUANCE DATE: ~~January 31, 2018~~ [December 10, 2019](#)

EFFECTIVE DATE: ~~January 31, 2018~~ [December 10, 2019](#)

SUPERSEDES: [August 28, 2019, January 31, 2018,](#) December 5, 2017, September 27, 2017, March 10, 2015, July 1, 2014, November 12, 2013, May 15, 2012, February 14, 2012, November 8, 2011, August 9, 2011, July, 27, 2011, July 1, 2010, March 31, 2009, October 7, 2008 and July 1, 2007

SUBJECT: TRAINING SERVICES POLICY

PURPOSE:

The purpose of this policy is to establish guidelines for training services in accordance with the WIOA law and regulations and the Trident Workforce Development Board.

POLICY:

The Trident Workforce Development Board will invest funds in training programs that fall under the established Industry clusters for the SC Works Trident area. Participants must enter into training in one of the Industry clusters below. The Industry clusters are as follows:

- **Diversified Manufacturing**
- **Transportation & Logistics**
- **Healthcare**
- **Information Technology**
- **Construction Trades**
- **Hospitality & Tourism**

PROCEDURES:

Since the goal of the program is to provide training that leads to employment (or education for youth), participants must not be enrolled in training programs that exceed 24 months or enroll in two or four-year degree programs unless the WIOA funded program can be completed within 24 months. ~~In the event that we do have a participant unable to achieve a GED within 24 months, WIOA will assist the participant with finding employment with self-sufficient wages. The participant will still be able to work independently with Adult Education on obtaining their GED.~~

In accordance with Section 663.320 of the WIOA Regulations, "WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training." Participant files must document that the participant and WIOA Career Coach made every

effort to secure other funding sources for the training, such as PELL grant, SC Education Lottery and NAFTA-TAA funds. ~~GED training shall not exceed twenty four months.~~ Per USDOL, a person without a GED or high school diploma does not have marketable employment skills; therefore, if a participant does not have a HS Diploma or GED, it must be addressed in the Individual Employment Plan (IEP) and in case notes and must be enrolled in a GED program at minimum, referred to a program where they can receive guidance on gaining a HS Diploma or HS Equivalency even if a high school credential is not a ~~requirement~~ determined a pre-requisite for training by a training provider. ~~Participants within three months of achieving their GED may have the option to enter into an Occupational Skills Training while concurrently enrolled in a GED program upon approval from the Operator Regional Manager or designee. The memo of approval from the Operator Regional Manager or designee should be submitted and placed in the hard file or scanned in SCWOS as verification of approval.~~

Participants who received a certificate of completion may have the option to enter training upon approval from the ~~Operations Director or Regional Manager or designee~~. A memo of approval should be submitted and placed in the hard file and ~~/or~~ scanned in SCWOS as verification of approval.

Participants are only required to complete Career Readiness Assessments if it is required by training provider and/or Employer. See Assessment, Background and Drug Screening Policy for additional Assessment requirements.

~~Please see the Assessment, Background and Drug Screening Policy on assessment requirements for training.~~

Repayment of a course or exam:

The cost of an exam and/or certification related to training is an allowable cost from WIOA funds. In the event a WIOA participant does not successfully pass a course, they will have one opportunity to have only one course repaid during the full training program.

In the event a WIOA participant does not successfully pass an exam, they will have one opportunity to repay for an exam during the full training program. This does not include the GED exam.

If a participant unsuccessfully completes a training to include an OJT, the need for further training will be evaluated and approval made by the Operator Regional Manager or designee based on the circumstances.

Approval is required prior to paying a second time for an exam or course.

The following items will be included under Supportive Services for participants and will continue to be funded with WIOA funds:

- Tools required by the provider or employer
- Uniforms required by the provider or employer
- Books
- Exam fees
- Drug screens required by the provider
- Background checks
- Other items required as part of the training program or for employment i.e. transcripts to sit for exams

Training services for adults will be limited to:

- Adults that are a part of the priority of service group
- Participants that meet the definition of not self-sufficient (adult program participant)
- Those adults not a part of the priority of service group, but has demonstrated the need for training. Sufficient documentation in case notes and job search logs may be used to demonstrate need.
- A maximum of \$7,500 per participants for the lifetime of the program

TRIDENT

Training services will be limited to the guidelines below:

- Maximum amount is \$7,500, per lifetime of the program. The SC Works Operator will be responsible for any payment of funds expended over the maximum amount without prior exception approval from the Executive Director of the BCDCOG.
- Maximum length of training is 24 months per participant, per lifetime of the program. *Exceptions can be made by the Eckerd Youth Alternatives Regional Manager to training that exceeds 24 months based on the need of the participant.*
- The amount and length limits are totals, not amounts for each training activity.
- Training costs that are included in the limitation are post-secondary education, occupational skills training, work experience, OJT and GED training activities. Room and board, including meal plans, is not allowable training costs for youth. Costs associated with Employability/ Work Maturity and assessments are not included in this limitation.

NOTE: THE EXECUTIVE DIRECTOR OF THE BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS HAS THE DISCRETION TO MAKE EXCEPTIONS TO THIS POLICY; SEE *CREATION AND REVISION OF POLICIES*.

Ronald Mitchum, Executive Director
BCDCOG

January 31, 2018~~December 10,~~
2019

Date

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Ronald Mitchum, Executive Director
SUBJ: WIOA Revised Policies for approval: Eligible Training Provider Policy
DATE: December 10, 2019

As part of the local board's responsibility, it is to ensure participants are being placed in trainings that are in-demand and lead to employment with self-sufficiency wages. The Performance Review Committee met on November 26, 2019 to review and discuss the current policy as it relates to this responsibility. Please see the attached policy on changes the performance Review Committee is recommending in order to hold training providers accountable for performance outcomes.

Staff is requesting the approval of the policies with revisions.

TRIDENT

Trident Workforce Development Board
Workforce Innovation and Opportunity Act
ELIGIBLE TRAINING PROVIDER (ETP) POLICY

TO: SC Works Trident Operator/Staff

ISSUANCE DATE: ~~April 24, 2018~~ [December 10, 2019](#)

EFFECTIVE DATE: ~~April 24, 2018~~ [December 10, 2019](#)

SUPERSEDES: [April 24, 2018](#), September 27, 2016, July 31, 2013, May 15, 2012, November 8, 2011, July 27, June 30, 2008

SUBJECT: Eligible Training Provider (ETP) Policy

Purpose:

According to SC Department of Employment and Workforce (SCDEW), the Eligible Training Provider List (ETPL) and process is part of the strategy for achieving the WIOA goals of informed participant choice, system performance, and continuous improvement. The intent of the ETPL is to identify training providers and programs whose performance qualifies them to receive WIOA funds to train adults and dislocated workers. The eligible training provider process should be administered in a manner to assure that significant numbers of competent providers, offering a wide variety of training programs and occupational choices, are available to participants.

POLICY:

With the move to WIOA we will be measured on a “credential rate” for Youth, Adults and Dislocated workers who participate in training. The outcome measures of employment, retention and earnings are now the only ones for this population. With that in mind, “training programs” should have a direct impact on these measures for all individuals who receive training.

