



**SANTEE-LYNCHES
WORKFORCE DEVELOPMENT BOARD MEETING**

Tuesday, June 11, 2019 - 5:00 PM

**Central Carolina Technical College's Advanced Manufacturing Technology Training Center
853 Broad Street, Room A101, Sumter, SC 29150**

REVISED AGENDA

1. Welcome & Call to Order George General, Chairman
2. Invocation/Pledge of Allegiance
3. Introduction of Guests Areatha Clark, Workforce Development Director
- MOTION** 4. Adoption of Revised Agenda *Encl. 1*
- MOTION** 5. Approval of Previous Meeting Minutes – March 26, 2019 *Encl. 2*
6. Report from the Santee-Lynch Regional COG Executive Director Christopher McKinney,
Executive Director
7. Reports (Information Only)
 - WIOA Adult and Dislocated Worker Programs *Encl. 3*
 - Program Update
 - SC Works Operator Report *Encl. 4*
 - Youth Report *Encl. 5*
 - Financial Report *Encl. 6*
8. Committee Reports
 - Youth Committee Calvin Hastie, Chairman
 - Eckerd Connects Youth Contract Extension
 - SC Works Committee Bobby Anderson, Chairman
 - SC Works Operator Contract Extension
 - Certification of SC Works Centers *Encl. 7*
 - Finance Committee George General
 - Ratification of Email Vote for Reallocation and Transfer of Funds *Encl. 8*
 - Approval of 2019 Budget *Encl. 9*
- MOTION** 9. Other Business Areatha Clark
 - Incumbent Worker Training (IWT) Funds *Encl. 10*

MOTION

- Eligible Training Providers (ETP) Approval
- Approval of Regional and Local Plans
- Election of Officers

Encl. 11

Encl. 12

10. Chairman's Comments

11. Adjourn



Santee-Lynch Workforce Development Board Meeting
Tuesday, June 11, 2019 - 5:00 PM
Central Carolina Technical College
Advanced Manufacturing Technology Training Center
853 Broad Street, Room A101
Sumter, SC 29150

MINUTES

Members Present:

Clarendon – Robert Edwards
Kershaw – Nicole Gardner, John Hornsby, Stewart Kidd
Lee – George General (Chairman), Zina Wright
Sumter – Bobby Anderson (Vice-Chairman), Janice Poplin, Sharon Teigue, Elizabeth Williams

Members Absent:

Clarendon – Christine Edwards, Richmond Jones
Kershaw – Renee Baker (Excused), Meron Garedew (Excused), Teresa Justice (Excused)
Lee – Annette Karlinsky (Excused)
Sumter – Ashton Elmore (Excused), Calvin Hastie, Sr. (Excused), Victoria Johnson, Sam Lowery, Jerome Robinson

Staff Present:

Christopher McKinney, Executive Director
Areatha Clark, Workforce Development Chief
Esmonde Levy, Workforce Development Manager
Freda Amerson, Workforce Development Coordinator
Steve Berger, SC Works Business Services Lead
April Barr, WIOA Title I Manager
Becky Minegar, SLRCOG Administrative Assistant

Guests:

Amanda Wagner, Eckerd Connects – Workforce Development
Caroline Rogerson, Eckerd Connects – Workforce Development
Matt Fields, Eckerd Connects – Workforce Development
Ray Jackson, SC Works Operator, Eckerd Connects - Workforce Development
Summer Rigby, SC Vocational Rehabilitation, Kershaw County

1. Welcome and Call to Order:

The Santee-Lynches Workforce Development Board of Directors' (WDB) Meeting was called to order by Chairman George General at 5:06 PM. A quorum was present.

2. Invocation/Pledge of Allegiance

Vice-Chairman Bobby Anderson provided the invocation and Chairman General led the Pledge of Allegiance.

3. Introduction of Guests

Ms. Areatha Clark, Workforce Development Chief, introduced staff and guests.

4. Adoption of Revised Agenda

Chairman General entertained a Motion to approve the Revised Agenda. **A motion was made by Ms. Janice Poplin and seconded by Mr. Bobby Anderson.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

5. Approval of Previous Meeting Minutes – March 26, 2019

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of March 26, 2018. **A motion was made by Ms. Sharon Teigue and seconded by Ms. Janice Poplin.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

6. Report for the Santee-Lynches Regional COG Executive Director

Mr. Christopher McKinney, Executive Director, Santee-Lynches Regional Council of Governments stated as staff were working through the budgeting process for Adult and Dislocated Worker services, to include reviewing the amount of funding that has been expended and the amount of available carryover funds that will be needed to operate in the first quarter of Program Year 2019, a hold had to be put on training early in the program year [March 2019]. In order to continue to serve our Adults and Dislocated Workers at an optimum level in the midst of budget cuts, Mr. McKinney reached out to two COGs that were not going to be able to spend their Dislocated Worker funds and was able to procure some of those funds.

Mr. McKinney added he and Esmonde Levy have been working on developing metrics for Training Providers providing services in the region. He explained we have several training organizations who partner with us to provide training to our Youth, Adults, and Dislocated Workers. We have developed metrics to measure customers outcomes associated with training (Did they successfully complete training? Did they find employment? Did they find employment in the field that they were trained in?) Mr. McKinney further added when this is finalized, employers will be receiving feedback and the metrics results will be placed on the Santee-Lynches Regional COGs website. The objective in developing these metrics is to ensure effective training is being provided in the region.

7. Reports

Information Only

8. Committee Reports

- Youth Committee
 - Eckerd Connects Youth Contract Extension

Ms. Sharon Teigue provided the Youth Committee Report. Ms. Teigue stated it is that time of the year where extension of contracts is considered for another Program Year. Our local policy allows for a contract to be extended up to three times after the initial contract. The last Youth Request for Proposal (RFP) was released at the end of PY'15 for PY'16.

Eckerd Youth Alternatives dba Eckerd Connects (Youth) received their first contract in PY'16. Their contract was extended for PY'17 and PY'18. Thus, they are eligible for one additional extension.

Eckerd Connects (Youth) has met all requirements of their contract, have exceeded their enrollment goals, and are currently meeting all Department of Labor Youth Performance Measures.

Ms. Teigue added in the last 20 years of different youth providers, Eckerd Connects has been, by far, the best and are doing an outstanding job.

Ms. Sharon Teigue made a motion to approve the extension of Eckerd Connects' Youth Contract for 1 additional year (Program Year 2019). Ms. Nicole Gardner seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **SC Works Committee**

- **Eckerd Connects Operator Contract Extension**

Vice-Chairman Bobby Anderson provided the SC Works Committee Report. Vice-Chairman Anderson stated Eckerd Connects (SC Works Operator) received their first contract in PY'17. Their contract was extended for PY'18. Thus, they are eligible for two additional extensions.

Eckerd Connects' Operator has met all requirements of their contract, and have continued to be an integral part of creating seamless service delivery and partnerships through and for our SC Works Centers/Systems.

Vice-Chairman Anderson made a motion to approve the extension of Eckerd Connects' SC Works Operator Contract for 1 additional year (Program Year 2019). Ms. Sharon Teigue seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Certification of SC Works Centers**

Ms. Areatha Clark provided an update on the Certification of the SC Works Centers. She stated a year ago we certified the SC Works Comprehensive Center in Sumter. Ms. Clark added they received guidance this year the SC Works Comprehensive Center in Sumter must be recertified, along with satellite sites. Currently we have only one satellite center and that's SC Works in Camden. Ms. Clark stated these standards will ensure we have the right centers in place and have all the right partners on board to be able to provide the necessary services to our businesses and to the job seekers.

Ms. Clark added there are three standards that must be met in our comprehensive center and our satellite center. Highlights of the standards were provided as follows:

Job Seeker Standards

- ✓ Measures Customer Satisfaction with services and staffing and that there are methods in place for customer feedback that is used for process improvement
- ✓ Ensures that a system is in place to assess projected employer demand and the alignment of job seeker resources with these demands
- ✓ Job Seekers have multiple access to SC Works Services (in centers and on-line)
- ✓ SC Works provides a consistent menu of services via literature in resource centers and information on-line
- ✓ Efficient customer service is provided to job seekers; staff are well trained at all centers and centers are well-equipped to assist with marketing job seekers to employers
- ✓ Jobseekers learn about services in a customer-focused program-neutral way (i.e. first-time customer's folder is made available)
- ✓ Effective assessment and career guidance services are available to job seekers
- ✓ SC Works Centers market as many jobs as possible and help job seekers to advance their skill level

Business Services Standards

- ✓ There is a fully integrated multi-agency business serves team comprised of federally mandated partners (IBST)
- ✓ Businesses are consulted on their workforce needs
- ✓ A business engagement plan is in place that supports the Workforce Board's vision and is responsive to business needs
- ✓ There is a link between IBST, economic development and education entities
- ✓ Measures business satisfaction with processes and outcomes
- ✓ A consistent menu of demand-driven services is offered to businesses

Management Standards

- ✓ Partner integration in the centers is evident through non-duplication of services
- ✓ Management structure is clear, along with roles and responsibilities of partners
- ✓ There are integrated staff development plans (includes training and collaboration)
- ✓ Accountability for results
- ✓ Accessible to all job seekers and business customers
- ✓ Professional appearance maintained and centers are safe and secure

Vice-Chairman Anderson made a motion to certify the SC Works Comprehensive (Sumter) and Satellite (Camden) Centers in accordance with the prescribed SC Works Certification Standards. Mr. John Hornsby seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Finance Committee**

- **Ratification of Email Vote for Reallocation and Transfer of Funds**

- Ratification of Approval to Receive Reallocated funds from Lower Savannah COG \$300,000 (\$270,000 Program Funds/ \$30,000 Administrative Funds) in Dislocated Worker funds.

- Ratification of Approval to Receive Reallocated funds from Midlands COG \$30,000 (\$27,000 Program Funds / \$3,000 Administrative Funds) in Dislocated Worker funds. In addition, Ratification of Approval to Transfer these funds to the Adult Funding Stream.

A motion was made by Ms. Janice Poplin and seconded by Ms. Nicole Gardner to ratify the email vote to approve the Reallocation of Dislocated Worker Funds from Lower Savannah COG (\$300,000) and Midlands COG (\$30,000) and to transfer the \$30,000 from the Dislocated Worker funding stream to the Adult funding stream. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

Mr. Levy stated we are requesting a transfer of Program Year 2018 Funds from Dislocated Worker to Adult. The transfer amount requested is \$200,000 of Dislocated Worker Program Funds to the Adult Program (this is a transfer of expenditures from Adult to Dislocated Worker). This request is based on the additional funding offered to Santee-Lynches by Lower Savannah COG. The transfer will aid in continuing to expend Program Year 2018 funds, allowing for carryover into the first quarter of Program Year 2019 and Program Year 2020, as well as serve the surplus of Adults. We continue to serve more Adults than Dislocated Workers and therefore require the additional Dislocated Worker funding be transferred to serve the Adults in our region.

A motion was made by Mr. John Hornsby and seconded by Ms. Elizabeth Williams to transfer \$200,000 of Dislocated Worker Program Funds to the Adult Program. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

➤ Approval of 2019 Budget

Mr. Esmonde Levy reported on the Program Year 2019 Budget Allocation Assumptions. Mr. Levy stated Based on official information received from the State, our region should anticipate an overall reduction of \$186,624 over the three funding streams, an 8.9% overall reduction from the PY'18 Allocation.

- \$88,336 reduction in Adult Funds (8.7% reduction from the PY'18 Allocation)
- \$94,687 reduction in Youth Funds (8.6% reduction from the PY'18 Allocation)
- \$3,601 reduction in Dislocated Worker Funds (.99% reduction from the PY'18 Allocation)

Program Year 2019 Budget Assumptions:

1. Current Program Year 2018 service providers would not utilize all their current funding.
2. Maintain some PY'19 funds to carry into PY'20 for the 1st Quarter of that year.

Mr. Levy reported on the WIOA Program Allotments for Program Year 2019:

- Adult - \$573,738
- Dislocated Worker - \$530,555
- Youth - \$568,578
- Total Allocation - \$1,672,871

A comparison of PY'18 and PY'19 WIOA Program Allotments:

WIOA Program Allotments for Program Year 2019				
PY 2019	Adult	Youth	Dislocated Worker	Total
State Total	\$11,326,204	\$11,731,447	\$14,897,573	\$37,955,224
Local Distribution	85.00%	85.00%	70.00%	
	\$9,627,273	\$9,971,730	\$10,428,301	\$30,027,304
Santee-Lynches	\$573,738	\$568,578	\$530,555	\$1,672,871
% of State Distribution	5.96%	5.70%	5.09%	5.57%

WIOA Program Allotments for Program Year 2018				
PY 2018	Adult	Youth	Dislocated Worker	Total
State Total	\$12,570,393	\$13,017,374	\$15,513,622	\$41,101,389
Local Distribution	85.00%	85.00%	70.00%	
	\$10,684,834	\$11,064,768	\$10,859,535	\$32,609,137
Santee-Lynches	\$662,074	\$663,265	\$534,156	\$1,859,495
% of State Distribution	6.20%	5.99%	4.92%	5.70%

Mr. Levy then reviewed the Santee-Lynches Workforce Development of PY'19 Budget Proposal. He pointed out that the SC Works Operator Contract was increased by \$10,000 to partially fund a Front Desk that has been created and mandated by the State. This position will assist all customers that come into the center and direct them to the appropriate partner for services. Also, of note, is that Eckerd's Youth contract was cut by \$100,000 for PY'19 due to budget cuts. Staff have discussed this cut with Eckerd Connects and they have committed to continuing to provide optimum services to the Youth in the region.

