

# SC WORKS

## UPPER SAVANNAH WORKFORCE BOARD AGENDA

**Monday, February 4, 2019**  
**Upper Savannah Council of Governments**  
**430 Helix Drive, Greenwood**

### AGENDA

Supper for Members and Invited Guests – 5:30 pm

Upper Savannah Workforce Development Board Meeting 6 p.m.

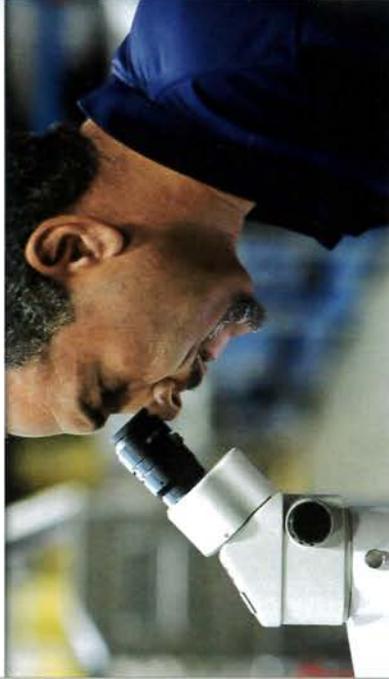
- Call to order
- Approval of Minutes (sent with meeting invitation and also available at <https://upperscworks.com/workforce-system/board-minutes/>)
- Guest speaker: Services to Strengthen Local New and Existing Small Businesses, Ben Calhoun, Area Manager, Clemson Small Business Development Center
- Regular Reports
  1. Usage Reports – Ursula McFadden
  2. Contractor Enrollment Reports – Linda Lagroon
  3. Performance – Linda Lagroon
  4. Expenditure Reports, Update on Yearly Business Plan – Ann Skinner
  5. Layoff and Business Start Up Report – Billy Morgan
- Strategic Plan Focus Areas
  1. Recruitment Plans – Billy Morgan
  2. Adult Education Resources to Help Existing Workers with Basic Skills – Doris Watson
  3. Grant Updates – Ann Skinner
- Discussion regarding Extending Contracts – Ann Skinner

Next meeting May 6, 2019

## SC SBDC Specialized Business Development Programs

**Government Contracting:** SC SBDC procurement specialists (PTAC) can help you find opportunities that fit your company and products. We connect you with the right people and resources and help you meet all requirements to do business with government.

**Exporting:** SC SBDC business consultants assist with the planning and details necessary to make exporting a big part of a company's growth. Our NASBITE-certified export specialists know all the ins and outs of working in international markets.



**Manufacturing:** Managing your manufacturing venture is a challenge. Our manufacturing specialists can help streamline your production process and develop strategies to strengthen your workforce. Our consultants assist with setting and meeting financial and strategic goals.

**Product Development:** Original ideas and pioneering products can benefit from our technology commercialization program. We can help take ideas from concept through design, development, prototype, production and finally on to market.



The SC SBDC offers business consulting specific to the needs of veterans and active military.

### Since 2012, the SC SBDC has helped

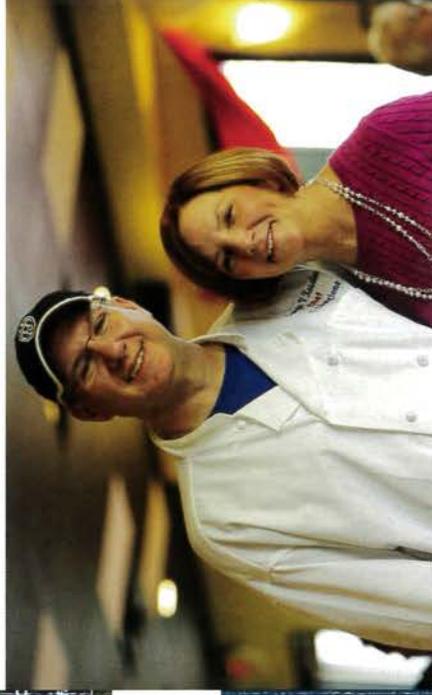
**22,600 entrepreneurs:**

- create/retain more than 6,160 jobs!
- start 700+ new ventures.
- create \$229M in capital formation.
- secure more than \$35.5B in government contracts.