PROCEDURES:

The following guidelines shall be used for current and future occupational training programs relevant to the ETPL. Here are the steps to follow should a provider contact us to be added to the ETPL:

- They will follow the instructions listed on <https://scpath.org> ~~www.seworks.org~~ under [Workforce Resources and Eligible I am a Training Providers](#).
- SCDEW will [review the application for completeness and verify that the training provider is legit](#). ~~decide if it's added to the State list or not.~~
- SCDEW will send it to the Local Area to determine if the local area would like to have it added to the local list or not.

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- The rating sheet established by the TWDB will be used to determine approval of the Local Area list of programs.

Local policies, procedures and guidelines have been established in conjunction with the State's requirements in order to assure training options available to WIOA participants will lead to job placement, job retention and self-sufficient wages. The Trident Workforce Development Board will invest funds in training programs that fall under the established industry clusters for the tri-county area and South Coast region. Participants are required to consider these industry clusters. The industry clusters are as follows:

- **Diversified Manufacturing**
- **Transportation & Logistics**
- **Healthcare**
- **Communications/IT Services**
- **Construction/Trades**
- **Hospitality and Tourism**

If DEW or the Local Workforce Development Board denies eligibility for listing of a provider's program on the ETPL, the denying entity must, within 14 calendar days of this decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process. WIOA students currently enrolled in such a program will be allowed to complete the program. If a training provider chooses to appeal, a training program that is subject to removal shall remain on the State ETPL until the appeal is concluded.

A provider choosing to appeal a decision must submit a written appeal to DEW or the Local Workforce Development Board, as applicable, within 30 calendar days of the issuance of the denial notice. The written appeal must be submitted to the office that sent the denial notice and must include:

- a statement of the desire to appeal;
- specification of the program in question; and
- Specifically and in detail the grounds and the reasons upon which it is claimed that the denial was erroneous.

Eligible training provider programs that do not meet the criteria based on the rating sheet will not be added to the Local area ETPL.

All programs on the State ETP list will be evaluated based on the State's performance levels they will determine whether the program will remain on the list.

All programs must submit:

A full outline and national recognized curriculum of the training

List of books that will be given to participants

A copy of the Instructor's certification

Name of Exam to become credentialed and where they will take the exam

Providers will be given 45 calendar days to provide the information. If the information is not provided, the program will be suspended until information is provided.

Performance:

Programs must have an overall rating score of ~~75%~~ **70%** or above on the scorecard for the program year.

Programs must follow the outline and curriculum as submitted.

Below is the process for reviewing training providers to remain on the Local Eligible Training list.

- The scorecard will be provided to training providers at the end of each quarter.
- Training providers below a score of 75 will be given the opportunity to submit updated information.
- Programs scoring below a score of 75 after two quarters will receive a notification of the score and given the opportunity to submit an improvement plan to increase their performance outcomes
- If the score remains below 75 after two additional quarters (basically 1 year), the program will be placed on a probationary period and required to come before the ~~p~~Performance Review Committee to explain their plans for performance improvements.
- If after the following quarter, no improvements have been made, they will be removed from the local ETPL.

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Sanctions:

As part of the performance improvement plan, training providers may be limited to the number of participants referred to the program for training until performance improves. ~~Programs that do not follow the outline and curriculum submitted, will receive a letter of notification (heads up) after the 1st qtr. be sanctioned with the first sanction being a written warning. After the 2nd qtr. the number of participants referred for training will be limited until the training provider has adhered to the outline and curriculum submitted, and actions needed to remain on the local ETPL. Second sanction may lead to Removal from the local list will be a last resort.~~

Programs that do not meet the performance guideline as above may be removed from the local ETPL list or other actions deemed as necessary.

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10, 2019

Ronald E. Mitchum, Executive Director
BCDCOG

April 24, 2018 _____ December

Date

MEMORANUM

TO: Trident Workforce Development Board
FROM: Katie Paschall, Finance Manager
SUBJECT: FY19/20 PY18/19 Proposed Budget Modification #1
DATE: December 3, 2019

Please find attached the **Proposed Budget Modification#1 for FY19/20 PY18/19**. Below is an overview of the proposed budget.

Revenues

- **Federal Allocation** is the WIOA allocation of funds received from SC Department of Employment and Workforce (SCDEW) for Program Year 19 (PY19) less an estimate for Carry-In funds reserved for PY20/FY21.
- **Carry-In** is the portion of the WIOA allocation of funds received from SCDEW for Program Year 18 (PY18) that we had not expended by June 30, 2019. The allocations are for a two year period.
- **Rapid Response Dislocated Worker** is additional funds received from SCDEW to help support the demand for Dislocated Worker (DLW) services in the Trident Workforce Area.
- **Rapid Response – IWT** is Rapid Response Incumbent Worker Training (IWT) funds that have been awarded by SCDEW to the Trident Local Workforce Development Board (LWDB) for the operation of layoff aversion incumbent worker training for specific business applicants.
- **IWT** is Incumbent Worker Training (IWT) funds received from SCDEW for the local area to expend on businesses. The Trident region allocates these funds based on a competitive application process.
- **Technology Grant** is WIOA funds received from SCDEW for technology enhancements.
- **Next Steps Outreach Grant** is funds received for the implementation of the “Your Next Step” SC Works outreach campaign as developed by SCDEW’s Communication Office.
- **Shared Costs (Rent Income)** is the funds received from Partners in the SC Works Trident facilities through the MOU agreements.

Expenditures

Administration Cost

- **Personnel Costs, Benefits, and Indirect** are the BCDCOG staff salaries, benefits, and indirect. We have included an increase for additional staff time for services provided.
- **Automotive** is reimbursement of mileage for BCDCOG staff for WIOA eligible activities.
- **Contracted Services** is the cost relating to administration's access to participant records in the tracksource system.
- **Dues & Memberships** is the cost of TWDB memberships to Charleston Metro Chamber of Commerce, Greater Summerville Chamber of Commerce, and Berkeley Chamber of Commerce, in addition to professional dues for BCDCOG administrative staff.
- **Training & Education** is for registration fees for BCDCOG to attend WIOA trainings.

Operating Cost

- **Advertising** is Radio advertising and Bus Flyer costs to implement the Your Next Step SC Works outreach campaign.
- **Contract Services** includes the cost relating to program staff's access to participant records in the tracksource system, custodial services at SC Works Berkeley, and marketing services provided by Rawle Murdy.
- **Equipment Rental** is the cost to lease the SC Works Center's Xerox copier machines.
- **Agency Insurance** is the cost to insure WIOA property in the SC Works facilities.
- **Repairs & Maintenance** is general office maintenance. While most of the cost for repairs and maintenance is covered under our lease agreements, we do pay for minor maintenance expenses, such as changing locks and/or minor building maintenance.
- **Office Equipment Maintenance** is the cost associated with maintaining the equipment. This includes the print charges of all SC Works facility copiers, IT technician costs, and other IT costs relating the servers and equipment at each facility, and maintaining the new website.
- **Supplies** include general office supplies and IT supplies. Most of the costs associated with the WIOA program are reimbursed to the program through our program and operator contractor's, Eckerd, contract services.
- **Printing** is the cost to print SC Works Trident facility supplies, brochures, etc.
- **Rent** is the cost to lease the SC Works Charleston and SC Works Berkeley facilities.
- **Communications** includes internet and telephone communications at each SC Works facility.
- **Office Equipment** includes equipment and furniture purchased for the SC Works facilities. This includes switch replacements at SC Works Charleston and SC Works Berkeley from storm damage.