Santee-Lynches Workforce Development PY'19 Budget Proposal				
	ADULT	DW	YOUTH	TOTAL
PY'18 Carryover Program PROJECTED	\$77,500	\$14,957	\$107,970	\$200,427
PY'18 Carryover Admin PROJECTED	\$21,694	\$16,807	\$28,541	\$67,042
PY'19 Allocation Program	\$515,999	\$477,500	\$511,720	\$1,505,219
PY'19 Allocation Admin	\$57,739	\$53,046	\$56,858	\$167,643
Reallocation of Dollars		\$300,000		\$300,000
Transfer of DW to Adult Funding	\$200,000	-\$200,000		
Total Projected Funding PY'19	\$872,932	\$662,310	\$705,089	\$2,240,331
Contracts				
	ADULT	DW	YOUTH	TOTAL
Eckerd Connects Youth	\$0	\$0	\$500,000	\$500,000
Eckerd Connects Adult/DW	\$430,000	\$320,000	\$0	\$750,000
SC Works Operator Program	\$86,723	\$37,167	\$0	\$123,890
SC Works Admin	\$4,277	\$1,833	\$0	\$6,110
SC Works Center Costs (MOU)	\$32,735	\$12,885	\$0	\$45,620
SLRCOG Admin	\$56,454	\$45,549	\$56,485	\$158,488
SLRCOG Program A/E	\$149,010	\$144,699	\$77,947	\$371,656
Total Contracts	\$759,199	\$562,133	\$634,432	\$1,955,764
Balance Unobligated Funds	\$113,733	\$100,177	\$70,657	\$284,567

Chairman General entertained a motion to approve the PY'19 Proposed Budget. A Motion was made by Mr. Bobby Anderson and seconded by Ms. Sharon Teigue. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

9. Other Business

- **Incumbent Worker Training (IWT) Funds**

Mr. Levy provided the Program Year 2018 Incumbent Worker Training Round #2 Results. He stated the total funds awarded for IWT were not obligated in the first procurement round. A second and third round of procurement was initiated, and funding was offered to Advanta Southeast in Clarendon County (\$4,024), Caterpillar Inc. in Sumter County (\$8,970) and Weylchem in Kershaw County (\$12,500). Mr. Levy then stated because of unforeseen circumstances Weylchem was not able to accept the IWT award, which meant there was additional funding available. However, due to the time restraint on initiating another round of procurement for these additional funds, it was decided to award the full amount requested to Advanta Southeast - \$4,024 and Caterpillar - \$16,370; which left an unobligated balance of \$5,100 that will have to be returned to the State.

A discussion followed as to why Advanta Southeast and Caterpillar could not utilize the remaining unobligated funds. Mr. Levy explained the parameters for how they could qualify for the funding. It was a matter of finding additional employees to train in the previously approved training programs and neither company was able to that.

Additional discussion ensued concerning how to avoid having unobligated funding in the future. Mr. Levy stated the businesses should be more proactive in planning early for training, so that when funding becomes available, they are in the position to apply for such funding. Ms. Areatha Clark added Mr. Levy and Mr. Berger go out and visit businesses and talk about all our business services, including Incumbent Worker Training (IWT), to better prepare employers for when IWT funds become available. Ms. Clark then added it's advertised for at least 30 days and Economic Developers, Central Carolina Technical College, and other training organizations help to promote Incumbent Worker Training.

A motion was made by Mr. Bobby Anderson to Approve Funding Allocations for Incumbent Worker Training to the identified companies as presented. Ms. Janice Poplin seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Eligible Training Providers (ETP) Approval**

Ms. Areatha Clark announced that Central Carolina Technical College (CCTC) has submitted programs for the WIOA Eligible Training Providers List: EMT, C.N.A., Phlebotomy Technician, Certified Logistics Technician, Manufacturing (Production) Technician, and CDL. Ms. Elizabeth Williams added the Truck Driver Training is under CCTC's name but is delivered through Florence Darlington Technical College at CCTC's location in Manning (F.E. Dubose Career Center).

Chairman General entertained a motion to accept the presented additions to the WIOA Eligible Training Providers List for the Santee-Lynches local area. A motion was made by Mr. Bobby

Anderson and seconded by Ms. Janice Poplin. There being no discussion, Chairman General called for the vote. All were in favor, with the exception of Ms. Elizabeth Williams, who abstained, and the motion passed.

- **Approval of Regional and Local Plans**

Mr. Areatha Clark provided an update to the 2018 – 2020 Pee Dee Regional Plan and 2018 - 2020 Santee-Lynches Local Plan. Ms. Clark stated Regional and Local plans serve as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. WIOA requires a modification of the four-year regional and local plans every two years. She reviewed with the Board highlights of the significant updates made to both plans:

Santee-Lynches Local Plan

- Added Table 2 Industry Employment Distribution Table for Santee-Lynches for the 3rd quarter of 2018 reflecting the Industry Sector, Number of Establishments and Number of Employees
- Added Table 4 Education Requirements on Advertised Jobs as of May 22, 2019
- Updated local unemployment Data for 2016 through April 2019
- Updated information on partnership with economic development
- Added information on grant partnership with Able South Carolina on Capacity Building for Inclusion for job seekers and employers
- Provided update on WorkFirst program and partnership with Central Carolina Technical College
- Updated listing of new partners now co-located onsite at the SC Works Centers
- Added information on new Training Provider Metrics System created for Santee-Lynches

Pee Dee Regional Plan:

- Annual unemployment rates were added for 2016-2018
- The Pee Dee region is now working with a new consulting firm for Regional Sector Strategies. The platform for this consulting company is grounded through the Next Gen Sector Partnership Model (Next Generation Sector Partnerships) (www.nextgensectorpartnerships.com). Its focus is on Industry-led, community-supported partnerships that strengthen regional economies and connect people to jobs.
- The Regional Integrated Business Services Team has been established. Its most relevant accomplishment is in its approach to serving McLeod Health, a healthcare Mecca providing employment opportunities and renowned healthcare services in each of the Local Areas. McLeod Health shares all its job openings with the Local Areas and SC Works staff may refer its clients to fill these positions.
- In July of 2017, the Waccamaw and Pee Dee Workforce Development Areas received \$100,000 grants from the State Workforce Development Board to coordinate and implement transportation services for employment and/or training activities. (specific information on the grants can be found in the full regional plan).

Both plans are available on the Santee-Lynches COG's website at: www.santeelynchescog.org/workforce-development-board.

Chairman General entertained a motion to approve updates to the Pee Dee Regional Plan and the Santee-Lynches Regional Plan for submission to the State. A motion was made by Mr. John Hornsby and seconded by Mr. Bob Edwards. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- Election of Officers

Ms. Sharon Teigue, Chairman of the Nominating Committee presented the slate of officers for PY'19: Mr. George General as Chairman and Mr. Bobby Anderson as Vice-Chairman. Ms. Teigue opened the floor for other nominations for Chairman and Vice-Chairman. There being none, Ms. Sharon Teigue made a motion to elect Mr. George General as Chairman and Mr. Bobby Anderson as Vice-Chairman. Mr. John Hornsby seconded the motion. All were in favor and the motion passed unanimously.

10. Chairman's Comments

Chairman General commented the board has made leaps and bounds this year. He commended Mr. McKinney on the development of metrics for accountability.

11. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 5:51 PM.

Respectfully Submitted,



Becky Minegar, Administrative Assistant, Santee-Lynches Regional Council of Governments



Santee-Lynches Workforce Development Board Meeting
Tuesday, March 26, 2019 - 5:00 PM
Central Carolina Technical College
Advanced Manufacturing Technology Training Center
853 Broad Street, Room A101
Sumter, SC 29150

MINUTES

Members Present:

Clarendon – Robert Edwards
Kershaw – Nicole Gardner, John Hornsby, Stewart Kidd
Lee – Annette Karlinsky, Zina Wright
Sumter – Bobby Anderson (Vice-Chairman), Janice Poplin, Sharon Teigue, Elizabeth Williams

Members Absent:

Clarendon – Richmond Jones, Christine Edwards (Excused)
Kershaw – Rene Baker (Excused), Meron Garedew (Excused), Teresa Justice (Excused)
Lee – George General (Chairman) (Excused)
Sumter – Ashton Elmore (Excused), Calvin Hastie, Sr. (Excused), Victoria Johnson, Sam Lowery, Jerome Robinson

Staff Present:

Areatha Clark, Workforce Development Chief
Esmonde Levy, Workforce Development Manager
Freda Amerson, Workforce Development Coordinator
Steve Berger, SC Works Business Services Lead
April Barr, WIOA Title I Manager
Christopher McKinney, Executive Director
Becky Minegar, SLRCOG Administrative Assistant

Guests:

Eric Haddock, Eckerd Connects – Workforce Development
Caroline Rogerson, Eckerd Connects – Workforce Development
Matt Fields, Eckerd Connects – Workforce Development
Ray Jackson, SC Works Operator, Eckerd Connects - Workforce Development
Julia Gamarra Mendoza, SC Department of Employment and Workforce (SCDEW)
Sharon Vaughn, Telamon Corporation

1. **Welcome & Call to Order**

The Santee-Lynches Workforce Development Board of Directors' (WDB) Meeting was called to order by Vice-Chairman Bobby Anderson at 5:04 PM.

2. **Invocation/Pledge of Allegiance**

Vice-Chairman Anderson provided the invocation and led the Pledge of Allegiance.

3. **Introduction of Guests**

Ms. Areatha Clark, Workforce Development Director, introduced guests and staff.

4. **Adoption of the Amended Agenda**

Vice-Chairman Anderson entertained a Motion to approve the Amended Agenda. **A motion was made by Ms. Sharon Teigue and seconded by Ms. Janice Poplin.** There being no discussion, Vice-Chairman Anderson called for the vote. **All were in favor and the motion passed unanimously.**

5. **Approval of Meeting Minutes – January 22, 2019**

Vice-Chairman Anderson entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of January 22, 2019. **A motion was made by Ms. Janice Poplin and seconded by Ms. Sharon Teigue.** There being no discussion, Vice-Chairman Anderson called for the vote. **All were in favor and the motion passed unanimously.**

6. **Report for the Santee-Lynches Regional COG Executive Director**

No report.

7. **Reports**

WIOA Report

Ms. Areatha Clark reported on the WIOA Adult and Dislocated Worker program for PY'18 thru the period of March 15, 2019. A comparison review was completed for the same period for PY'17 and PY'18.

	Program Year 2017 (July 1, 2017 – June 30, 2018) Reporting Period thru 3/15/2018	Program Year 2018 (July 1, 2018 – June 30, 2019) Reporting Period thru 3/15/2019
SC Works # of WIOA Participants Served		
Carryover Participants	81	89 – Clarendon: 7, Sumter: 63, Kershaw: 10, Lee: 3, Other: 6
New Participants Enrolled	256	254 – Sumter/Clarendon: 204, Kershaw/Lee: 50
Total Served (Active)	337	343
SC Works Training and Supportive Service Dollars		
Training Dollars Spent	\$210,926	\$272,213
	Kershaw/Lee Counties - \$39,765 Clarendon/Sumter Counties - \$171,161	Kershaw/Lee Counties - \$51,787 Clarendon/Sumter Counties - \$220,426
Supportive Services Dollars Spent	\$60,372	\$82,984
	Kershaw/Lee Counties - \$20,239 Clarendon/Sumter Counties - \$40,133	Kershaw/Lee Counties - \$13,694 Clarendon/Sumter Counties - \$69,290
# of Participants Receiving Training and/or Supportive Services	122	141
	Kershaw/Lee Counties – 37 Clarendon/Sumter Counties - 85	Kershaw/Lee Counties – 31 Clarendon/Sumter Counties - 110
Work Experience (WE) Contracts Dollars	\$25,080	\$57,960

WE Contracts	8	12
On-the-Job (OJT) Training Dollars	\$70,946	\$71,313
OJT Contracts	32	26

Ms. Clark stated we are in line with where we should be this time of year. She further stated enrollments are up, training dollars continue to climb as more customer come into the centers for those services, and supportive services dollars are increasing as well. Ms. Clark explained the training may not cost as much but because the customer must travel a distance (Florence, Columbia, etc.) in order to get their training, supportive services dollars will be much higher. Ms. Clark further explained the number of participants in training has increased as more and more customers coming into the centers need more than traditional work readiness skills, job placements assistance, etc. Many of these participants do not have the skills to get back into the workforce and with the help of the SCDEW staff referring these participants to WIOA, they are able to get the training services they need. Ms. Clark continued the Work Experience (WE) dollars have increased due in fact to the partnership of the Eaton Corporation. They had five (5) WE contracts (students in their second semester from Central Carolina Technical College) and all have been hired. Ms. Clark then reported On-the-Job Training (OJT) dollars are starting to pick up and customers are getting paid higher wages.

Mr. Steve Berger our Business Services Representative has been calling on employers in order to increase the number of OJT contracts for the region. Now that the word is getting out about the dollars and services we can provide, we have had two (2) employers request up 22 contracts within 2 days.

SC Works Operator Report

Mr. Ray Jackson provided the SC Works Operator report (July 1, 2018 – February 28, 2019):

- January 2019 unemployment rate for South Carolina was 3.6% with 5.1% in Clarendon County, 3.8% in Kershaw County, 5.2% in Lee County, and 4.4% in Sumter County.
- Job placements for February 2019 were 91 and year to date was 185.

Mr. Jackson gave on update on rapid reemployment. He announced Kmart (Sumter County) closed March 3, 2019 with 88 employees impacted, Victoria's Secret (Sumter County) closed March 18, 2019 with 11 employees impacted, and a scheduled layoff at Invista (Kershaw County) will impact 62 employees.

Mr. Jackson reported SC Works is one of two centers in a pilot project using the VOS Greeter. He further reported the greeter shows real time traffic at the centers (SC Works Sumter and Camden). With the greeter he can pull reports in order to staff the centers appropriately. The greeter reports on who the participant is wanting to see or the reason they are at the center, the reason for the visit, the number of individuals, percentage, and average wait time across all departments.

Mr. Jackson stated SC Works and Able South Carolina have partnered to provide a Disability Employment Workshop series for employers.