South Carolina Small Business Development Centers across the state offer individual, confidential business consulting at no cost. Highly-trained consultants assist both existing and startup companies and provide a variety of services including advisement on business plans, fiscal and operations management, financing options, marketing strategies, human resources and much more. Centers conduct affordable education workshops and provide referrals to useful business resources. Specialized services include government contracting, exporting, technology commercialization, veterans business assistance and minority outreach. Visit [www.SCSBDC.com](http://www.SCSBDC.com) to find a center and make an appointment.



Funded in part by a cooperative agreement with the U.S. Small Business Administration.



We're big on small business.<sup>SM</sup>  
South Carolina Small Business Development Centers

## Private business consulting

- Business planning
- Financing options
- Marketing assistance
- Sales and growth strategies
- Financial management
- Human resources
- Veterans business program
- Minority business program
- Resources and referrals



## YOUR SMALL BUSINESS ISN'T SMALL TO YOU.

At the South Carolina Small Business Development Centers we understand what it takes to be an entrepreneur. Do you have an existing business poised to expand and you're looking for new markets? Does your current business need debt restructuring or funding to purchase a building? Get one-on-one, confidential consulting at no cost at one of our centers across the state. We assist in any area of business from HR to financial management to marketing. SC SBDC consultants link you to the right resources and people to support the growth of your small enterprise.

## STARTING A NEW BUSINESS IS A TOUGH JOB.

Many people have ideas. Few people have plans. That's where we come in. SC SBDC consultants assess new venture ideas, research competition, assist with writing business plans and help to secure financing. Attend one of our startup seminars and see if you have what it takes to run your own business.

Let's jumpstart your startup!



DREAM BIG. WE CAN HELP.

## SEMINARS & WORKSHOPS

- Business planning
- Growing your business
- Marketing/Social media
- Creating a website
- Financing a business
- Bookkeeping
- Cash flow/fiscal management
- Starting a business
- Managing credit
- Tax & Legal workshops
- Buying and selling a business
- Veterans workshops
- HR practices
- Government contracting
- Exporting
- Developing new products

Visit [SCSBDC.com](http://SCSBDC.com) and click the seminars tab for upcoming events in each center.



[FACEBOOK.COM/SCSBDC](http://FACEBOOK.COM/SCSBDC)  
[TWITTER.COM/SCSBDC](http://TWITTER.COM/SCSBDC)  
[SCSBDC.COM](http://SCSBDC.COM)



SOUTH CAROLINA

**SBDC**

**2017 ANNUAL REPORT**





## Ben Calhoun

Area Manager & Business Consultant  
Greenwood Area Small Business Development Center

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430 Helix Road  
Greenwood, SC 29646