Program Cost

- **Eckerd Contract Services** is the cost of services provided by Eckerd Workforce Development. This includes program services and training costs for the Adult, Dislocated, and Youth programs. It also includes program costs associated with being the One Stop Operator and the management of each SC Works facility. We calculate the contracts from the allocation received, carry in from the prior fiscal year, less BCDCOG administrative and operating cost budgets.
- **Incumbent Worker Training** is the cost of training needed to retain a competitive workforce. Such training is meant to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy. This line includes both the BCDCOG's program IWT funds and Rapid Response IWT funds.

If you have any questions, please contact me at 843-529-2588 or katiep@bcdco.com

**BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS
 WORKFORCE INNOVATION AND OPPORTUNITY ACT
 FY19/20 PROPOSED BUDGET MODIFICATION#1**

	APPROVED BUDGET FY 19/20 PY 18/19	PROPOSED BUDGET MOD#1 FY 19/20 PY 18/19	Variance
REVENUE			
FEDERAL ALLOCATION	2,451,759	2,576,153	124,394
CARRY-IN	470,189	741,574	271,385
RAPID RESPONSE DLW	-	79,456	79,456
RAPID RESPONSE - IWT	49,000	62,930	13,930
IWT	80,000	76,914	(3,086)
TECHNOLOGY GRANT	-	11,969	11,969
NEXT STEPS OUTREACH GRANT	-	5,000	5,000
SHARED COSTS (RENT INCOME)	75,000	85,000	10,000
TOTAL REVENUE	<u>3,125,948</u>	<u>3,638,996</u>	<u>513,048</u>
EXPENDITURES			
ADMINISTRATION COST			
PERSONNEL COSTS	147,900	160,131	12,231
BENEFITS	83,106	90,074	6,968
INDIRECT	78,588	98,856	20,268
AUTOMOTIVE	75	75	-
CONTRACTED SERVICES	3,294	3,294	-
DUES & MEMBERSHIPS	1,422	1,442	20
TRAINING & EDUCATION	300	300	-
MISCELLANEOUS	200	200	-
TOTAL ADMINISTRATION	<u>314,885</u>	<u>354,372</u>	<u>39,487</u>
	10%	10%	
OPERATING COST			
ADVERTISTING	-	2,500	2,500
CONTRACT SERVICES	22,203	39,740	17,537
EQUIPMENT RENTAL	21,504	20,356	(1,148)
AGENCY INSURANCE	900	900	-
REPAIRS & MAINTENANCE	500	500	-
OFFICE EQUIPMENT MAINT	99,613	91,993	(7,620)
SUPPLIES	500	500	-
PRINTING	1,450	1,000	(450)
RENT	330,994	330,994	-
COMMUNICATIONS	55,714	55,812	98
OFFICE EQUIPMENT	5,000	26,969	21,969
MISCELLANEOUS	1,500	1,500	-
TOTAL OPERATING COST	<u>539,878</u>	<u>572,764</u>	<u>32,886</u>
	17%	16%	
PROGRAM COST			
CONTRACT SERVICES			
Eckerd	2,142,185	2,572,016	429,831
TRAINING & EDUCATION- IWT	129,000	139,844	10,844
TOTAL PROGRAM COST	<u>2,271,185</u>	<u>2,711,860</u>	<u>440,675</u>
	73%	75%	
TOTAL EXPENDITURES	<u>3,125,948</u>	<u>3,638,996</u>	<u>513,048</u>
		-	
Carry-In FY 19/20	312,595	436,075	
	10%	12%	

**BERKELEY~CHARLESTON~DORCHESTER
COUNCIL OF GOVERNMENTS
WIOA OPERATING EXPENDITURES DETAIL
FISCAL YEAR 2019/2020**

		BUDGET	PROPOSED	
		FY 19/20	BUDGET MOD#1	Increase
OPERATING COSTS		PY 18/19	PY 18/19	(Decrease)
SALARIES/BENEFITS	<i>Direct Costs - Admin</i>			
INDIRECT	BCDCOG Personnel Costs	147,900	160,131	12,231
	BCDCOG Benefits	83,106	90,074	6,968
	BCDCOG Indirect	78,588	98,856	20,268
	Total	<u>309,594</u>	<u>349,061</u>	<u>39,467</u>
AUTOMOTIVE	<i>Direct Costs - Admin</i>			
	Mileage/Parking (Staff)	75	75	-
	Total	<u>75</u>	<u>75</u>	<u>-</u>
CONTRACT SERVICES	<i>Direct Costs - Admin</i>			
	Entres Solutions - Tracksource Participant Data	3,294	3,294	-
	Total	<u>3,294</u>	<u>3,294</u>	<u>-</u>
DUES & MEMBERSHIPS	<i>Direct Costs - Admin</i>			
	Berkeley Metro Chamber (TWDB)	300	320	20
	Charleston Metro Chamber (TWDB)	757	757	-
	Greater Summerville Metro Chamber (TWDB)	275	275	-
	SETA (Staff)	50	50	-
	CCE GCDF (Staff)	40	40	-
	Total	<u>1,422</u>	<u>1,442</u>	<u>20</u>
TRAINING & EDUCATION	<i>Direct Costs - Admin</i>			
	Training/Registration Fees (Staff)	300	300	-
	Total	<u>300</u>	<u>300</u>	<u>-</u>
MISCELLANEOUS	<i>Direct Costs - Admin</i>			
	Miscellaneous	200	200	-
	Total	<u>200</u>	<u>200</u>	<u>-</u>
ADVERTISING	<i>Direct Costs - Program</i>			
	Next Steps Outreach - Radio Ads	-	1,800	1,800
	Next Steps Outreach - Bus Flyers	-	700	700
	Total	<u>-</u>	<u>2,500</u>	<u>2,500</u>
CONTRACT SERVICES	<i>Direct Costs - Program</i>			
	Custodial Service - SC Works Berkeley	8,244	9,144	900
	Marketing Services - Rawle Murdy	9,165	23,302	14,137
	Your Next Steps Outreach - Rawle Murdy	-	2,500	2,500
	Entres Solutions - Tracksource Participant Data	3,294	3,294	-
	Misc Services	1,500	1,500	-
	Total	<u>22,203</u>	<u>39,740</u>	<u>17,537</u>
EQUIPMENT RENTAL	<i>Direct Costs - Program</i>			
	Xerox Copiers	21,504	20,356	(1,148)
	Total	<u>21,504</u>	<u>20,356</u>	<u>(1,148)</u>
AGENCY INSURANCE	<i>Direct Costs - Program</i>			
	Insurance Reserve Fund - Property	900	900	-
	Total	<u>900</u>	<u>900</u>	<u>-</u>
REPAIRS & MAINT	<i>Direct Costs - Program</i>			
	Misc. Facility Repairs & Maintenance	500	500	-
	Total	<u>500</u>	<u>500</u>	<u>-</u>