- February 28, 2019 – How Reasonable are Reasonable Accommodations?
- May 2, 2109 – Disability Sensitivity and Etiquette in the Workplace
- September 12, 2019 – Accessibility Planning for Business
- November 14, 2019 – Accessing Employer Resources

Mr. Jackson reported they had their second Back to Work graduation, which is a partnership between Santee-Lynches SC Works and the SC Department of Employment and Workforce (SCDEW). Mr. Christopher McKinney, Executive Director of Santee-Lynches Regional Council of Governments and Mr. Howie Owens, Downtown Development Manager and Assistant to the City Manager for the City of Sumter spoke at the graduation held on February 21, 2019. Mr. Jackson stated they had 17 participants enrolled with 11 participating in the ceremony. Mr. Jackson indicated once the participant has graduated from the program, there is a 30, 60, and 90-day follow-up to monitor their progress and offer any other services that are needed.

Mr. Jackson provided the Second Quarter WIOA & Partners Quarterly Training which is training for staff and partners of the SC Works Centers. The trainings include:

- Sumter County Fire Department provided an educational training on fire safety and performed a fire drill.
- Able South Carolina provided training on Digital Resources that's available for anyone with a disability.
- SC Works Operator provided updates on policies and procedures. Covered the Emergency Action Plan and update to the VOS Greeter.

Mr. Jackson reported Ms. Janice Poplin with Thompson Industrial, reached out to him about having a Job Fair for a targeted population. Ms. Poplin stated the Job Fair was held on Tuesday, March 12, 2019 from 4:00pm – 7:00pm, as part of a business partnership with Crosswell Drive Elementary School and Chestnut Oaks Middle School. Ms. Poplin expressed her appreciation and hard work of the SCDEW and SC Works staff and how successful this job fair was. Mr. Jackson reported they had 248 job seekers with 25 employers participating. A discussion ensued about having this type of partnership in the other counties. Mr. Chris McKinney added this type of job fair is needed in all four counties of the Santee-Lynches region.

Youth Report

Ms. Caroline Rogerson Eckerd Connects - Workforce Development, reviewed their Youth Performance Report for PY18 through the period February 2019. Ms. Rogerson stated they have served 127 participants with 97 participants being carryover with a goal of 160 participants. Ms. Rogerson indicated enrollments in Lee and Kershaw Counties have increased due to two new career coaches. High school dropouts have decreased to 29 and Basic Skills Deficient is at 51. Ms. Rogerson explained this number is high due to the change in the TABE Assessment that is administered at enrollment. Performance Outcomes reviewed: 68 Measurable Skill Gains, 9 GED & Diploma, 31 Occupational Credentials, and 43 Employment Placements. Ms. Rogerson reported they had 30 Work Experience Contacts written, 59 Career Smart completions, and 15 participants attending vocational training.

Ms. Rogerson stated they have started the Student Ambassador Program to advocate for the program. They had two ambassadors:

- Lakin Rogers from Clarendon County attended the Scott's Branch High School Career Fair
- Logan Smith from Sumter County attended the Crosswell/Chestnut Oaks Job Fair.

Ms. Rogerson introduced Mr. Logan Smith to share his success story:

Mr. Logan Smith stated he's a 2013 Sumter High School graduate trying to figure his way in life. He was continually going from job to job. He came to the WIOA Youth Program with the desire to continually improve both personally and professionally. He stated the WIOA Youth Program helped him learn a trade, patience, and to go for what you want in life. Ms. Rogerson added he has received his Forklift license,

OSHA 10 certification, Six Sigma Yellow Belt, and is currently attending ARC welding training at Florence-Darlington Technical College. Logan has not missed a day of training and has received high praises from his welding instructors. He will continue with TIG welding after the successful completion of ARC classes. Logan is also currently on a work experience at Caterpillar and serves as one of the youth program's ambassadors. As an ambassador, Logan represented SC Works Youth & Young Adult Program at the recent job fair held at Crosswell Elementary school. He recruited individuals to the program by explaining his success thus far, as well as successfully networked with available companies and attendees. When discussing his experience with other individuals at the SC Works job fair, Logan's famous tag line was "why not take advantage of the opportunities that are right in front of you before it's too late." He has surely taken the services from the youth program and run with them, but he isn't finished yet! We are proud to have such great representation within the community from our youth.

Financial Report

Mr. Esmonde Levy provided the financial update for Adult, Dislocated Worker, and Youth Expenditures for PY18 through February 2019. Mr. Levy briefly explained how the monthly goal is calculated to ensure that required expenditure rates are met by the end of the program year.

Chart 1: Program Year 2018 Adult Financial Data as of 2/28/2019 (including transfer)

- SC Works spent \$302,080 of \$500,000 which is 60% expended.
- SC Works Operator spent \$51,540 of \$80,075
- SC Works A/E spent – [\$55,028] of \$97,240

Chart 2: Program Year 2018 Dislocated Worker Financial Data as of 2/28/2019 (including transfer)

- SC Works spent \$349,898 of \$400,000 which is 87% expended.
- SC Works Operator spent \$21,898 of \$34,318
- SC Works A/E spent [\$54,027] of \$83,350

Chart 3: Program Year 2018 Youth Finance Data as of 2/28/2019

- Eckerd Workforce Development spent \$220,661 of \$600,000 (grant amount), which leaves a balance of \$379,339 which is 30% expended.
- Santee-Lynches RCOG – A/E spent [\$53,929] of \$97,240

Mr. Levy stated their numbers are a little behind for youth in spending but, with further conversation and hiring two new career coaches, Eckerd has put an action plan in place and should be on track next month.

Mr. Levy as provided as information a breakdown of Eckerd participant costs as of 2/28/2019:

- Work Experience: \$53,971
- Training: \$46,829
- Supportive Services: \$42,421
- Total Participant Costs: \$143,221

Ratification of email vote to Approve Funding Allocations for Incumbent Worker Training Applications

Mr. Levy stated the South Carolina Department of Workforce has awarded the Santee-Lynches Workforce Development Area \$127,571 in Incumbent Worker Training Funds for Program Year 2018. The following companies were approved by the Rating and Ranking Committee:

- Advanta Southeast (Clarendon County) - \$23,280
- Caterpillar, Inc. (Clarendon County) - \$25,630
- BCA (Sumter County) - \$30,040
- Hengst (Kershaw County) - \$19,130
- SAC (Lee County) - \$3,997

Vice Chairman Anderson called for a motion to ratify the email vote to Approve Funding allocations for Incumbent Worker Training to the identified companies as presented. A motion was made by Ms. Sharon Teigue and seconded by Ms. Annette Karlinsky. All were in favor and the motion passed.

Mr. Levy stated the total funds awarded for IWT were not obligated thus far leaving a balance of \$25,494. A second round of procurement was initiated February 26, 2019 with a deadline for applications 12:00PM Tuesday, March 26, 2019. Mr. Levy then stated two companies have applied for the second round:

Mr. Levy further stated because the amount requested by both companies exceeded the \$25,494 negotiations with the businesses who have applied for the second round will be conducted to determine which of the proposed trainings are the most significant to the businesses and trainees. The balance of the funding (\$25,494) will be awarded to the businesses based on the negotiations. Once the negotiations are complete, we will be 100% obligated.

Eligible Training Providers

Ms. Clark provided an updated list of Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers for the Santee-Lynches Area. Ms. Clark explained WIOA has established an Eligible Training Provider process that will help support and ensure customer choice for attending training. She further explained as the needs arise, they look at options so the customer can make an informed decision on where to go for training. Ms. Clark added there are times when we have to look outside the region to find a training provider.

The following Providers have submitted the following programs for approval: Construction Training Center – General Construction Craft Laborer (\$6,500), New Horizons Computer Learning Center: Certified Information Systems Security Professional – (\$3,599); Security IT Associate – (\$7,500); Medical Office Administration – (\$7,500), Orangeburg Calhoun Technical College: Nurse, Practical, Diploma – (\$7,810), Palmetto Training: Short Term Welding, MIG and Flux Core – (\$4,015).

A Motion was made by Ms. Annette Karlinsky to accept the presented additions to the WIOA Eligible Training Providers List for the Santee-Lynches local area. It was seconded by Ms. Zina Wright.

A discussion ensued concerning how these companies are investigated and what the process is. Ms. Clark explained each provider must apply through the State, who does the initial vetting. Then they must submit a business license, enter employment information for their training programs, actual job openings, etc. Site visits are also conducted by staff. Mr. McKinney added we are working on building metrics to measure the providers in order to continue to obtain quality providers.

There being no further discussion, all were in favor and the Motion passed unanimously.

Ms. Clark provided a synopsis of training programs by provider, as requested, for Program Years 2016 – 2019 for Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers for the Santee-Lynches Area. Included in the synopsis is the number of customers served, training dollars spent, and supportive dollars spent.

8. Special Presentation

Mr. Stewart Kidd, Manager, Existing Industry & Workforce Development, Kershaw County Economic Development presented an update on Kershaw County's Workforce Development. He shared a basic premise which is when a person is getting ready to enter the workforce, we spend a lot of time telling them they need to learn, what and how they need to learn but equally important is the why. Industry tells us why we need to do the things we do and one of the vehicles that's used is the Kershaw County Industrial Association, which is an opportunity for collaboration. Mr. Kidd stated they create and provide an annual wage and benefits survey, have monthly lunch meetings for industry to engage various partners to determine what they need, 8th Grade Manufacturing Expo, Parent Discovery Night, Special Initiatives, Industry Appreciation, annual industry visits and visits based on company need.

Mr. Kidd explained they have started an InCert to Manufacturing Program, which is an industrial certification inserting students into manufacturing. Local students earn a certificate that denotes "Certified Candidate Status" through the successful attainment of real-world manufacturing experiences and skills. The benefits for the student are the manufacturing certificate that provides job visibility, targeted consideration, enhanced credibility and readiness - but not a guaranteed job. The benefits for the industry are industries have input for program design to strengthen the workforce pipeline and enable readiness. In return, they offer consideration at all phases of the hiring process but are under no obligation to hire the candidate.

Mr. Kidd announced, with the opening of the new vocational center in Kershaw County, they will be having Parent Discovery Night and an 8th Grade Manufacturing Expo. He then explained they also have manufacturing tutorials. These are online virtual tutorials, career guides, and virtual field trips for home and school. Mr. Kidd stated with Kershaw County's consolidated campus it will easier to maximize the community's potential.

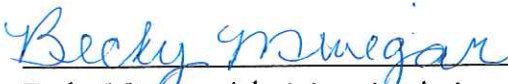
9. Chairman's Remarks

Vice-Chairman Anderson thanked Ms. Areatha Clark and her staff for their efforts in workforce development and for the board.

10. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 6:11 PM.

Respectfully Submitted,



Becky Minegar, Administrative Assistant, Santee-Lynches Regional Council of Governments

SC WORKS

SANTEE-LYNCHES

Program Year 2017
(July 1, 2017 – June 30, 2018)
Reporting Period thru 6/8/2018

Program Year 2018
(July 1, 2018 – June 30, 2019)
Reporting Period thru 6/6/2019

SC Works # of WIOA Participants Served		
Carryover Participants	81	89 – Clarendon: 7, Sumter: 63, Kershaw: 10, Lee: 3, Other: 6
New Participants Enrolled	323 – Sumter/Clarendon: 236, Kershaw/Lee: 87	276 – Sumter/Clarendon: 223, Kershaw/Lee: 52, Other: 1
Total Served (Active)	404	365

SC Works Training and Supportive Service Dollars		
Training Dollars Spent	\$355,490	\$323,973
	Kershaw/Lee Counties - \$69,582 Clarendon/Sumter Counties - \$285,908	Kershaw/Lee Counties - \$66,571 Clarendon/Sumter Counties - \$257,402
Supportive Services Dollars Spent	\$91,576	\$116,025
	Kershaw/Lee Counties - \$29,884 Clarendon/Sumter Counties - \$61,692	Kershaw/Lee Counties - \$23,074 Clarendon/Sumter Counties - \$92,951
# of Participants Receiving Training and/or Supportive Services	187	151
	Kershaw/Lee Counties – 79 Clarendon/Sumter Counties - 108	Kershaw/Lee Counties – 57 Clarendon/Sumter Counties - 94

Work Experience (WE) Contracts Dollars	\$37,730	\$80,610
WE Contracts	8	11

On-the-Job (OJT) Training Dollars	\$87,505	\$82,268
OJT Contracts	38	32



SC Works Center Report

Region/LWIA: Santee-Lynches

Date range: 3/01/2019 - 5/31/2019

Unemployment Rate

Area	Jan 18	Jan 19	Feb 18	Feb 19	Mar 18	Mar 19	Apr 18	Apr 19	May 18	Jun 18
South Carolina	4.3%	3.6%	4.6%	3.3%	4.1%	3.3%	2.8%	3.0%	2.8%	3.6%
Santee-Lynches	5.8%	4.0%	5.4%	3.6%	4.8%	3.8%	3.4%	3.4%	3.4%	4.4%
Sumter	5.9%	4.0%	5.4%	3.6%	5.0%	3.8%	3.5%	3.4%	3.4%	4.4%
Clarendon	6.9%	4.8%	6.3%	4.3%	5.5%	4.4%	4.0%	3.9%	4.0%	5.1%
Kershaw	5.1%	3.6%	4.6%	3.2%	4.1%	3.3%	2.9%	3.0%	3.0%	3.8%
Lee	6.3%	4.7%	6.4%	3.9%	5.8%	4.1%	4.7%	3.7%	4.1%	5.2%

VOSGreeter® - by Office

- Start Date: 3/1/2019
- End Date: 5/31/2019

VOSGreeter® - by Office
- Region/Lwia: Santee-Lynches

Office	Individuals	Percent	Average Wait Time
Sumter Center	5,782	78.00%	29 minutes
Camden Center	1,612	22.00%	5 minutes
Office	Individuals	Percent	Average Wait Time
Total:	7,394	100.00%	16

Master Summary Report by Office
- Region/LWIA: Santee-Lynches

Summary	Total
Individuals that Registered	
Bishopville Center	12
Camden Center	121
Manning Center	66
Sumter Center	487
Total number of Individuals that Registered	686

Individuals that Loaded In	
Bishopville Center	48
Camden Center	490
Manning Center	294
Sumter Center	1,970
Total number of Individuals that Logged In	2,802

Distinct Individuals Receiving Services	
Bishopville Center	55
Camden Center	1,070
Manning Center	343
Sumter Center	2,917
Total number of Distinct Individuals Receiving Services	4,385

Services Provided to Individuals	
Bishopville Center	2,858
Camden Center	28,291
Manning Center	17,038
Sumter Center	96,088
Total number of Services Provided to Individuals	144,275

Internal Job Orders Created	
Camden Center	128
Manning Center	20
Sumter Center	527
Total number of Internal Job Orders Created	675

Internal Job Referrals	
Bishopville Center	112
Camden Center	1,060
Manning Center	490
Sumter Center	4,870
Total number of Internal Job Referrals	6,532

Services Provided Employers	
Bishopville Center	6
Camden Center	1,273
Manning Center	365
Sumter Center	5,500
Total number of Services Provided Employers	7,144

Santee-Lynches - Job Placements

<u>Month</u>	<u>2018</u>	<u>2019</u>
January	66	94
February	87	91
March	97	98
April	103	91
May	92	103
June	100	
July	81	
August	87	
September	108	
October	97	
November	93	
December	98	
<u>Total</u>	1109	477

WIN Career Readiness System

October, 18 - Current

		Bronze	Silver	Gold	Not Earned	Grand Total	
		Count	Count	Count	Count	Credential Count	
Santee- Lynche	Ready to Work Courseware					2	
	Ready to Work	40	46	1		20	87
Grand Total		40	46	1		22	87

Rapid Reemployment Update

- ▶ ACS Industries (Manning) 4/1/2019. The company confirmed its plan to close by December 31, 2019 and will lay off thirty-one (31) employees between March 29th and December 31st.
- ▶ HBD Thermoid (Elgin) 4/17/2019. The company has announced its plan to close by June 1, 2019 affecting all 62 employees.