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Upper Savannah PY2018 One Stop Usage Report	Qtr 1 (July 1, 2018- September 30, 2018)								Qtr 2 (October 1, 2018 - December 31, 2018)								Qtr 3 (January 1, 2019 - March 31, 2019)								Qtr 4 (April 1, 2019 - June 30, 2019)								PY2018 Totals and Averages							
	G	A	M	E	S	N	L		G	A	M	E	S	N	L		G	A	M	E	S	N	L		G	A	M	E	S	N	L		G	A	M	E	S	N	L	
<b>Workforce Climate</b>																																								
Number unemployed	1150	421	125	370	275	588	1107	1107	389	118	335	257	544	996																2257	810	243	705	532	1132	2103				
Unemployment percentage	3.8	4.2	3.7	3.5	3.1	3.2	3.7	3.6	3.8	3.5	3.2	2.9	3	3.3																3.7	4.0	3.6	3.4	3.0	3.1	3.5				
<b>Traffic and Enrollment</b>																																								
Center Unduplicated Count	1777	275	119	170	152	984	828	1371	167	55	105	92	605	466																3148	442	174	275	244	1589	1294				
Center customer visits	3181	251	230	391	316	1149	933	2588	216	281	448	234	1014	734																5769	467	511	839	550	2163	1667				
Utilization rate (Center unduplicated ÷ Number unemployed)	155%	65%	95%	46%	55%	167%	75%	124%	43%	47%	31%	36%	111%	47%	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####				
WIOA Adult Enrollment	15	0	4	5	6	8	8	7	4	0	2	0	12	7																22	4	4	7	6	20	15				
WIOA Dislocated Worker Enrollment	9	3	7	0	0	1	2	2	0	0	0	0	0	0																11	3	7	0	0	1	2				
WIOA Youth Enrollment	6	0	1	2	0	4	3	2	3	2	1	1	2	1																8	3	3	3	1	6	4				
CSBG (those served by the program)	163	14	60	74	63	125	252	195	133	102	106	48	136	243																358	147	162	180	111	261	495				
Wagner Peyser Enrollment	340	34	18	28	23	296	155	531	29	17	20	30	196	150																871	63	35	48	53	492	305				
Adult Education Enrollment	114	36	ND	ND	6	53	119	299	63	ND	ND	NA	51	49																413	99	0	0	6	104	168				
Vocational Rehabilitation Enrollment	103	9	0	17	4	40	55	94	13	2	18	3	36	67																197	22	2	35	7	76	122				
Enrolled in a Manufacturing Certificate Program	8	0	0	0	0	0	0	NA	NA	NA	NA	NA	NA	NA																8	0	0	0	0	0	0				
<b>Employer Services</b>																																								
Employers Assisted	127	37	30	46	7	98	63	166	38	20	84	7	105	85																293	75	50	130	14	203	148				
# of Open Positions for Staff Managed Job Order	137	45	30	9	101	199	507	178	10	14	13	19	118	127																315	55	44	22	120	317	634				
Open positions filled by Referrals	77	2	1	1	7	126	29	50	2	0	1	0	83	18																127	4	1	2	7	209	47				
<b>Results</b>																																								
GED Attainment	2	2	ND	ND	0	0	12	9	10	ND	ND	NA	4	5																11	12	0	0	0	4	17				
Manufacturing Certificate	11	0	0	0	0	0	2	NA	NA	NA	NA	NA	NA	NA																11	0	0	0	0	0	2				

Center Unduplicated Count - First visit since July 1, 2018

WIOA - Workforce Innovation & Opportunity Act

Wagner Peyser - Employment Services, connecting job-seekers with employers

Staff Managed Job Orders are Jobs posted for employers by SC Works Staff

Open positions filled by referrals - The job was filled because staff referred qualified individuals to that employer

Manufacturing Certificate - SC Manufacturing Certification (SCMC) or Manufacturing Production Technician Certification

CSBG - Community Service Block Grant Low-Income Home Energy Assistance Program (LIHEAP), General Emergency Assistance Program (GEAP), Case Management, Youth Leadership Program (YLP)

ND No Data Submitted

NA Not available at publication

G Greenwood

A Abbeville

M McCormick

E Edgefield

S Saluda

N Newberry

L Laurens

**Upper Savannah  
Participation Levels (LWDA) for 2018  
Run Date: 2/4/2019**

	Number of Case Managers	Average Caseload per Case Manager	Expected Active Caseload per Case Manager
<b>Total Adult &amp; Dislocated Worker</b>	<b>4</b>	<b>32.75</b>	<b>55-75</b>
<b>Youth</b>	<b>2</b>	<b>21</b>	<b>45-60</b>

PY 2017 WIOA Quarterly Report Summary - 4th Quarter (Rolling-Four)