**BERKELEY~CHARLESTON~DORCHESTER
COUNCIL OF GOVERNMENTS
WIOA OPERATING EXPENDITURES DETAIL
FISCAL YEAR 2019/2020**

		BUDGET	PROPOSED	
		FY 19/20	BUDGET MOD#1	Increase
		PY 18/19	PY 18/19	(Decrease)
OPERATING COSTS				
EQUIPMENT	<i>Direct Costs - Program</i>			
MAINTENANCE	Managed Server Services	52,428	58,308	5,880
	On-Call IT Services	18,250	18,250	-
	Website Maintenance	13,500	-	(13,500)
	Xerox Copier Print Charges	14,935	14,935	-
	Misc.	500	500	-
	Total	99,613	91,993	(7,620)
SUPPLIES				
	<i>Direct Costs - Program</i>			
	Misc. Supplies	500	500	-
	Total	500	500	-
PRINTING				
	<i>Direct Costs - Program</i>			
	Printing	1,450	1,000	(450)
	Total	1,450	1,000	(450)
RENT				
	<i>Direct Costs - Program</i>			
	SC Works Berkeley - TriCounty Link	21,226	21,226	-
	SC Works Charleston - Northwood's Properties	309,768	309,768	-
	Total	330,994	330,994	-
COMMUNICATIONS				
	<i>Direct Costs - Program</i>			
	Home Telecom - SC Works Berkeley	527	527	-
	Verizon Wireless	1,186	-	(1,186)
	Spirit Communications - SCWC	26,535	27,754	1,219
	Spirit Communications - SCWB	13,198	13,198	-
	Spirit Communications - SCWD	14,268	14,333	65
	Total	55,714	55,812	98
OFFICE				
EQUIPMENT	<i>Direct Costs - Program</i>			
	Computers	5,000	5,000	-
	One Stop in a Box - Technology Grant	-	11,969	11,969
	Server Room Equipment	-	10,000	10,000
	Total	5,000	26,969	21,969
MISCELLANEOUS				
	<i>Direct Costs - Program</i>			
	Miscellaneous	1,500	1,500	-
	Total	1,500	1,500	-
CONTRACT				
SERVICES	<i>Direct Costs - Program</i>			
	SC Works Center Operator - Eckerd	400,000	340,000	(60,000)
	Adult/DLW Program Provider - Eckerd	928,784	1,418,615	489,831
	Youth Provider - Eckerd	813,401	813,401	-
	Total	2,142,185	2,572,016	429,831
TRAINING & EDUCATION				
	<i>Direct Costs - Program</i>			
	Incumbent Worker Funds	80,000	76,914	(3,086)
	Rapid Response Incumbent Worker Funds	49,000	62,930	13,930
	Total	129,000	139,844	10,844
		3,125,948	3,638,996	513,048

MEMORANDUM

TO: Trident Workforce Development Board
FROM: Katie Paschall, Finance Manager
SUBJECT: October 31, 2019 Financial Report Overview
DATE: December 3, 2019

Please find attached the October 31, 2019 Financial Report. Below is a brief overview of the activities for FY20.

Revenues

- The **Federal Allocation** and **Carry-In** revenue is the revenue recognized due to the expenditures for this fiscal year. This allocation is received from SC Department of Employment and Workforce (SCDEW) and budgeted based on the allocation received.
- **Rapid Response – IWT** is Rapid Response Incumbent Worker Training (IWT) funds expended on businesses in the region. Rapid Response funds are awarded by SCDEW to specific business applicants. There were no expenditures recognized through October 31.
- **IWT** revenue is Incumbent Worker Training (IWT) funds expended on businesses in the region. The Trident region allocates these funds based on a competitive application process.
- **Technology Grant** is funds received from SCDEW for technology enhancements. This grant was extended through July 2019 in order to purchase the remaining items ordered. The BCDCOG purchased new computers for the resource center and computer lab, greeter kiosks for the reception areas at the SC Works centers, updated security camera system at SC Works Charleston, and purchased a one stop in a box computer and powering system.
- **Shared Costs (Rent Income)** are the funds received from Partners in the SC Works Trident facilities through the MOU agreements.

Expenditures

Administration Cost

- **Personnel Costs, Benefits, and Indirect** are the BCDCOG staff salaries, benefits, and indirect.
- **Contracted Services** is the cost relating to administration's access to participant records in the tracksource system.

Operating Cost

- **Contract Services** includes the cost relating to program staff's access to participant records in the tracksource system, custodial services at SC Works Berkeley, and marketing services provided by Rawle Murdy.
- **Equipment Rental** is the cost to lease the SC Works facilities Xerox copier machines.
- **Insurance** is the cost to insure WIOA property at the Trident SC Works facilities.
- **Office Equipment Maintenance** is the cost associated with maintaining the equipment. This includes the print charges of all SC Works facilities copiers, IT technician costs, and other IT costs relating the servers and equipment at each facility.
- **Rent** is the cost to lease the SC Works Charleston and SC Works Berkeley facilities.
- **Communications** includes internet and telephone communications at the SC Works facilities.
- **Office Equipment** includes equipment purchased for the SC Works facilities. This line includes the purchase of the one-stop-in-a-box computer system and replacement switches.

Program Cost

- **Eckerd Contract Services** is the cost of services provided by Eckerd Workforce Development. This includes program services and training costs for the Adult, Dislocated, and Youth programs. It also includes program costs associated with being the One Stop Operator and the management of each SC Works facility.
- **Incumbent Worker Training (IWT)** is the cost of training needed to retain a competitive workforce. Such training is meant to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy. This line includes both the BCDCOG's program IWT funds and Rapid Response IWT funds. IWT is a cost reimbursement program to employers in this region.

We had total WIOA expenditures of \$987,685 as of October 31, 2019.

If you have any questions, please contact me at 843-529-2588 or katiep@bcdco.org.

**BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS
 WORKFORCE INNOVATION AND OPPORTUNITY ACT
 BUDGET TO ACTUAL
 FOR THE PERIOD ENDED OCTOBER 31, 2019**

**%
 COMPLETE
 33%**


	BUDGET FY 19/20 PY 18/19	FY20 ACTUAL	BALANCE	% of BUDGET
REVENUE				
FEDERAL ALLOCATION	2,451,759	232,909	2,218,850	9%
CARRY-IN	470,189	691,323	(221,134)	147%
RAPID RESPONSE - IWT	49,000	-	49,000	0%
TECHNOLOGY GRANT	-	11,969	(11,969)	N/A
IWT	80,000	18,165	61,835	23%
SHARED COSTS (RENT INCOME)	75,000	33,319	41,681	44%
TOTAL REVENUE	3,125,948	987,685	2,138,263	32%
EXPENDITURES				
ADMINISTRATION COST				
PERSONNEL COSTS	147,900	53,377	94,523	36%
BENEFITS	83,106	28,620	54,486	34%
INDIRECT	78,588	32,561	46,027	41%
AUTOMOTIVE	75	-	75	0%
CONTRACTED SERVICES	3,294	1,098	2,196	33%
DUES & MEMBERSHIPS	1,422	-	1,422	0%
TRAINING & EDUCATION	300	-	300	0%
MISCELLANEOUS	200	-	200	0%
TOTAL ADMINISTRATION	314,885	115,656	199,229	37%
OPERATING COST				
CONTRACT SERVICES	22,203	8,569	13,634	39%
EQUIPMENT RENTAL	21,504	5,973	15,531	28%
AGENCY INSURANCE	900	294	606	33%
REPAIRS & MAINTENANCE	500	-	500	0%
OFFICE EQUIPMENT MAINT	99,613	25,320	74,293	25%
SUPPLIES	500	19	481	4%
PRINTING	1,450	-	1,450	0%
RENT	330,994	110,215	220,779	33%
COMMUNICATIONS	55,714	18,614	37,100	33%
OFFICE EQUIPMENT	5,000	19,655	(14,655)	393%
MISCELLANEOUS	1,500	-	1,500	0%
TOTAL OPERATING COST	539,878	188,659	351,219	35%
PROGRAM COST				
CONTRACT SERVICES				
Eckerd	2,142,185	665,205	1,476,980	31%
TRAINING & EDUCATION- IWT	129,000	18,165	110,835	14%
TOTAL PROGRAM COST	2,271,185	683,370	1,587,815	30%
TOTAL EXPENDITURES	3,125,948	987,685	2,138,263	32%
Carry-In FY 20-21	312,595	10%		