31 East Calhoun St.
Sumter, SC 29150

SC WORKS
Santee-Lynches

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

Ready to Work: Disability Workforce Solution Series

Able South Carolina and SC Works Santee-Lynches to host a Disability Employment Workshop series.

All sessions will be held at SC Works Santee-Lynches office at
31 East Calhoun Street, Sumter, SC 29150

2019 Training Dates	
February 28	How Reasonable are Reasonable Accommodations?
May 2	Disability Sensitivity and Etiquette in the Workplace
September 12	Accessibility Planning for Business
November 14	Accessing Employer Resources

To register, go to:

<https://ablesouthcarolina.salsalabs.org/accommodationstraining>

*Refreshments provided

TTY: 711
An Equal Opportunity Employer/Program. Auxiliary Aids Available Upon Request to Individuals with Disabilities.

able
SOUTH CAROLINA

JOB FAIR

**Clarendon County
Job Fair Thursday, April 4**

- 33 Employers
- 230 Jobseekers

**Sumter County Job Fair
Wednesday, May 22**

- 56 Employers
- 518 Jobseekers



MAYFEST & MAYFAIR, 2019

- **Kershaw County Mental Health Clinic May 9th 1-3pm**
- **Waterlee Community Actions INC. MAY FAIR**
- **Manning, SC May 10th, 10:00 am - 12:00pm**
- **Bishopville, SC May 17th, 10:00 am –2:00pm**
- **Sumter, SC May 23rd, 9:00 am- 12:00pm**
- **Kershaw County Annual May Fair**
Date: May 24th, 9:00 am- 1:00pm

Workforce Educational Outreach

- Hope Centers
- United Way
- Migrant Seasonal Farm Worker

SC Works Monthly Pre-Release Orientation

- Wateree River Correctional Institution
- Lee Correctional Institution
- Turbeville Correctional Institution

Additional

- Back To Work – Job Readiness Boot Camp
- Airman & Family Readiness Center (Shaw AFB)

Active Caseload Demographics

	Clarendon	Kershaw	Lee	Sumter	Total
Male	14	14	7	8	43
Female	11	28	3	21	63
Total	25	42	10	29	106
Younger Youth (18 & Under)	1	2	3	3	9
Older Youth (Over 18)	24	40	7	26	97
Total	25	42	10	29	106
High School Drop Out	9	7	8	6	30
Basic Skills Deficient	19	36	8	16	79
Unemployed	18	22	10	15	65

WIOA Youth Success Spotlight: Joseph Triguero

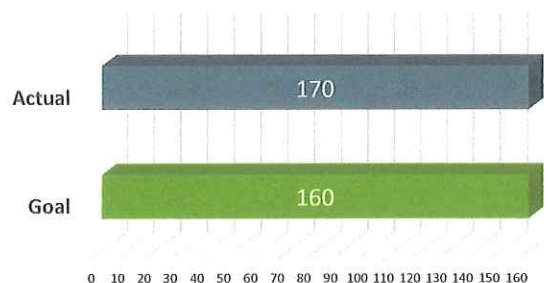
Joseph Triguero joined the SC Works Youth & Young Adult program in October 2018 after receiving his GED in just a few short months from Kershaw County Adult Education. He came to us with the goal of wanting to obtain his ARC Welding Certification. Joseph has shown nothing but drive and determination since enrolling in the program. Joseph recently completed training, successfully accomplishing his goal by receiving his ARC Welding Certificate from Florence Darlington Technical College. He is expecting to start a Work Experience through the youth program in July to gain on-the-job training. Joseph's Career Coach, Jasmine Fields, had the following to say about him, "With the hard work and dedication he has shown in this program thus far, Joseph has the tenacity to become such a successful individual professionally and personally. Joseph has a bright future ahead of him!"



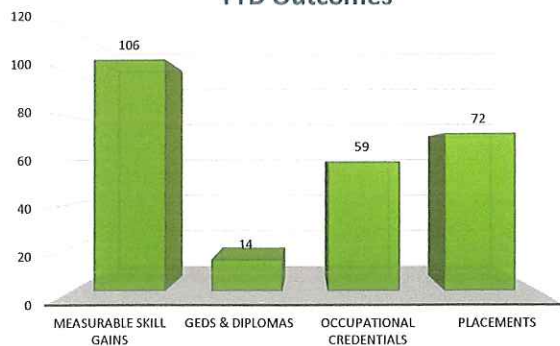
PY18 Enrollments

	Goal	Actual
Carryover	55	49
1st Quarter (Jul-Aug-Sep)	38	22
2nd Quarter (Oct-Nov-Dec)	33	26
3rd Quarter (Jan-Feb-Mar)	34	46
4th Quarter (Apr-May-Jun)	0	27
Total	160	170

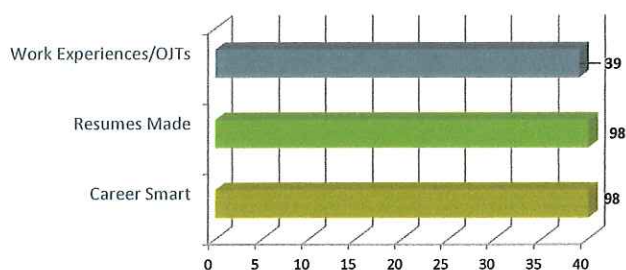
PY18 Enrollments



YTD Outcomes



Work Ready Services



PROGRAM YEAR '18

July 2018 – May 2019

Caseload Breakdown

Active Caseload Demographics

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Male	14	14	7	8	43
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Eckerd CONNECTS™

WORKFORCE DEVELOPMENT

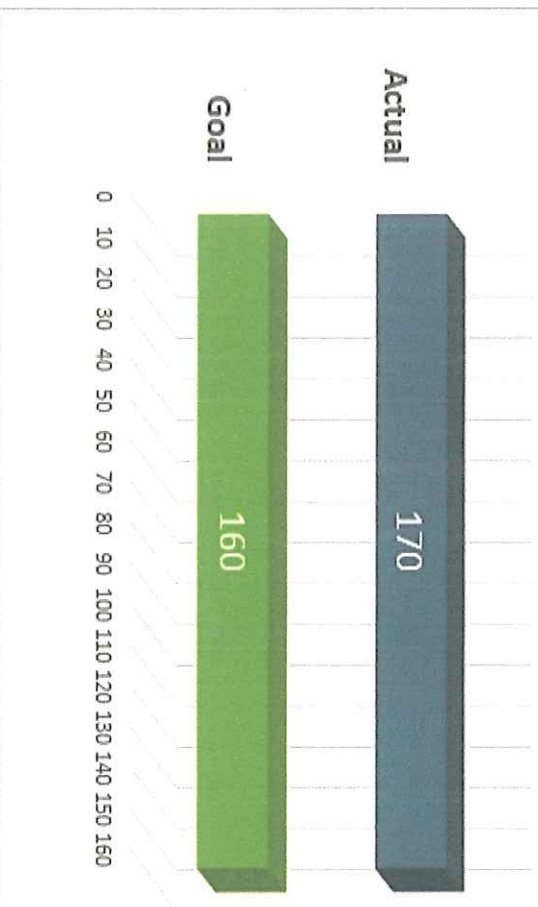
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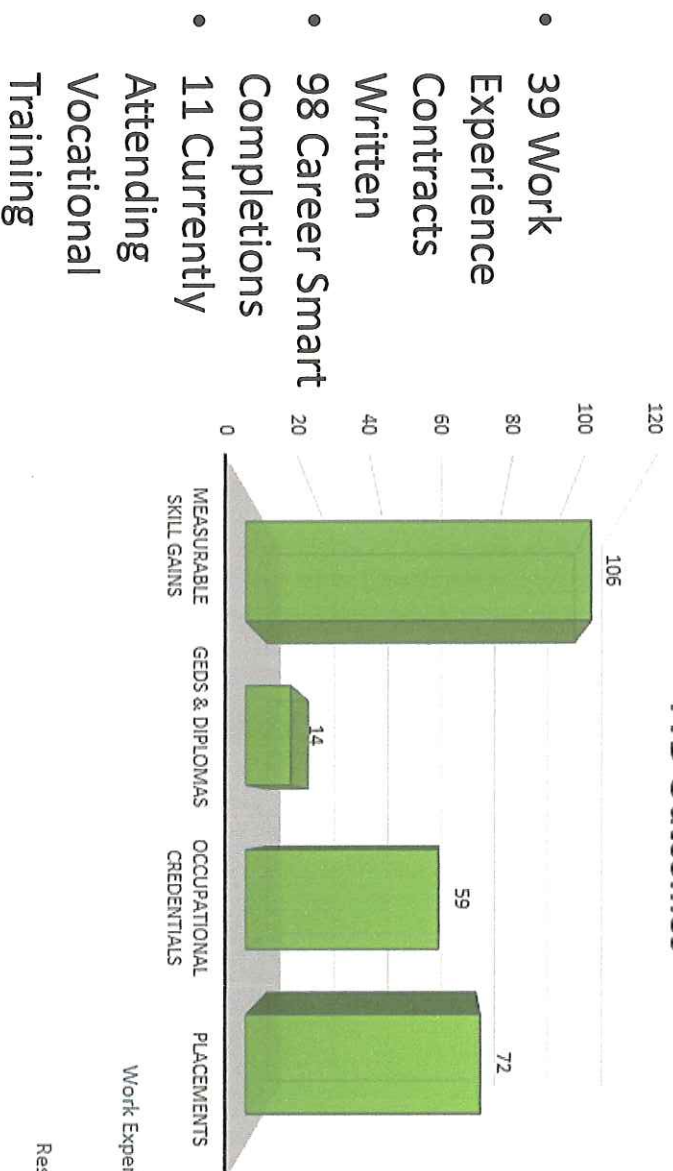
Total 160 170

PY18 Enrollments

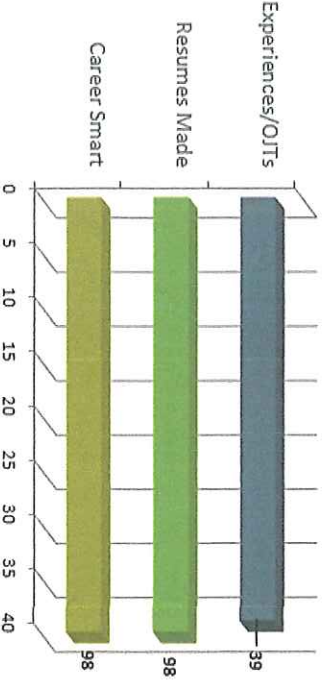


Outcomes

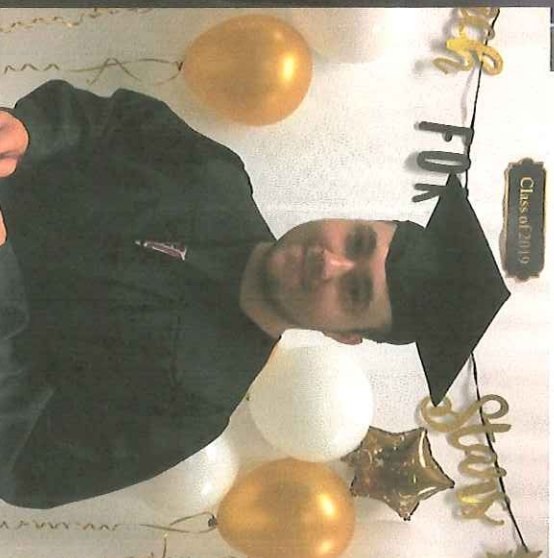
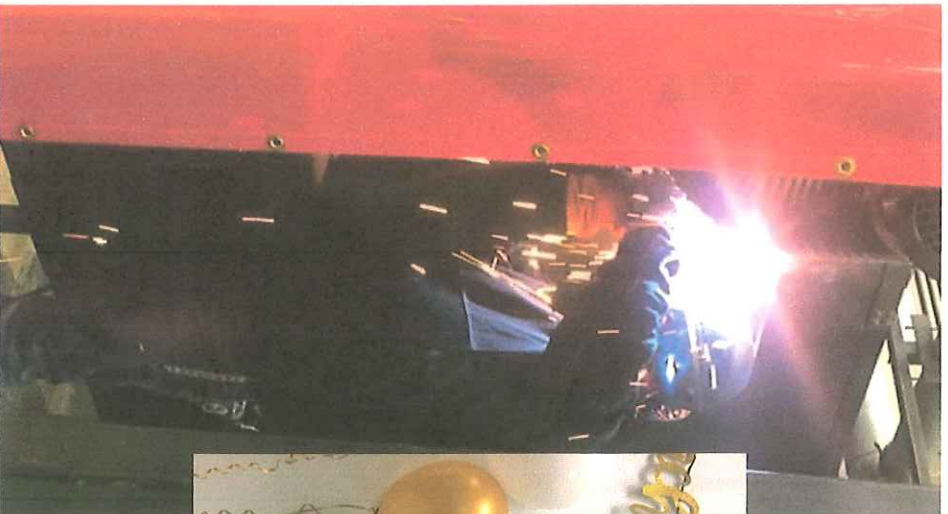
YTD Outcomes