Performance Measure	Group	State		Worklink		Upper Savannah		Upstate		Greenville		Midlands		Trident							
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal						
Employment Rate Q2	Adults	76.8	102.2%	78.5	76.8	107.6%	82.6	76.8	106.9%	82.1	77.5	76.8	102.1%	78.4	76.8	97.8%	75.1	76.8	98.0%	75.3	
Employment Rate Q4*	Adults	73.0	108.6%	79.3	73.0	116.6%	85.1	73.0	112.3%	82.0	83.3	73.0	114.9%	83.9	73.0	105.6%	77.1	73.0	96.4%	70.4	
Median Earnings	Adults	4,908	95.7%	4,695	5,301	105.3%	5,584	4,663	84.8%	3,955	5,644	4,528	5,400	78.5%	4,240	5,285	75.5%	3,990	5,865	88.0%	5,159
Credentialed Rate*	Adults	51.9	132.8%	68.9	51.9	113.7%	59.0	51.9	148.6%	77.1	51.9	155.1%	51.9	124.7%	64.7	51.9	113.7%	59.0	51.9	145.1%	75.3
Employment Rate Q2	DW	N/A	N/A	45.6	N/A	N/A	52.0	N/A	N/A	44.0	N/A	43.8	N/A	N/A	42.4	N/A	N/A	N/A	N/A	N/A	47.4
Employment Rate Q4*	DW	80.1	105.0%	84.1	80.1	108.7%	87.1	80.1	109.6%	87.8	87.5	80.1	101.2%	81.1	80.1	101.1%	81.0	80.1	106.0%	84.9	
Median Earnings	DW	6,405	98.3%	6,298	6,500	96.3%	6,259	6,200	96.4%	5,975	7,100	6,475	6,405	89.2%	5,715	7,082	79.5%	5,633	7,700	87.7%	6,755
Credentialed Rate*	DW	48.6	143.0%	69.5	48.6	160.1%	77.8	48.6	141.6%	68.8	42.9	48.6	149.6%	72.7	48.6	130.5%	63.4	48.6	153.1%	74.4	
Measurable Skill Gains	DW	N/A	N/A	33.2	N/A	N/A	41.7	N/A	N/A	31.4	28.6	N/A	N/A	N/A	45.8	N/A	N/A	21.7	N/A	N/A	41.7
Employment, Education or Training Placement Rate Q2	Youth	76.6	103.4%	79.2	76.6	106.8%	81.8	76.6	117.1%	89.7	89.7	76.6	90.3%	69.2	76.6	102.7%	78.7	76.6	110.7%	84.8	
Employment, Education or Training Placement Rate Q4*	Youth	69.0	113.8%	78.5	69.0	122.9%	84.8	69.0	111.2%	76.7	80.0	69.0	103.0%	71.1	69.0	113.3%	78.2	69.0	119.6%	82.5	
Median Earnings	Youth	N/A	N/A	2,513	N/A	N/A	2,061	N/A	N/A	3,535	N/A	1,300	N/A	1,885	N/A	N/A	3,900	N/A	N/A	2,885	
Credentialed Rate*	Youth	68.1	104.0%	70.8	68.1	116.3%	79.2	68.1	115.4%	78.6	61.8	68.1	90.5%	61.6	68.1	77.7%	52.9	68.1	97.9%	66.7	
Measurable Skill Gains	Youth	N/A	N/A	48.5	N/A	N/A	58.3	N/A	N/A	29.8	64.2	N/A	N/A	57.0	N/A	N/A	30.4	N/A	N/A	44.2	