**BERKELEY-CHARLESTON-DORCHESTER COUNCIL OF GOVERNMENTS
 WORKFORCE INNOVATION AND OPPORTUNITY ACT
 CONTRACT PERIOD: 7/1/19 - 6/30/20
 FOR THE PERIOD ENDED OCTOBER 31, 2019**


ALL FUNDS

BUDGET	Adult	Dislocated Worker	Youth	Admin	IWT	Tech	Total
PROGRAM	815,390	925,097	889,270	-	129,000	-	2,758,757
FUNDS TRANSFERRED PY18 FUNDS	50,985	(50,985)	-	-	-	-	-
ADMIN	90,597	102,787	98,807	292,191	-	-	292,191
SHARED COSTS (RENT INCOME)	52,500.00	22,500.00	-	-	-	-	75,000
TOTAL BUDGET	1,009,472	999,399	988,077	292,191	129,000	-	3,125,948
ADMINISTRATION COST							
PERSONNEL COSTS	-	-	-	53,377	-	-	53,377
BENEFITS	-	-	-	28,620	-	-	28,620
INDIRECT	-	-	-	32,561	-	-	32,561
AUTOMOTIVE	-	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	1,098	-	-	1,098
DUES & MEMBERSHIPS	-	-	-	-	-	-	-
TRAINING & EDUCATION	-	-	-	-	-	-	-
FACILITY IMPROVEMENTS	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-	-
TOTAL ADMINISTRATION	-	-	-	115,656	-	-	115,656
OPERATING COST							
AUTOMOTIVE	-	-	-	-	-	-	-
CONTRACT SERVICES	5,779	2,790	-	-	-	-	8,569
EQUIPMENT RENTAL	4,181	1,792	-	-	-	-	5,973
AGENCY INSURANCE	206	88	-	-	-	-	294
REPAIRS & MAINTENANCE	-	-	-	-	-	-	-
OFFICE EQUIPMENT MAINT	17,724	7,596	-	-	-	-	25,320
SUPPLIES	13	6	-	-	-	-	19
PRINTING	-	-	-	-	-	-	-
RENT	53,578	22,962	33,675	-	-	-	110,215
COMMUNICATIONS	13,030	5,584	-	-	-	-	18,614
OFFICE EQUIPMENT	5,380	2,306	-	-	-	11,969	19,655
MISCELLANEOUS	-	-	-	-	-	-	-
TOTAL OPERATING COST	99,891	43,124	33,675	-	-	11,969	188,659
PROGRAM COST							
CONTRACT SERVICES							
Eckerd	328,616	122,470	214,119	-	-	-	665,205
Transferred Funds	(51,872)	51,872	-	-	-	-	-
TRAINING (IWT)	-	-	-	-	18,165	-	18,165
TRAINING (RAPID RESPONSE IWT)	-	-	-	-	-	-	-
TOTAL PROGRAM COST	276,744	174,342	214,119	-	18,165	-	683,370
TOTAL PROJECT COSTS	376,635	217,466	247,794	115,656	18,165	11,969	987,685


WIOA PERFORMANCE DASHBOARD
PROGRAM YEAR 19 (July 1, 2019 to June 30, 2020)

			1st Quarter-PY19			1st Quarter-PY18			2nd Quarter-PY19			2nd Quarter-PY18			PY19 Total
			July	Aug	Sept	July	Aug	Sept	Oct	Nov	Dec	Oct	Nov	Dec	
Report Date:	12/3/19 12:28 PM														
WIOA PROGRAM															
Attended WIOA Informational Sessions (Adult & DW)			123	135	76	145	149	98	135	0	0	149	90	66	469
Attended WIOA Informational Sessions (DW)			1	0	0	0	0	0	0	0	0	0	0	0	1
Attended Orientation (Youth)			60	78	50	56	40	29	32	0	0	58	46	39	220
Met Eligibility Requirements (Adult)			45	34	17	68	87	44	55	0	0	45	34	24	151
Met Eligibility Requirements (DW)			1	11	2	2	1	12	6	0	0	22	219	28	20
Met Eligibility Requirements (Youth)			16	13	13	16	19	10	16	0	0	17	13	13	58
Enrolled in WIOA Program (Adult-new)			37	42	13	63	64	23	50	0	0	33	19	24	142
Enrolled in WIOA Program (DW-new)			1	11	2	2	2	13	6	0	0	22	219	4	20
Enrolled in WIOA Program (Youth-new)			16	13	13	15	13	10	16	0	0	16	12	13	58
Total Served in WIOA Program (Adult)															348
Total Served in WIOA Program (DW)															119
Total Served in WIOA Program (Youth)															147
TRAINING															
Entered Training (during the month)			7	2	8	21	14	12	3	0	0	12	3	3	17
Diversified Manufacturing			0	1	0	7	1	0	1	0	0	2	1	1	1
Transportation/Logistics			6	1	4	3	2	2	1	0	0	8	0	2	11
Healthcare			1	0	3	7	8	7	1	0	0	1	0	0	4
IT Services			0	0	0	1	0	3	0	0	0	1	0	0	0
Trade/Construction			0	0	1	3	3	0	0	0	0	0	2	0	1
Hospitality/Tourism			0	0	0	0	0	0	0	0	0	0	0	0	0
Total received Training (Adults) Includes PY 18 & PY19															68
Total received Training (DWs) Includes PY 18 & PY19															83
Total received Training (Youth) Includes PY 18 & PY19															35
Credential Earned (Adult & DW)			6	2	6	13	21	3	3	0	0	15	14	21	14
Diversified Manufacturing			2	0	1	4	5	0	1	0	0	1	1	0	4
Transportation/Logistics			3	2	4	4	10	1	2	0	0	3	0	6	11
Healthcare			1	0	1	5	3	1	0	0	0	1	6	5	2
IT Services			0	0	0	0	1	0	0	0	0	1	0	0	0
Trade/Construction			0	0	0	0	2	1	0	0	0	3	0	0	0
Hospitality/Tourism			0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Credentials Earned			1	1	1	9	5	3	1	0	0	6	7	10	4
EMPLOYMENT															
Entered Employment (WIOA)			12	1	4	18	23	9	5	0	0	12	15	9	22
Entered Employment with an OJT			1	1	2	3	10	4	1	0	0	6	4	0	5
Youth Placed in Employment or Education 4th QTR			19	6	28	21	13	7	10	0	0	11	4	11	63
Youth Placed in Employment or Education 2nd QTR			24	7	37	16	15	8	18	0	0	6	19	15	86