Work Ready Services

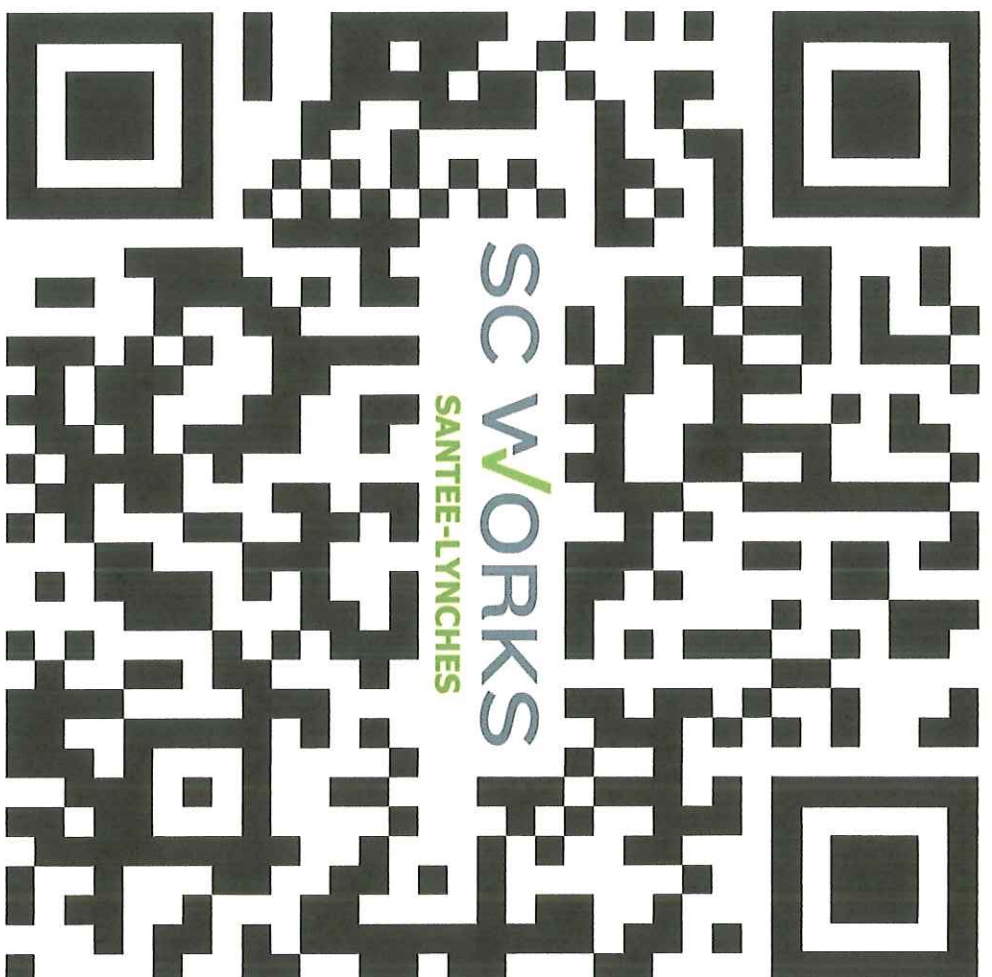


Success Story



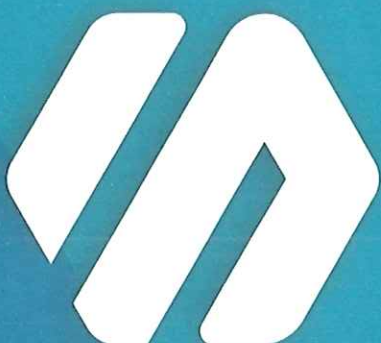
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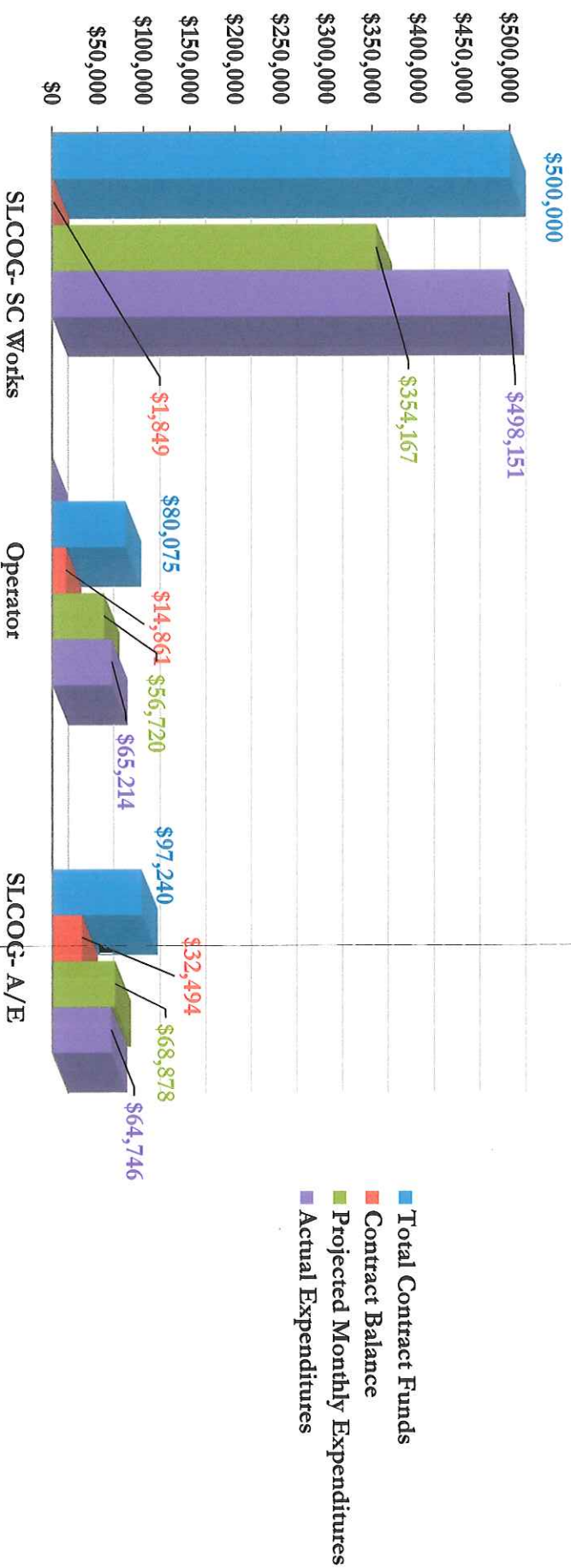
Financial Reporting

Program Year 2018 as of 4/30/2019

Prepared by Esmonde Levy



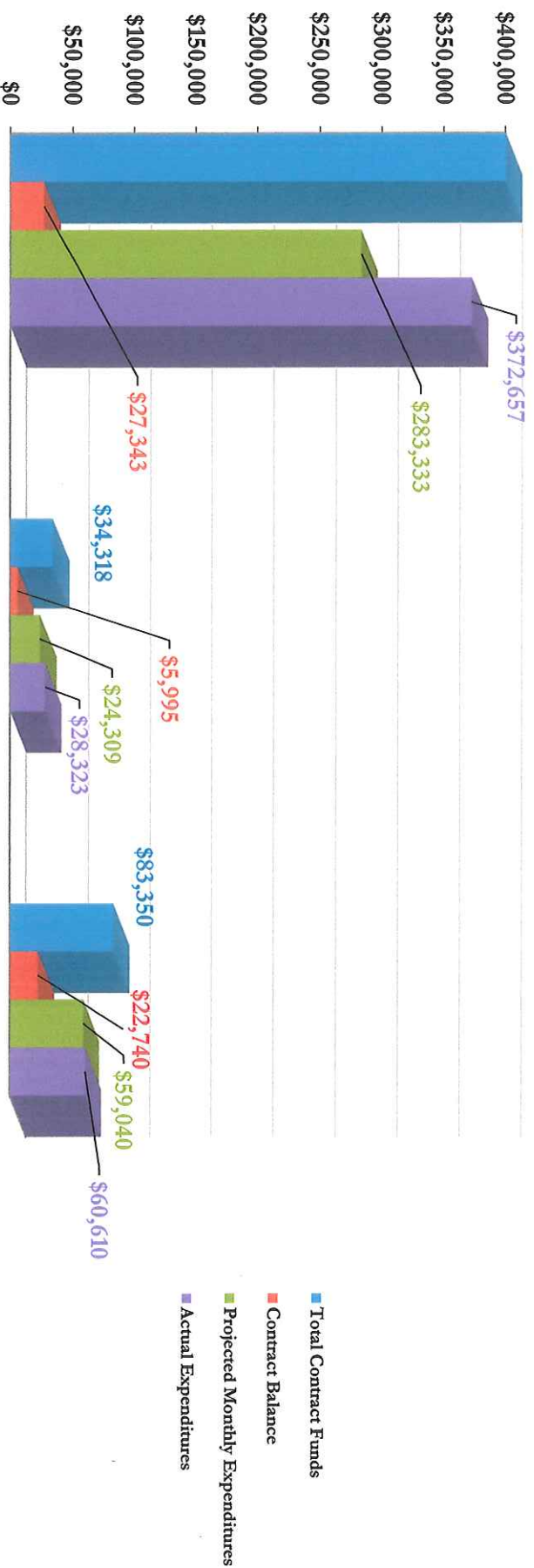
Program Year 2018 Adult Financial Data as of 4/30/2019 Including Transfer



- SC Works Grant Amount \$500,000 x Projected Goal of 85%= \$425,000 \$425,000/12 months= \$35,417 that must be spent per month to reach the 85% expenditure goal. **\$354,167 Through April 2019**
- Operator Grant Amount \$80,075 x Projected Goal of 85%= \$68,064 \$68,064/12months= \$5,672 that must be spent per month to reach the 85% expenditure goal. **\$56,720 Through April 2019**
- SLCOG A/E Grant Amount \$97,240 x Projected Goal of 85%= \$82,654 \$82,654/12 months= \$6,888 that must be spent per month to reach the 85% expenditure goal **\$68,878 Through April 2019**



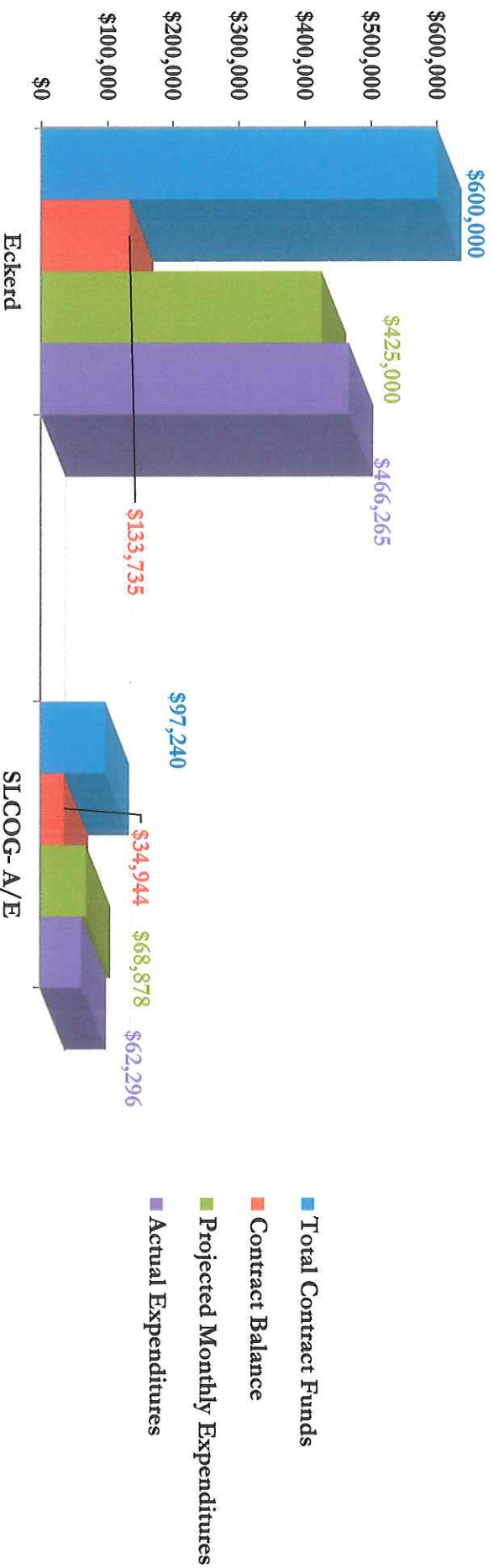
Program Year 2018 Dislocated Worker Financial Data as of 4/30/2019 Including Transfer