Performance Measure	Group	Pee Dee		Lower Savannah		Catawba		Santee-Lynches		Waccamaw		Lowcountry		Color Coding			
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual				
Employment Rate Q2	Adults	76.8	107.0%	82.2	76.8	104.9%	83.6	76.8	108.1%	83.0	76.8	117.2%	90.0	76.8	98.3%	75.5	Exceeds Goal
Employment Rate Q4*	Adults	73.0	116.8%	85.3	73.0	112.7%	82.3	73.0	113.7%	83.0	73.0	117.8%	86.0	73.0	104.7%	76.4	Meets Goal
Median Earnings	Adults	4,601	93.7%	4,312	4,908	96.5%	4,754	4,523	79.5%	3,900	4,621	103.3%	4,772	4,908	82.5%	4,050	Actual Performance is between 90.0% and 100.0% of the goal
Credentialed Rate*	Adults	51.9	114.5%	59.4	51.9	137.6%	71.4	51.9	112.3%	58.3	51.9	142.0%	73.7	51.9	159.5%	82.8	Did Not Meet Goal
Measurable Skill Gains	Adults	N/A	N/A	43.4	N/A	N/A	45.8	N/A	N/A	52.0	N/A	N/A	55.8	N/A	N/A	52.6	Indicator is in Baseline status until PY20
Employment Rate Q2	DW	80.1	104.6%	83.8	80.1	107.6%	86.2	80.1	107.6%	86.2	80.1	98.9%	79.2	80.1	93.0%	74.5	Baseline
Employment Rate Q4*	DW	76.0	110.1%	83.7	76.0	107.0%	81.3	76.0	110.4%	83.9	76.0	111.6%	84.8	76.0	95.4%	72.5	Indicator is in Baseline status until PY20
Median Earnings	DW	6,405	105.6%	6,766	6,097	104.6%	6,379	6,715	94.1%	6,401	6,410	83.2%	5,332	6,200	94.2%	5,842	Baseline
Credentialed Rate*	DW	48.6	129.8%	63.1	48.6	124.9%	60.7	48.6	158.2%	76.9	48.6	176.3%	85.7	48.6	167.3%	81.3	Baseline
Measurable Skill Gains	DW	N/A	N/A	25.0	N/A	N/A	22.4	N/A	N/A	50.0	N/A	N/A	47.2	N/A	N/A	41.2	Indicator is in Baseline status until PY20
Employment, Education or Training Placement Rate Q2	Youth	76.6	99.1%	75.9	76.6	114.9%	88.0	76.6	81.5%	62.4	76.6	108.1%	82.8	76.6	97.9%	75.0	Baseline
Employment, Education or Training Placement Rate Q4*	Youth	69.0	107.2%	74.0	69.0	117.2%	80.9	69.0	104.3%	72.0	69.0	115.4%	79.6	69.0	102.6%	70.8	Baseline
Median Earnings	Youth	N/A	N/A	1,777	N/A	N/A	2,435	N/A	N/A	2,469	N/A	N/A	2,227	N/A	N/A	3,177	Baseline
Credentialed Rate*	Youth	68.1	122.3%	83.3	68.1	95.7%	65.2	68.1	118.9%	81.0	68.1	120.1%	81.8	68.1	80.0%	54.5	Baseline
Measurable Skill Gains	Youth	N/A	N/A	54.7	N/A	N/A	55.5	31.5	N/A	42.2	N/A	N/A	60.2	N/A	N/A	43.1	Baseline

\* - These indicators will not have 4 full quarters of data reported until the period ending 12/31/2018

Within 1% of exceeding goal.

## Expenditures as of December 31, 2018

Eckerd	
Adult and Dislocated Worker	\$332,853
Budget Adult/Dislocated Worker	\$883,502
Expenditure Rate	37.6% for 50% of year

Eckerd % of expenditures which are client related 37%, contracted goal 43%

Action Steps: Upper Savannah did a budget modification shifting money earmarked for dislocated worker to adult. Upper Savannah advised Eckerd to slow down expenditures on non-client costs.

GLEAMNS	
Youth	\$183,420
Budget Youth	\$419,641
Expenditure Rate	43.7% for 50% of year

Work-based learning expenditure rate 29.3%, contracted goal 34%

Action Steps: Upper Savannah has worked with GLEAMNS to analyze work-based training expenses.

Before the next meeting, our area will start developing **the annual center business plans for seven centers**. We share costs with partners such as DEW, VR and Adult Education. We expect no major changes. We have circulated a survey to find out what center improvements, staff want most.

### Adult Education & Literacy

“...programs, activities, and services that include: (a) adult education, (b) literacy, (c) workplace adult education and literacy activities, (d) family literacy activities, (e) English language acquisition activities, (f) integrated English literacy and civics education, (g) workforce preparation activities, or (h) integrated education and training” (34 CFR §463.30).