WIOA PERFORMANCE DASHBOARD
PROGRAM YEAR 19 (July 1, 2019 to June 30, 2020)

			1st Quarter-PY19			1st Quarter-PY18			2nd Quarter-PY19			2nd Quarter-PY18			PY19 Total
			July	Aug	Sept	July	Aug	Sept	Oct	Nov	Dec	Oct	Nov	Dec	
Report Date:	12/3/19 12:28 PM														
WORKKEYS															
WORKKEYS (Adult Education-Charleston Center)															
Applied Math - New			40	30	17	70	68	32	18	0	0	57	46	71	105
Graphic Literacy (Locating Information)- New			43	30	17	75	67	31	20	0	0	58	35	73	110
Workplace Documents (Reading for Information)- New			37	21	17	56	50	25	12	0	0	49	35	77	87
Applied Technology- New			3	1	0	0	4	1	0	0	0	5	0	5	4
Business Writing- New			0	0	0	0	2	0	0	0	0	0	1	1	0
Workplace Observation- New			9	12	0	19	21	5	1	0	0	16	5	11	22
Total Tested - New			132	94	51	220	212	94	51	0	0	185	122	238	328
Earned Bronze			5	6	4	7	7	3	2	0	0	12	5	13	17
Earned Silver			6	8	6	24	21	7	5	0	0	11	15	22	25
Earned Gold			8	5	5	14	18	5	3	0	0	16	8	13	21
Earned Platinum			5	2	2	7	7	5	2	0	0	9	7	14	11
WIN															
Applied Mathematics			71	20	44	9	40	16	73	0	0	42	13	25	135
Locating Information			50	19	39	12	44	23	65	0	0	41	15	26	108
Reading for Information			41	17	31	11	37	21	59	0	0	38	15	24	89
Total Tested - New			162	56	114	32	121	60	197	0	0	121	43	75	332
Bronze			7	6	4	1	4	5	14	0	0	9	3	9	17
Silver			24	8	18	4	21	9	23	0	0	18	8	6	50
Gold			3	0	1	1	4	1	3	0	0	3	2	3	4
Platinum			2	0	0	0	2	0	1	0	0	4	1	1	2
WORKKEYS (Youth)			0	0	0	0	1	0	0	0	0	0	0	0	0
Earned Bronze			0	0	0	0	0	0	0	0	0	0	0	0	0
Earned Silver			0	0	0	0	1	0	0	0	0	0	0	0	0
Earned Gold			0	0	0	0	0	0	0	0	0	0	0	0	0
Earned Platinum			0	0	0	0	0	0	0	0	0	0	0	0	0
WIN (Youth)			3	2	4	1	0	0	10	0	0	0	2	0	20
Bronze			1	0	0	0	0	0	4	0	0	0	0	0	5
Silver			2	2	4	1	0	0	6	0	0	0	2	0	14
Gold			0	0	0	0	0	0	0	0	0	0	0	0	0
Platinum			0	0	0	0	0	0	0	0	0	0	0	0	0
WIOA WORKKEYS (CENTER BREAKDOWN)															
SC Works Berkeley (WIOA)			0	0	0	1	0	0	0	0	0	1	1	0	0
SC Works Charleston (WIOA)			0	0	0	9	0	0	0	0	0	7	1	0	0
SC Works Dorchester (WIOA)			0	0	0	4	0	0	0	0	0	2	0	0	0
WIOA WIN BREAKDOWN															
SC Works Berkeley (WIOA)			6	5	0	0	0	1	2	0	0	0	0	0	13

WIOA PERFORMANCE DASHBOARD
PROGRAM YEAR 19 (July 1, 2019 to June 30, 2020)

			1st Quarter-PY19			1st Quarter-PY18			2nd Quarter-PY19			2nd Quarter-PY18			PY19 Total
			July	Aug	Sept	July	Aug	Sept	Oct	Nov	Dec	Oct	Nov	Dec	
Report Date:	12/3/19 12:28 PM														
SC Works Charleston (WIOA)			16	9	16	0	10	5	30	0	0	18	14	11	71
SC Works Dorchester (WIOA)			0	4	2	0	0	0	3	0	0	0	0	0	9
Earned Bronze			5	11	5	0	0	1	12	0	0	3	1	7	33
Earned Silver			15	20	12	0	8	4	16	0	0	12	10	4	63
Earned Gold			2	0	0	0	2	0	3	0	0	2	3	0	5
Earned Platinum			0	0	0	0	0	0	1	0	0	1	0	0	1
Those scoring <3 or took less than the 3 basic assessments			0	4	1	0	0	0	3	0	0	0	0	0	8

TWDB PERFORMANCE REVIEW COMMITTEE

ELIGIBLE TRAINING PROVIDER SCORECARD - Adult & Dislocated Workers

Provider	Program	Carryover from PY2018	Entered training in PY2019	Total # entered Training	Total Still in Training	Total Unsuccessful	Total Successfully Completed	Total Exited	Total Completed with Certification/Credential	Total Employed	Total Employed in Field or Related Field of Training	% of Total Employed in field or related field	# with Benefits	Average Wage Earnings	Cost of Training Per Participant	Total Cost of Training for all Participants in program	Overall Rating Score Per Program
Arclabs Welding School	900 Hour Advanced Welding	0	1	1	1	0									\$16,875.00	\$16,875.00	
Palmetto Training Inc.	CDL	10	4	14	5	2	7	9	3	2	2	50%	2	\$18.75	\$4,750.00	\$66,500.00	46%
	NCCER Welding Technology Program	5	0	5	3	1	1	2	1	1	1	50%	1	\$15.00	\$5,250.00	\$26,250.00	71%
NDE Institute	Non-Destructive Testing	1	0	1	1	0									\$6,500.00	\$6,500.00	
Miller-Motte Technical College	CDL	7	5	12	1	1	10	11	4	3	3	27%	1	\$17.83	\$4,500.00	\$54,000.00	56%
Online Consulting, Inc.	Scrum Master Certified Course	0	1	1	0	0	1	1	1	0	0	100%	1	\$65.30	\$1,595.00	\$1,595.00	100%
	Certified Nurse Aide	0	2	2	1	0	1	1	1	0	0				\$1,267.00	\$2,534.00	45%
	Coding Specialist	2	1	3	2	1	0	1	0	1	1	100%	1	\$14.00	\$6,955.00	\$20,865.00	55%
Trident Technical College	Medical Assisting	4	1	5	3	0	2	2	1	1	1	50%	1	\$15.56	\$4,430.00	\$22,150.00	81%
	Lean Manufacturing Certificate	1	1	2	1	0	1	1	1	0	0				\$999.00	\$1,998.00	45%
	Sterile Processing Technician-CE	0	2	2	2	0	0	0	0	0	0	0%			\$1,994.00	\$3,988.00	
	Medical Office Specialist	3	0	3	0	0	3	3	3	0	0	0%	0	\$0.00	\$3,195.00	\$9,585.00	41%
Totals		33	18	51	20	5	26	130	15	8	8		7				