- SC Works Grant Amount \$400,000 x Projected Goal of 85%= \$340,000 \$340,000/12 months= \$28,333 that must be spent per month to reach the 85% expenditure goal. **\$283,333 Through April 2019**
- Operator Grant Amount \$34,318 x Projected Goal of 85%= \$29,170 \$29,170/12months= \$2,431 that must be spent per month to reach the 85% expenditure goal. **\$24,309 Through April 2019**
- SLCOG A/E Grant Amount \$83,350 x Projected Goal of 85%= \$70,848 \$70,848/12 months= \$5,904 that must be spent per month to reach the 85% expenditure goal. **\$59,040 Through April 2019**



Program Year 2018 Youth Financial Data as of 4/30/2019



■ Palmetto Youth Connections Grant Amount \$600,000 x Projected Goal of 85% = \$510,000 \$510,000 / 12 months = \$42,500 that must be spent per month to reach the 85% expenditure goal. **\$425,000 Through April 2019**

■ SLCOG A/E Grant Amount \$97,240 x Projected Goal of 85% = \$82,654 \$82,654 / 12 months = \$6,888 that must be spent per month to reach the 85% expenditure goal **\$68,878 Through April 2019**

Eckerd Participant Costs as of 4/30/2019

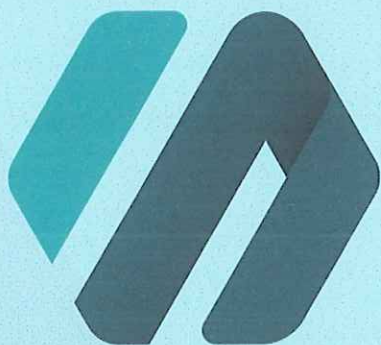
Work Experience: \$79,905

Training: \$76,912

Supportive Services: \$58,813

Total Participant Costs: \$215,630





SANTÉE LYNCHES

Regional Council *of* Governments



BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

SC Works Certification Standards Comprehensive (Sumter) and Satellite (Camden) Centers Highlights

Job Seeker Standards –

- Measures Customer Satisfaction with services and staffing and that there are methods in place for customer feedback that is used for process improvement
- Ensures that a system is in place to assess projected employer demand and the alignment of job seeker resources with these demands
- Job Seekers have multiple access to SC Works Services (in centers and on-line)
- SC Works provides a consistent menu of services via literature in resource centers and information on-line
- Efficient customer service is provided to job seekers; staff are well trained at all centers and centers are well-equipped to assist with marketing job seekers to employers
- Jobseekers learn about services in a customer-focused program-neutral way (i.e. first time customer's folder is made available)
- Effective assessment and career guidance services area available to job seekers
- SC Works Centers market as many jobs as possible and help job seekers to advance their skill level

Business Services Standards –

- There is a fully integrated multi-agency business serves team comprised of federally mandated partners (IBST)
- Businesses are consulted on their workforce needs
- A business engagement plan is in place that supports the Workforce Board's vision and is responsive to business needs
- There is a link between IBST, economic development and education entities
- Measures business satisfaction with processes and outcomes
- A consistent menu of demand-driven services are offered to businesses

Management Standards –

- Partner integration in the centers is evident through non-duplication of services
- Management structure is clear, along with roles and responsibilities of partners
- There are integrated staff development plans (includes training and collaboration)
- Accountability for results
- Accessible to all job seekers and business customers
- Professional appearance maintained and centers are safe and secure

All of the above standards have been met for SC Works Certification of the Comprehensive (Sumter) and Satellite (Camden) Centers. Backup documentation can be found online at www.santeclynchescog.org/workforce-development-board

SC Works Certification Job Seeker Standards

Santee-Lynches Local Workforce Development Area

Comprehensive (Sumter) and Satellite (Camden) Centers



Standard #1: SC Works Center measures satisfaction with both processes and outcomes for existing job seeker customers.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
A job seeker feedback system is defined: survey tools, methods and protocol are outlined in writing. Job seeker satisfaction may be measured through surveys, focus groups or targeted interviews. Measurement should include value (whether the service they received benefitted them) as well as satisfaction with the experience. Job seeker satisfaction plans call for measurements of:					
- staff responsiveness			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- timeliness of service			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- greeting/intake process			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- counseling/case management services			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- workshops			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- job matching and job referral processes			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- training/education referral			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
- Resource Room			X	Observation by SC Works Operator and Other Management Staff on daily basis/Customer Satisfaction Surveys	N/a
Job seeker value calls for measurement of outcomes such as:					
- Entered employment			X	SCWOS Reports/Internal Tracking Spreadsheet by staff	Follow-Up conducted by Staff also tracks those customers that enter employment/Success Stories are also gathered and shared with partners and the public

- Entered employment with staff assistance			X	SCWOS Reports/Internal Tracking Spreadsheet by staff	Follow-Up conducted by Staff also tracks those customers that enter employment thru staff assistance/Success Stories are also gathered and shared with partners and the public
- Entered training or education			X	SCWOS Reports/Internal Tracking Spreadsheet by staff	Follow-Up conducted by Staff also tracks those customers that enter training or education/Success Stories are also gathered and shared with partners and the public
- Completed WIOA- or Trade Act-funded training			X	SCWOS Reports/Internal Tracking Spreadsheet by staff	Staff/Management also tracks thru internal spreadsheets and reports
The job seeker customer feedback process has been implemented - the system has been put into place.			X	Written Customer Surveys	N/a
Job seeker customer satisfaction data is disaggregated by SC Works Center			X	An Internal Database has been created to track customer satisfaction outcomes from surveys conducted	N/a
Standard #2: Feedback from job seekers is used to improve services.					
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
The SC Works Center and Workforce area have a system in place to improve services based on the feedback received from job seekers.			X	Customer Surveys/Questionnaire/ Customer Follow-Up/Staff Meetings	N/a
Standard #3: SC Works Center will have a system in place to assess projected employer demand and will align job seeker resources with current and projected employer demand.					
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
SC Works management, including all major partners, participates in a formal data-driven analysis of employer needs at least annually.			X	SCWOS Reports that Reflects Pool of Qualified Candidates/Meetings and Partnership with Economic Development Partners/Employer Surveys	N/a
SC Works management can demonstrate that the allocation of staff and training resources is consistent with meeting employer needs.			X	Interviews	N/a

Standard #4: Job Seekers will have multiple access points to SC Works services beyond the SC Works Center

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Every workforce area will have services offered:					
- In-person at comprehensive SC Works Center(s)			X	Visits on-site and online	N/a
- Through Satellite Centers and/or Access Points			X	Visits on-site and online	N/a
- Through up-to-date and useful LWDA websites			X	Visits on-site and online	N/a
Centers will encourage job seekers to utilize virtual services, as appropriate, which will include web-based programs that they can access anywhere and anytime they have access to the Internet. Virtual offerings may include assessment and career planning tools, job search and job readiness assistance, application for unemployment benefits, and access to a wide range of job search engines and job boards.			X	Online on computers in Resource Center and COG Website (http://www.santeehlynchscog.org/workforce-development-department)	N/a

Standard #5: SC Works Center offers a consistent menu of job seekers services.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
All basic and individual career services and training services and information outlined in WIOA Sections 134 @ and TEGL 4-15 are available and accessible to each job seeker at the SC Works Center.			X	Literature/Information in Resource Room and Online	N/a

Standard #6: SC Works Center staff provides job seekers services they need as efficiently as possible while maintaining a customer service focus

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
The center has a process to minimize lines and wait times.			X	Triage Process and Traffic Flow/Wait Times via the Greeter Kiosks are Monitored throughout day	N/a
The center has a process for effectively handling large-scale events or anticipated heavy customer traffic.			X	Room Reservations/Staff Planning and Management of Process and Flow	N/a
Upon entry to the workforce center or virtual system, the customer is promptly engaged with self-service activities, staff assistance, or acknowledgement, depending on customer flow.			X	Observation by SC Works Operator, Staff and Other Management on daily basis/Customer Feedback	N/a
Every customer is pleasantly greeted.			X	Observation by SC Works Operator & Management Staff on daily basis	N/a
Centers have a triage protocol/standard set of questions for initial assessment that could lead to service prescription or options.			X	Observation by SC Works Operator & Management Staff on daily basis/Continuous Staff Training	N/a

Standard #7: SC Works Center will have well trained staff.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Within a year of hire: Staff will obtain training in functional work areas, customer service and workforce development.			X	Staff Training and Staff Interviews	N/a
All greeters will be trained to greet customers as they enter the center or as they wait in line.			X	Staff Training and Staff Interviews	N/a
WIOA and Wagner-Peyser case managers will obtain Career Development Facilitator certification.			X	Requirement for Position (GCOF Certification on File)	N/a
Resource room staff will receive training in customer service and can demonstrate knowledge about the full range of center and workforce system resources.			X	Staff Training and Staff Interviews	N/a

Standard #8: SC Works Center will have a well-equipped resource room with trained staff to provide a broad range of job seeker services

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
The resource room has at least one staff member present at all times to provide orientation and guidance on accessing and using resources.			X	Observation by SC Works Operator and Other Management Staff on daily basis	N/a
The resource room has sufficient computers to accommodate the needs of customers.			X	Observation by SC Works Operator and Other Management Staff on daily basis	N/a
The center has printed information that is current and relevant to the needs of the customers.			X	Observation by SC Works Operator and Other Management Staff on daily basis	N/a
Staff will represent the offerings of all partners in the center based on the needs of the customer.			X	Observation by SC Works Operator and Other Management Staff on daily basis	N/a
The resource room offers a broad range of information on job seeking websites, workshops, partner services, employment opportunities, and will provide access to all of these.			X	Observation by SC Works Operator and Other Management Staff on daily basis	N/a

Standard #9: All customers learn about the full range of services that are available through the SC Works System in a customer-focused, program-neutral way.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
The workforce area website provides a virtual orientation to the workforce system.			X	On Computers in Resource Room and COG Website/Observation	N/a

The center provides information at the first visit via multiple delivery mechanisms (i.e. welcome folders, DVD, pamphlets, group orientation, signage, help desk etc.).			X	Resource Room Literature/First Time Visitors' Folders/On-line Orientation on Computers in Resource Room and on COG Website	N/a
There is always designated staff available to provide answers about orientation and SC Works services.			X	Observation by SC Works Operator and Management Staff on daily basis/Customer Feedback	N/a
Standard #10: SC Works Center offers effective assessment and career guidance services to all job seekers					
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Staff is aware of and trained in assisting or directing customers to available career development assessments.			X	Observation by SC Works Operator and Management Staff on daily basis/Customer Feedback	N/a
The center offers basic skills assessment, through direct provision, partners or contracts.			X	On-site Adult Education Partner/Referral Method/WIN Testing Onsite/Observation by SC Works Operator and Management Staff on daily basis	N/a
Center offers computer literacy assessment, through direct provision, partners or contracts.			X	On-site Adult Education Partner/Referral Method/Observation by SC Works Operator and Management Staff on daily basis	N/a
Standard #11: SC Works Center provides resources to assist customers with marketing themselves for employment.					
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Comprehensive Centers must provide onsite individual, group and on-line assistance in: resume preparation, interviewing techniques, networking groups, Internet use, and job search. Satellite Centers must have access to individual, group and on-line assistance in: resume preparation, interviewing techniques, networking groups, Internet use, and job search.			X	Observation by SC Works Operator and Management Staff on daily basis/Monthly Workshop Schedule for Comprehensive and Satellite Centers/Greeter Kiosk Reports	N/a
SC Works Center will maintain and publicize a single, unified monthly schedule of events and workshops.			X	Monthly Workshop Schedule	N/a
SC Works Centers will offer workshops in computer literacy to all job seekers, through direct provision, partners or contracts.			X	Monthly Workshop Schedule/Partner Referral	N/a

Standard #12: Every SC Works Center will have information on as many jobs as possible.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Use of SC Works Online Services			X	Observation by SC Works Operator and Management Staff on daily basis/Computer Access in Resource Room	N/a
Jobs offered by staffing services, state and federal agencies, and other sources are accessible through links from the website and at the SC Works Center.			X	Hot Jobs Listings/Listing of Websites for Job Searches	N/a

Standard #13: SC Works Centers help job seekers advance their skills, education and occupational skill attainment.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Every SC Works Center has a diversified menu of career enhancement options including short term and long term training. (i.e., career pathways)			X	Literature/Brochures/Information online via COG Website and SCWOS	N/a
SC Works customers have access to assistance in developing a plan for financing education and training - this may include WIOA, Pell, Job Corps, part-time work, scholarships, TAA or other partner resources.			X	Literature/Brochures/ SCWOS	N/a

SC Works Certification Business Services Standards

Santee-Lynches Local Workforce Development Area

Comprehensive (Sumter) and Satellite (Camden) Centers



Standard #1: There is a fully integrated multi-agency business services team comprised of representatives from each of the federally mandated partners.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
The workforce area has designated business services staff.			X	Mr. Stephen Berger	N/a
Federally-mandated partners who provide services to businesses actively participate on the Business Services Team.			X	IBST Brochure	N/a
All Business Services Team members are educated on each other's program goals and services.			X	IBST Brochure	N/a
Active Business Services Team members must successfully complete the SC Works Next Step training program within the allotted timeframe.			X	All active Business Services Team members will successfully complete the SC Works Next Step Training when it becomes available	N/a

Standard #2: The Business Services Team is facilitated as a unified activity.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
Business Services Team Lead is selected by the Local Workforce Development Board members (at a minimum, WDB representatives from the core programs) from among all participating workforce programs' business services staff, based on experience, qualifications, and ability to perform the role. The role may be rotating, have term limits, and/or be more than one person (with distinct duties) as decided by the core partner representatives on the WDB. The BST Lead role must be reviewed and appointed/reappointed annually.			X	Workforce Development Board Mtg Minutes	N/a

Business Services Team members identify themselves to businesses as workforce representatives, presenting the full range of relevant/appropriate services to businesses.				X	IBST Use of Business Services Toolkit and Brochure	N/a
A single point of contact/executive account system is utilized for managing business.				X	SCWOS CRM	N/a
There are Business Services Team meetings, virtually or otherwise, at least quarterly.				X	IBST Meeting Minutes	N/a
There is consistent, real time communication between the members of the Business Services team.				X	Emails Blasts/Monthly in-person Meetings	N/a