### Workforce Preparation

“Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills...” (34 CFR §463.34).

### Workforce Training

“may include

- (i) occupational skill training...;
- (ii) on-the-job training;
- (iii) incumbent worker training...; (iv) programs that combine workplace training with related instruction...;
- (v) training programs operated by the private sector;
- (vi) skill upgrading and retraining; (vii) entrepreneurial training;
- (viii) transitional jobs...;
- (ix) job readiness training provided in combination with services...(i) through (viii);
- (x) adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and
- (xi) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.”

(WIOA Section 134(c) (3) (D), P.L. 113-128)

## Defining IET

### INTEGRATED EDUCATION & TRAINING

“...a service approach that provides **adult education** and **literacy** activities concurrently and contextually with **workforce preparation** activities and **workforce training** for a specific occupational or occupational cluster for the purpose of educational and career advancement” (*Final WIOA regulations at 34 CFR §463.35*).

# The South Carolina Ready to Work

## SILVER CREDENTIAL

has been earned by \_\_\_\_\_

for demonstrating mastery of the academic and employability skills.

1/30/2019



A handwritten signature in black ink, appearing to read 'Henry McMaster'.

Henry McMaster, Governor

# Silver Ready to Work Credential

Ready to Work is based on validated career readiness assessments that provide a direct comparison of the skills an individual possesses with the skills needed to perform a job. The holder of this credential has a Silver Credential which indicates the achievement of career readiness skills at a level required by 65% of all jobs in today's job market. The holder of this credential has mastered all the related skills leading up to and including:

## Applied Mathematics Skills for Level 4

- Solve problems that require one or two operations
- Multiply negative numbers
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals
- Add commonly known fractions, decimals, or percentages (e.g.,  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $.75$ ,  $25\%$ )
- Add three fractions that share a common denominator
- Multiply a mixed number by a whole number or decimal
- Put the information in the right order before performing calculations

## Locating Information Skills for Level 4

- Find several pieces of information in one or more graphics
- Understand how graphics are related to each other
- Summarize information from one or more straightforward graphics
- Identify trends shown in one or more straightforward graphics
- Compare information and trends shown in one or more straightforward graphics

## Reading for Information Skills for Level 4

- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials
- Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)

There are four credential levels (Bronze, Silver, Gold, and Platinum). Each level requires successful completion of all three employability skills assessments. (Applied Mathematics, Locating Information, and Reading for Information).

**Bronze** requires a minimum score of 3 on all academic assessments.  
A bronze level credential demonstrates career readiness skills for 35% of today's jobs.

**Silver** requires a minimum score of 4 on all academic assessments.  
A silver level credential demonstrates career readiness skills for 65% of today's jobs.

**Gold** requires a minimum score of 5 on all academic assessments.  
A gold level credential demonstrates career readiness skills for 90% of today's jobs.

**Platinum** requires a minimum score of 6 on all academic assessments.  
A platinum level credential demonstrates career readiness skills for 99% of today's jobs.

**Employers, to verify this Credential, please call 1-888-717-9461.**

# Discussion Regarding Re-bidding Contracts

## Pros:

1. Bidding everything together should result in greater efficiency.
2. The current system will not be sustainable, if we lose any more funding.
3. If we bid in 2020, we will be tackling the four-year plan and the procurement process simultaneously.
4. Having a start date for new contracts other than July 1, will allow decisions to be made on total funds available, not estimate of what is available.

## Cons:

1. Less continuity, possible staff attrition.
2. More work on all parties.

## Alternatives:

1. Do nothing, extend as long as all contractors meeting requirements
2. Look at issuing Request for Proposals in May and make a decision in August, in time for October 1 start.
1. Look at issuing Request for Proposals in August and make a decision in November for a December 1, start.

At this time, a vote is not needed, but staff wanted to advise the board a decision may be required before the usual procurement timeline (Normal would be February, 2020.)

Before the May meeting, staff will monitor contractors.

Staff will make an outline of bidding specifications.