Scorecard Guide: From Rating Sheet Point value

Successful Completion: Successful Completion/Total Exited

Total Completed w/certificate or credential = Total Completed with a certificate or credential/Total Exited

Total Employed = Total Employed/Total Exited

Total Employed in field or related field = Total Employed in field/Total Successful Completion

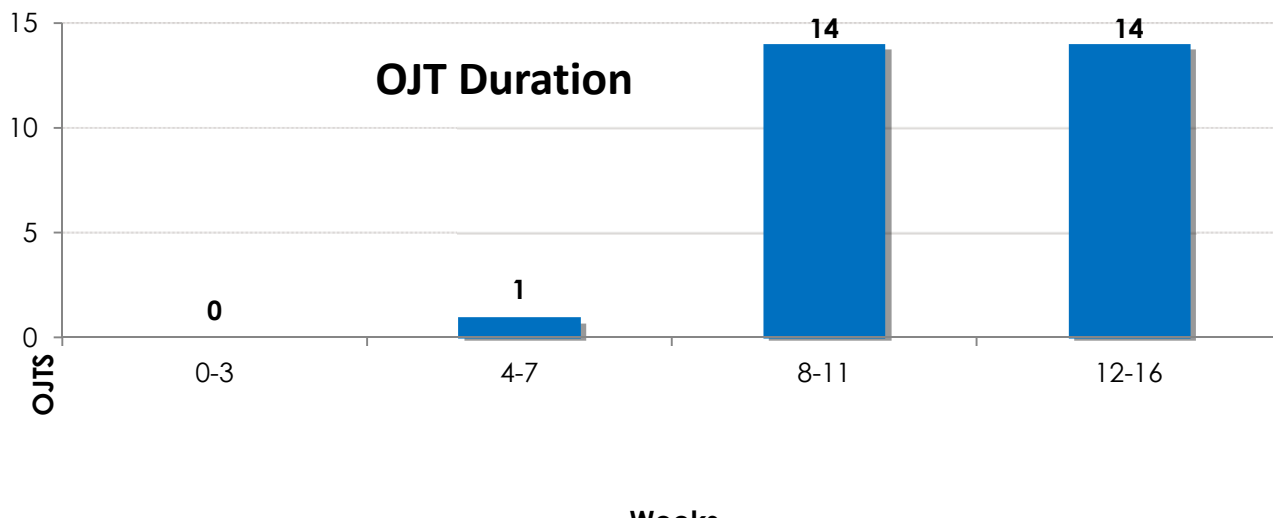
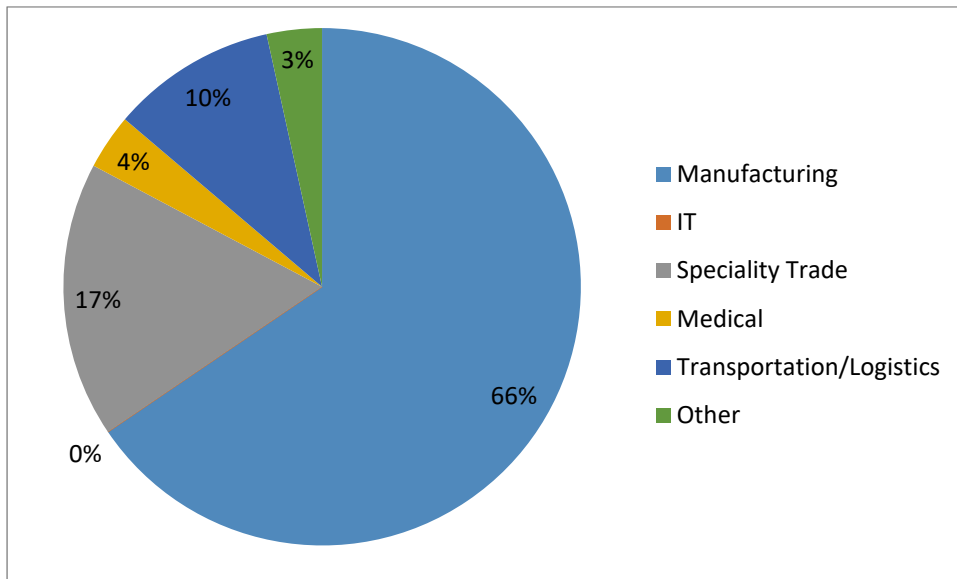
Average hourly wage: Average hourly wage of those employed as reported

Cost Per Training: Based on the cost of tuition as reported by the training Provider

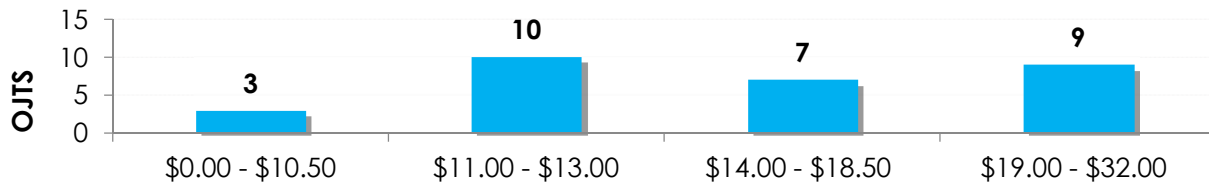
JOB TITLE	INDUSTRY CLUSTER	DURATION	Date	SALARY	STATUS	Rev Referr
Skillet Production	Manufacturing	10 weeks	7/1/2019	\$11 per hour	Successful	Yes
Quality Inspector	Manufacturing	8 weeks	7/9/2019	\$13 per hour	Successful	Yes
CDL Driver Trainee	Transportation & Logistics	7 weeks	7/15/2019	\$20 per hour	Successful	No
Quality Inspector	Manufacturing	8 weeks	7/23/2019	\$10.50 per hour	Successful	Yes
Electrical Apprentice	Construction/Specialty Trade	12 weeks	7/22/2019	\$14.00 per hour	Successful	No
Operations Assistant	Manufacturing	10 weeks	8/6/2019	\$10.00 per hour	Active	Yes
Sheet Metal Helper	Construction/Specialty Trade	10 weeks	8/12/2019	\$12.00 per hour	Successful	No
Construction Laborer	Construction/Specialty Trade	10 weeks	8/12/2019	\$12.00 per hour	Successful	No
Technician Assistant	Construction/Specialty Trade	12 weeks	8/8/2019	\$11.00 per hour	Unsuccessful	Yes
Assembler	Manufacturing	10 weeks	8/12/2019	\$11.00 per hour	Unsuccessful	Yes
Assembler	Manufacturing	10 weeks	8/13/2019	\$12.00 per hour	Unsuccessful	No
Assembler	Manufacturing	10 weeks	8/19/2019	\$11.00 per hour	Successful	Yes
CNC Operator	Manufacturing	12 weeks	9/9/2019	\$22.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/3/2019	\$23.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/9/2019	\$20.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/23/2019	\$22.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/30/2019	\$22.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/23/2019	\$18.00 per hour	Active	No
Warehouse Associate	Transportation & Logistics	8 weeks	9/17/2019	\$13.00 per hour	Unsuccessful	No
Machine Operator	Manufacturing	12 weeks	9/23/2019	\$17.08 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/16/2019	\$20.00 per hour	Active	No