Standard #3: Businesses are consulted on their workforce needs.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
There is evidence that businesses have been consulted through focus groups, written or online surveys, and/or targeted interviews.			X	Surveys	N/a
The workforce area has metrics in place to measure the effectiveness of services provided to businesses.			X	Surveys/Job Fair Surveys	N/a

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

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
Business Services Team targets and serves businesses per LWDB Strategic Plan.			X	Strategic Plan (See Santee-Lynches (Workforce) website)	N/a
The Business Services Team tracks delivery of services in SCWOS against SWDB/LWDBs expected performance			X	SCWOS/Reports to LWDB	N/a

Standard #4: There is a link between the activities of the Business Services Team, economic development and education entities.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
There is evidence that the Business Services Team maintains partnerships with the appropriate education and economic development agencies. Such evidence includes:					
- The relevant economic development and educational entities are engaged in strategic planning sessions and business forums.			X	IBST Meeting Minutes/Meetings with Economic Development Staff/WDB Meeting Minutes	N/a
- There is sharing of information on new companies locating to the area, leaving the area, expanding and contracting, and the occupations/industries expected to expand or decline.			X	IBST Meeting Minutes/WDB Meeting Minutes/Economic Development Partner Participation in SC Works Committee Meetings/WDB Board Participation	N/a

Standard #5: Satisfaction with both processes and outcomes is measured for existing business customers.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments
A business satisfaction feedback system (survey tools, methods and protocol) is outlined in the LWDB Business Engagement Plan. Business satisfaction metrics include a measurement of:					
- timeliness of staff response			X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a
- taking of job orders / quality of referrals			X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a
- testing/assessment/screening			X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a

- incumbent worker training, on-the-job training, WorkKeys testing and customized training				X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a
- Job Profiling				X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a
- Rapid Response and outplacement-type services Integration of marketing and service provision (seamless process)				X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a
- Timely follow-up with businesses				X	The SCWOS Employer Satisfaction Survey and Feedback from Business Services Visits	N/a
				X	Staff collects data that is reported in the SC Works Online Services (SCWOS) system and utilizes available reports to compile a quarterly performance report. The Response Analysis from Employer Satisfaction Surveys in SCWOS is also utilized	N/a
The workforce area disaggregates the data for analysis and action.						
Standard #6: The workforce area offers a consistent menu of demand- driven services. (See attached "Menu: SC Works Services to Business").						
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments	
The workforce area designates which of the menu of services will be available.			X	Literature/Business Services Toolkit	N/a	
An expanded menu of no-cost or fee-based services may be offered.			X	Literature/Business Services Toolkit	N/a	
Services are posted on the website with links to relevant information.			X	Literature/Business Services Toolkit	N/a	
The workforce area indicates what its menu of no-cost and fee-based services will be in its Business Engagement Plan and all business services staff market the benefits of such services regardless of the delivery agent.			X	Literature/Business Services Toolkit	N/a	

1. Common menu of basic business services to be offered in every workforce area						
1. Job Postings - Online, phone call, fax, in-person				X	Literature/Business Services Toolkit	N/a
2. Applicant screening and referral to business specifications				X	Literature/Business Services Toolkit	N/a
3. Customized Recruitment				X	Literature/Business Services Toolkit	N/a
4. Job Fairs				X	Literature/Business Services Toolkit	N/a
5. Provision of Labor Market Information				X	Literature/Business Services Toolkit	N/a
6. Interviewing Space, Scheduling				X	Literature/Business Services Toolkit	N/a
7. Provision of information and referral related to: Tax Credits Community Resources Federal Bonding Americans with Disabilities Act (ADA) Veterans services				X	Literature/Business Services Toolkit	N/a
8. Incumbent Worker Training (as funds are available)				X	Literature/Business Services Toolkit	N/a
9. On-the-Job Training				X	Literature/Business Services Toolkit	N/a
10. Customized Training				X	Literature/Business Services Toolkit	N/a
11. Information on Unemployment Insurance (UI)				X	Literature/Business Services Toolkit	N/a
12. Rapid Response services				X	Literature/Business Services Toolkit	N/a
13. Trade Adjustment Assistance (TAA) information and services				X	Literature/Business Services Toolkit	N/a
14. Veterans Employment Services				X	Literature/Business Services Toolkit	N/a
11. Expanded List of Business Services -- examples						
1. Customized services for significant company or industry dislocations				X	Literature/Business Services Toolkit	N/a
2. Access to WIN testing				X	Literature/Business Services Toolkit	N/a
3. WIN job profiling services				X	Literature/Business Services Toolkit	N/a

4. Database of Ready to Work Career Readiness Assessment tested applicants				X	Literature/Business Services Toolkit	N/a
5. Labor Market Information workshops				X	Literature/Business Services Toolkit	N/a

SC Works Certification Management Standards

Santee-Lynches Local Workforce Development Area

Comprehensive (Sumter) and Satellite (Camden) Centers



Standard #1: Partner integration is evident through non-duplication of services and efficient and effective service delivery. The customer sees the Center as a single business unit.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
Job Seeker Customers have direct access to key services during all hours of operation. Key SC Works services include those related to the three top reasons job seekers visit the SC Works Centers: job search, training and unemployment insurance.			X	Questionnaires	N/a
On-site partners are knowledgeable about all services available at the SC Works Center. A process is in place to orientate and keep all staff continuously aware of all center and community services.			X	Partner/Staff Meetings and Quarterly Training & Partner/Staff Interviews	N/a
Referrals for services outside the center are made with definite contact information and, where possible, confirmed appointment dates and times.			X	Referral Form	N/a
Customers register with the SC Works system, not with an individual agency or program. When customers need to speak with more than one staff person, subsequent staff has the customer's basic information.			X	SCWOS Referral System and Greeter Kiosk	N/a
Signage, greetings (in person and telephone), and identifiers (i.e. Nametags) promote a unified brand and team.			X	Observation by SC Works Operator on daily basis	N/a

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

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
There is a current LWDA SC Works Operational Plan.			X	Center Operational Plan	N/a
There is a single SC Works Center Manager responsible and accountable for:			X	Mr. Ray Jackson	N/a
- coordinating activities on a daily basis			X	Staff Interviews, Observation by SC Works Operator on daily basis and Center Operational Plan	N/a
- providing functional oversight to all staff, within the confines of each program and agency requirements and goals			X	Staff Interviews, Observation by SC Works Operator on daily basis and Center Operational Plan	N/a
- serving as a point of contact for center information/ data, and			X	Staff Interviews, Observation by SC Works Operator on daily basis and Center Operational Plan	N/a
- Assuring accountability for overall goals and objectives of the SC Works Center.			X	Staff Interviews, Observation by SC Works Operator on daily basis and Center Operational Plan	N/a

The Center Manager recognizes the responsibilities of each partner and respects partner needs to accomplish assigned duties.			X	Staff Interviews, Observation by SC Works Operator on daily basis and Center Operational Plan	N/a
Addressed in the SC Works Center Operational Plan, is a Center communication plan that outlines the frequency and how information is shared among partnering agencies, center staff, and leadership.			X	Center Operational Plan	N/a
Standard #3: SC Works Centers have integrated staff development plans.					
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
All current DEW and WIOA staff must successfully complete the SC Works Next Step training program within the allotted timeframe. New staff must be enrolled in the training program within one month of hire. All partner staff in the centers are expected to complete the training.			X	All current DEW and WIOA staff will successfully complete the SC Works Next Step Training when it becomes available	N/a
Staff development includes center-related training for all center staff.			X	Center Staff Meeting/Quarterly Training Agendas when facilitated	N/a
Staff development includes team building across organizations and staff levels that support collaboration and information sharing across all partners.			X	Center Staff Meeting/Quarterly Training Agendas when facilitated	N/a
Standard #4: The SC Works Center is accountable for results.					
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
There is a tracking system to monitor utilization of services, providing for counts of customers using the center in any given period.			X	SCWOS Reports, Greeter Kiosk Report, Dash Report	N/a
There are methods for assessing center-wide effectiveness and integrated service provision that includes outcome measurement as well as process measurement.			X	Questionnaire/Survey Responses/SCWOS Reports	N/a
On at least a quarterly basis, in addition to the standard customer satisfaction survey, centers track a sampling of customers through all activities and verbally assess whether their career development and employment needs were optimally met and whether they achieved their desired outcomes. This assessment is for the purpose of identifying potential problem areas for continuous improvement and improved center-wide effectiveness.			X	Job Seeker Survey and expanded Questionnaire	N/a
SC Works Center management examines its cost structure and looks for ways to operate as efficiently as possible.			X	Santee-Lynches MOU/IFA	N/a

Standard #5: Every SC Works Center (Comprehensive and Satellite) is accessible so that all job seekers and business customers can fully participate in the services offered.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
The center is compliant with the Americans with Disabilities Act (ADA). Every workforce area will work with Vocational Rehabilitation partners and DCW EO staff, as needed, to assure ADA compliance.			X	Observation by EO Officer (Aaretha Clark) and EO Monitoring Documentation on 3/15/19	N/a
The center provides assistive technology for customers to use when accessing computers and other services. This includes customers with visual impairments, physical disabilities and hearing impairments			X	Observation by EO Officer (Aaretha Clark) and EO Monitoring Documentation on 3/15/19	All required equipment has been purchased and installed at Comprehensive and Satellite Centers
Staff should be identified to assist people with disabilities at the first point of contact and in case of emergency.			X	Center Operational Plan	N/a
There are linkages to services for people with special needs, including veterans and others, related to disability.			X	Material, Appropriate Signage for On-Site Partners	N/a
The center is accessible to the most prominent limited-English proficiency groups in the workforce area. Interpreter services are available and staff is aware of how to provide when needed.			X	1 Bi-lingual staff onsite fulltime/American Language Service (ALS) Information onsite	N/a
The center provides free parking adequate for the average customer traffic flow.			X	Observation by SC Works Operator/Management on ongoing basis	N/a
Centers have flexible scheduling and work hours, as appropriate, to better accommodate job seekers and employers.			X	Observation by SC Works Operator on daily and ongoing basis and Customer Flow Tracking	N/a

Standard #6: Every SC Works Center maintains a professional appearance.

Baseline Measure	Not Met	In Progress	Met	Evaluation Method	T/A Needed/ Comments
The center has professional, clear and sufficient signage. Signs are prominent and unambiguous.			X	Observation by SC Works Operator on daily basis	N/a
All staff maintains a professional appearance in accordance with LWDB approved policies.			X	Observation by SC Works Operator on daily basis	N/a
Space is well lit, clean and visually appealing.			X	Observation by SC Works Operator on daily basis	N/a
The center is clean, in good condition and well maintained.			X	Observation by SC Works Operator on daily basis	N/a

Restrooms are clean and well equipped.				X	Observation by SC Works Operator on daily basis	N/a
The exterior is clean and well groomed.				X	Observation by SC Works Operator on daily basis	N/a
Standard #7: Every SC Works Center has access to sufficient space and capacity for key functions.						
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments	
The center has, or has access to, convenient areas for group meetings and services. Areas are equipped with moveable furniture and can accommodate group meetings that are appropriate to the volume of job seekers at the center.			X	Observation by SC Works Operator on daily basis	N/a	
Private discussion areas are identified as determined by center policies and procedures.			X	Observation by SC Works Operator on daily basis	N/a	
The Resource Room/Area has access to telephone, high-speed Internet access, printers, faxes, copiers.			X	Observation by SC Works Operator on daily basis	N/a	
Standard #8: Every SC Works Center is safe and secure.						
Baseline Measure	Not Met	In Progress	Met	Evaluation Method	TA Needed/ Comments	
Confidential information is stored securely, appropriate to the nature of the information.			X	Observation/Inspection by SC Works Operator on 5/29/19 and ongoing basis	N/a	
Building security is appropriate for the center.			X	Center Operational Plan	N/a	
There are written policies that staff are trained in that address:			X	Center Operational Plan	N/a	
- Personally Identifiable Information (PII)			X	Center Operational Plan	N/a	
- Storage of confidential information			X	Center Operational Plan	N/a	
- IT Security			X	Center Operational Plan	N/a	
- Fire safety			X	Center Operational Plan	N/a	
- Bomb threats			X	Center Operational Plan	N/a	
- Medical emergencies			X	Center Operational Plan	N/a	
- Evacuation			X	Center Operational Plan	N/a	
- Violence in the workplace			X	Center Operational Plan	N/a	
- Personal safety			X	Center Operational Plan	N/a	
- General emergency response			X	Center Operational Plan	N/a	
All staff who works in the SC Works Center receives safety training upon hire or assignment and at least annually			X	Center Operational Plan, Meeting Agenda and Certification of Training	N/a	



SANTÉE LYNCHES

Regional Council *of* Governments

Program Year 2019 Budget Proposal



Program Year 2019 Proposed Budget Information

➤ Program Year 2019 Budget Allocation Assumptions

Based on official information received from the State, our region should anticipate an overall reduction of \$186,624 over the three funding streams, an 8.9% overall reduction from the PY'18 Allocation.

- \$88,336 reduction in Adult Funds (8.7% reduction from the PY'18 Allocation)
- \$94,687 reduction in Youth Funds (8.6% reduction from the PY'18 Allocation)
- \$3,601 reduction in Dislocated Worker Funds (.99% reduction from the PY'18 Allocation)

➤ Program Year 2019 Budget Assumptions

1. Current Program Year 2018 service providers would not utilize all of their current funding.
2. Maintain some PY'19 funds to carry into PY'20 for the 1st Quarter of that year.