CNC Operator	Manufacturing	12 weeks	9/30/2019	\$22.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/23/2019	\$18.00 per hour	Active	No
CNC Operator	Manufacturing	12 weeks	9/9/2019	\$22.00 per hour	Active	No
CDL Fuel Delivery Driver	Transportation & Logistics	8 weeks	10/7/2019	\$17.50 per hour	Active	No
Quality Inspector	Manufacturing	8 weeks	10/3/2019	\$15.00 per hour	Active	Yes
Entry Level Field Tech	Construction/Specialty Trade	12 weeks	10/28/2019	\$13 per hour	Successful	Yes
Certified Scrub Technician	Medical	12 weeks	10/10/2019	\$19 per hour	Active	No
Sales Representative	Other	10 weeks	10/28/2019	\$10 per hour	Active	Yes

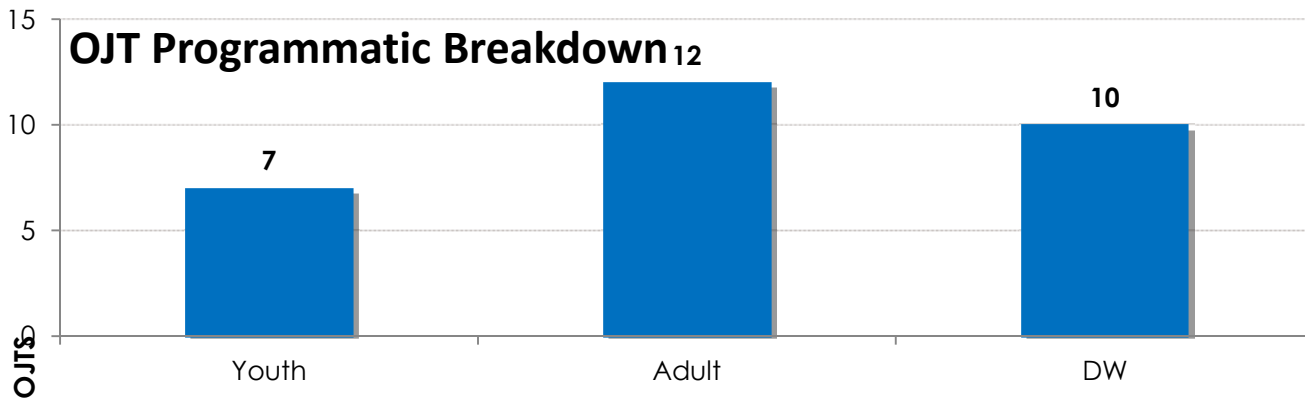
When an employer refers one of their employees (a reverse referral) to a WIOA program for On-the-Job Training, an OJT contract cannot be written until all of the program enrollment requirements are met.



Salaries



Salary



Weeks

7 new On-The-Job Training Employer in PY19
2 CDL Training Grads employed on a CDL OJT's.
10 Dislocated workers reemployed well above self-sufficient wages
1 Healthcare OJT
Average OJT Hourly Wage of \$15.89 per hour

SC Works Trident
Monthly Centers Report
Program Year 19 (July 1, 2019 to June 30, 2020)

*Disclaimer: The numbers for the services provided at the SC Works Centers are compiled from the various services conducted at each of the Centers. These numbers include services where staff provides assistance to an individual and those where an individual assists themselves. Staff assists individuals at each of the Center's with anything from workshops, career guidance/planning and counseling, federal bonding assistance, etc. Individuals assist themselves from any internet-based computer (both at or away from the Center) through SC Works Online with anything from creating/updating a resume to conducting job searches. If an individual conducts job searches (Job Seeker Service) from a home computer, each job searched would be considered a 'Job Seeker Service'.

Report Date:	12/3/19 12:26 PM	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
SC Works Berkeley														
Center Utility														
Total Client Visits		584	485	308	434									1,811
Visiting Partner(s)		1	0	0	0									1
Entered Employment (Non-WIA)		0	1	0	13									14
Job Seeker Services														
New SCWOS Registrations		136	146	108	138									528
Career Readiness Series Workshops Attendees		1	1	0	0									2
New Résumés in SCWOS		103	101	60	110									374
Business Services														
New SCWOS Registrations		0	2	3	5									10
New Job Orders		84	78	83	104									349
Career or Job Fairs		5	9	8	7									29
SC Works Charleston														
Center Utility														
Total Client Visits		3,572	3,626	2,160	3,438									12,796
Visiting Partner(s)		1	1	1	1									4
Entered Employment (Non-WIA)		149	110	143	23									425
Job Seeker Services														
New SCWOS Registrations		392	500	352	399									1,643
Career Readiness Series Workshops Attendees		21	38	13	25									97
New Résumés in SCWOS		336	297	243	325									1,201
Business Services														
New SCWOS Registrations		35	29	20	28									112
New Job Orders		790	901	718	840									3,249
Career or Job Fairs		29	50	40	42									161
SC Works Dorchester														
Center Utility														
Total Client Visits		213	275	226	341									1,055
Visiting Partner(s)		1	0	0	0									1
Entered Employment (Non-WIA)		1	0	2	5									8
Job Seeker Services														
New SCWOS Registrations		123	134	117	124									498
Career Readiness Series Workshops Attendees		1	2	19	5									27
New Résumés in SCWOS		78	99	60	101									338
Business Services														
New SCWOS Registrations		5	5	3	0									13
New Job Orders		58	100	78	100									336
Career or Job Fairs		8	7	7	8									30

**SC Works Trident
Monthly Centers Report
Program Year 19 (July 1, 2019 to June 30, 2020)**

Unemployment Update: "Unemployment Update: According to the most recent labor market information (<http://lmi.dew.sc.gov>) reported on 10/18/19, the national unemployment rate in September 2019 was reported at 3.3%, the unemployment rate for South Carolina declined to 1.8% and the Trident Workforce Development Area unemployment rate declined to 1.5%. The overall employment landscape in the Trident Workforce Development Region includes 383,813 employed, 5,765 unemployed and 12,205 job openings across the Trident region in September.

SC Works Berkeley Notes:

SC Works Berkeley staff assisted 434 job seekers directly within the center. The SC Works Berkeley staff provided 30 services to employers, and created 104 new job orders in the SC Works Online Services System. 138 new job seekers registered for work in Berkeley County. The SC Works Berkeley Center staff provided 23,536 employment services to customers both online and in person. The SC Works Berkeley Business Services staff hosted 7 hiring events with 74 job seekers in attendance.

SC Works Charleston Notes:

SC Works Charleston staff assisted 3,438 job seekers directly within the center. The SC Works Charleston staff provided 733 services to employers, and created 1,192 new job orders in the SC Works Online Services System. During that time frame 23 individuals were successful in gaining employment through the SC Works System in the Charleston area. The SC Works Charleston Business Services staff hosted 42 hiring events with 418 job seekers in attendance.

SC Works Dorchester Notes:

SC Works Dorchester staff assisted 341 job seekers directly within the center, which included providing assistance to customers that secured employment during the month of October. Center staff provided 24 services to employers and added 100 new job orders to the SC Works Online Services website. SC Works staff provided 15,792 employment services to SC Works customers both online and in person. The SC Works Dorchester Center hosted 8 hiring events in October.