Santee-Lynches Regional Council of Governments WIOA Program Allotments for Program Year 2019

Adult	Dislocated Worker	Youth	Total
\$573,738	\$530,555	\$568,578	\$1,672,871



WIOA Program Allotments for Program Year 2019

PY 2019	Adult	Youth	Dislocated Worker	Total
State Total	\$11,326,204 85.00%	\$11,731,447 85.00%	\$14,897,573 70.00%	\$37,955,224 Local Distribution
	\$9,627,273	\$9,971,730	\$10,428,301	\$30,027,304

Santee-Lynches	\$573,738	\$568,578	\$530,555	\$1,672,871
% of State Distribution	5.96%	5.70%	5.09%	5.57%

WIOA Program Allotments for Program Year 2018

PY 2018	Adult	Youth	Dislocated Worker	Total
State Total	\$12,570,393 85.00%	\$13,017,374 85.00%	\$15,513,622 70.00%	\$41,101,389 Local Distribution
	\$10,684,834	\$11,064,768	\$10,859,535	\$32,609,137

Santee-Lynches	\$662,074	\$663,265	\$534,156	\$1,859,495
% of State Distribution	6.20%	5.99%	4.92%	5.70%

Ratification of Email Vote for Reallocation of Funds

- Ratification of Approval to Receive Reallocated funds from Lower Savannah COG \$300,000 (\$270,000 Program Funds/ \$30,000 Administrative Funds) in Dislocated Worker funds
- Ratification of Approval to Receive Reallocated funds from Midlands COG \$30,000 (\$27,000 Program Funds / \$3,000 Administrative Funds) in Dislocated Worker funds. In addition, Ratification of Approval to Transfer these funds to the Adult Funding Stream

***Motion to Ratify Email Vote to Approve Reallocation of Funds and Transfer of Funds**



Transfer of Program Year 2018 Funds Dislocated Worker to Adult

A motion is requested to transfer \$200,000 of Dislocated Worker Program Funds to the Adult Program (this is a transfer of expenditures from Adult to Dislocated Worker). This request is based on the additional funding offered to Santee-Lynches by Lower Savannah COG. The transfer will aid in continuing to expend Program Year 2018 funds, allowing for carryover into the first quarter of Program Year 2019 and PY'2020, as well as serve the surplus of Adults. We continue to serve more Adults than Dislocated Workers and therefore require the additional Dislocated Worker funding be transferred to serve the Adults in our region.

	Adult	Dislocated Worker
Additional Program Funding Available	\$270,000	(\$270,000)
Transfer of Program Funds from Dislocated Worker to Adult	\$200,000	(\$200,000)

***Motion to Approve Transfer**



Santee-Lynches Workforce Development PY'19 Budget Proposal

	ADULT	DW	YOUTH	TOTAL
PY'18 Carryover Program PROJECTED	\$77,500	\$14,957	\$107,970	\$200,427
PY'18 Carryover Admin PROJECTED	\$21,694	\$16,807	\$28,541	\$67,042
PY'19 Allocation Program	\$515,999	\$477,500	\$511,720	\$1,505,219
PY'19 Allocation Admin	\$57,739	\$53,046	\$56,858	\$167,643
Reallocation of Dollars		\$300,000		\$300,000
Transfer of DW to Adult funding	\$200,000	-\$200,000		
Total Projected Funding PY'19	\$872,932	\$662,310	\$705,089	\$2,240,331

CONTRACTS

	ADULT	DW	YOUTH	TOTAL
Eckerd Connects Youth	\$0	\$0	\$500,000	\$500,000
Eckerd Connects Adult/DW	\$430,000	\$320,000	\$0	\$750,000
SC Works Operator Program	\$86,723	\$37,167	\$0	\$123,890
SC Works Operator Admin	\$4,277	\$1,833	\$0	\$6,110
SC Works Center Costs (MOU)	\$32,735	\$12,885	\$0	\$45,620
SLRCOG Admin	\$56,454	\$45,549	\$56,485	\$158,488
SLRCOG Program A/E	\$149,010	\$144,699	\$77,947	\$371,656
Total Contracts	\$759,199	\$562,133	\$634,432	\$1,955,764
Balance Unobligated Funds	\$113,733	\$100,177	\$70,657	\$284,567



SANTÉE LYNCHES

Regional Council of Governments



SANTÉE LYNCHES

Regional Council of Governments

Program Year 2018
Incumbent Worker Training
Round #2 Results

COMPANY	AVG SCORE	AMOUNT REQUESTED	AMOUNT OFFERED	AMOUNT AWARDED	COUNTY
Advanta Southeast	79.786	\$4,024.00	\$4,024.00	\$4,024.00	Clarendon
Caterpillar, Inc	79.286	\$16,370.00	\$8,970.00	\$16,370.00	Sumter
WeylChem	88.500	\$25,000.00	\$12,500.00	\$0 (Did Not Accept)	Kershaw

\$45,394.00

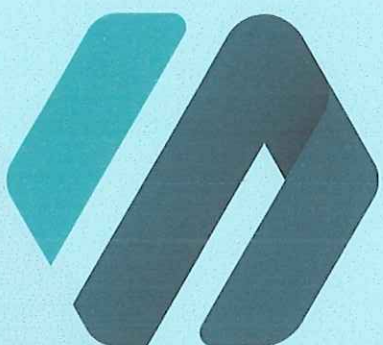
\$25,494.00

\$20,394.00

UNOBLIGATED
BALANCE

\$5,100

*Motion for Approval



SANTÉE LYNCHES

Regional Council of Governments

WORKFORCE INNOVATION AND OPPORTUNITY ACT
ELIGIBLE TRAINING PROVIDERS FOR THE SANTEE-LYNCHES AREA
Updated June 11, 2019

Provider Name	Physical Address 1	Physical City	Physical State	Program Name	Tuition Fees
Arc Labs LLC	2615 Hwy 153 Building B3- N Piedmont	South Carolina		120 Hour Basic Pipe Welding with OSHA	\$ 1,920.00
Arc Labs LLC	2615 Hwy 153 Building B3- N Piedmont	South Carolina		280 Hour GMAW/FCAW Welding with OSHA 10	\$ 4,000.00
Arc Labs LLC	2615 Hwy 153 Building B3- N Piedmont	South Carolina		280 Hour SMAW Welding with OSHA Safety Training	\$ 4,000.00
Arc Labs LLC	2615 Hwy 153 Building B3- N Piedmont	South Carolina		400 Hour Welding Including - Certificate with OSHA Training	\$ 6,850.00
Carolina Construction School, LLC	1456 Kershaw Camden Highway	Lancaster	South Carolina	Heavy Equipment Operator Training	\$ 6,170.00
Carolina Construction School, LLC	1457 Kershaw Camden Highway	Lancaster	South Carolina	Class A Truck Driving	\$ 3,937.00
Central Carolina Technical College	506 N. Guignard Drive	Sumter	South Carolina	Emergency Medical Technician (EMT)	\$ 1,499.00
Central Carolina Technical College	507 N. Guignard Drive	Sumter	South Carolina	Certified Nursing Assistant (C.N.A.)	\$ 1,299.00
Central Carolina Technical College	508 N. Guignard Drive	Sumter	South Carolina	Phlebotomy Technician	\$ 1,599.00
Central Carolina Technical College	509 N. Guignard Drive	Sumter	South Carolina	Certified Logistics Technician	\$ 2,500.00
Central Carolina Technical College	510 N. Guignard Drive	Sumter	South Carolina	Manufacturing (Production) Technician	\$ 1,500.00
Central Carolina Technical College	511 N. Guignard Drive	Sumter	South Carolina	Truck Driver (CDL)	\$ 4,750.00
Construction Training Center	7355 Garners Ferry Road	Columbia	South Carolina	General Construction Craft Laborer	\$ 6,500.00
Florence-Darlington Technical College	2711 West Lucas St	Florence	South Carolina	Auto Body Repair	\$ 6,189.00
Florence-Darlington Technical College	2711 West Lucas St	Florence	South Carolina	Emergency Medical Technician - EMT - CE	\$ 1,495.00
Florence-Darlington Technical College	2712 West Lucas St	Florence	South Carolina	Medical Terminology- Online- Certificate- CE	\$ 299.00
Florence-Darlington Technical College	2713 West Lucas St	Florence	South Carolina	Nurse - Assistant - Certificate - CE	\$ 1,295.00
Florence-Darlington Technical College	2714 West Lucas St	Florence	South Carolina	Phlebotomy Technician - Certificate	\$ 1,295.00
Florence-Darlington Technical College	2715 West Lucas St	Florence	South Carolina	Truck Driver - CDL	\$ 3,895.00
Florence-Darlington Technical College	2715 West Lucas St	Florence	South Carolina	Welding - Certificate	\$ 4,564.00
Florence-Darlington Technical College	2716 West Lucas St	Florence	South Carolina	Welding - Diploma	\$ 6,683.00
Florence-Darlington Technical College	2717 West Lucas St	Florence	South Carolina	Welding - Pipe-Fitting	\$ 4,300.00
Florence-Darlington Technical College	2718 West Lucas St	Florence	South Carolina	Welding - Construction - Pre-Pipe	\$ 3,300.00
Florence-Darlington Technical College	2719 West Lucas St	Florence	South Carolina	Welding - Pipe	\$ 3,497.00
Midlands Technical College	316 S. Beltline Blvd.	Columbia	South Carolina	Computer Technology - Associate Degree	\$ 10,300.00
Midlands Technical College	317 S. Beltline Blvd.	Columbia	South Carolina	Dental Hygiene - Associate Degree	\$ 13,327.00
Midlands Technical College	318 S. Beltline Blvd.	Columbia	South Carolina	EKG Technician - CE	\$ 1,627.00
Midlands Technical College	319 S. Beltline Blvd.	Columbia	South Carolina	Emergency Medical Technician - CE	\$ 1,159.00
Midlands Technical College	320 S. Beltline Blvd.	Columbia	South Carolina	Industrial Electricity - Electronics - Diploma	\$ 7,709.00
Midlands Technical College	321 S. Beltline Blvd.	Columbia	South Carolina	Machine Tool - Diploma	\$ 6,929.00

Midlands Technical College	322 S. Beltline Blvd.	Columbia	South Carolina	Machine Tool Technology - Associate Degree	\$ 11,455.00
Midlands Technical College	323 S. Beltline Blvd.	Columbia	South Carolina	Medical Assisting- Certificate	\$ 6,305.00
Midlands Technical College	324 S. Beltline Blvd.	Columbia	South Carolina	Certified Nursing Assistant -CE	\$ 909.00
Midlands Technical College	325 S. Beltline Blvd.	Columbia	South Carolina	Nurse - Associate Degree	\$ 10,830.00
Midlands Technical College	326 S. Beltline Blvd.	Columbia	South Carolina	Nurse - Licensed Practical - LPN - Diploma	\$ 7,085.00
Midlands Technical College	327 S. Beltline Blvd.	Columbia	South Carolina	Patient Care Technician - CE	\$ 3,175.00
Midlands Technical College	328 S. Beltline Blvd.	Columbia	South Carolina	Phlebotomy - Certificate- CE	\$ 639.00
Midlands Technical College	329 S. Beltline Blvd.	Columbia	South Carolina	Radiologic Technology - Associate Degree	\$ 13,327.00
Midlands Technical College	330 S. Beltline Blvd.	Columbia	South Carolina	Surgical Technology - Diploma	\$ 8,177.00
Midlands Technical College	321 S. Beltline Blvd.	Columbia	South Carolina	Truck Driver - CDL - CE	\$ 3,895.00
New Horizons Computer Learning Center	1370 Browning Road	Columbia	South Carolina	Certified Information Systems Security Professional (CISSP)	\$ 3,599.00
New Horizons Computer Learning Center	1371 Browning Road	Columbia	South Carolina	Security IT Associate	\$ 7,500.00
New Horizons Computer Learning Center	1372 Browning Road	Columbia	South Carolina	Medical Office Administration	\$ 7,500.00
Orangeburg-Calhoun Technical College	3250 St. Matthews Road	Orangeburg	South Carolina	Nurse - Practical - Diploma	\$ 7,810.00
Palmetto Training	548 East Calhoun Street	Sumter	South Carolina	Truck Driver- CDL (Includes Forklift Certification)	\$ 4,750.00
Palmetto Training	549 East Calhoun Street	Sumter	South Carolina	Machine Tool Technology	\$ 5,250.00
Palmetto Training	550 East Calhoun Street	Sumter	South Carolina	Nuclear Welding	\$ 5,250.00
Palmetto Training	1085 Thunderbolt Drive	Waterboro	South Carolina	Short Term Welding MIG and Flux Core	\$ 4,015.00
Pee Dee Medical Training Center of Lake City	115 N Matthews Road	Lake City	South Carolina	EKG Tech - Certificate	\$ 760.00
Pee Dee Medical Training Center of Lake City	115 N Matthews Road	Lake City	South Carolina	Nurse - Assistant - Certificate	\$ 875.00
Pee Dee Medical Training Center of Lake City	115 N Matthews Road	Lake City	South Carolina	Phlebotomy - Certificate	\$ 855.00
Pee Dee Regional EMS, Inc.	1314 W Darlington St,	Florence	South Carolina	Emergency Medical Technician	\$ 1,450.00
Professional Development & Training Services, I	1931 Broad Street	Camden	South Carolina	Certified Nursing Assistant Training Program	\$ 750.00
Professional Development & Training Services, I	1931 Broad Street	Camden	South Carolina	EKG Technician	\$ 560.00
Professional Development & Training Services, I	1931 Broad Street	Camden	South Carolina	Phlebotomy Technician	\$ 750.00
Professional Medical Training Center	2204-B Second Loop Rd.	Florence	South Carolina	Certified Nursing Assistant Program	\$ 699.00
Professional Medical Training Center	2204-B Second Loop Rd.	Florence	South Carolina	Clinical Medical Assistant	\$ 4,299.00
Professional Medical Training Center	2204-B Second Loop Rd.	Florence	South Carolina	Comprehensive Training (C.N.A., Phlebotomy, EKG)	\$ 1,866.00
Professional Medical Training Center	2204-B Second Loop Rd.	Florence	South Carolina	EKG Technician	\$ 613.00
Professional Medical Training Center	2204-B Second Loop Rd.	Florence	South Carolina	Phlebotomy Technician	\$ 653.00
Professional Medical Training Center	2204-B Second Loop Rd.	Florence	South Carolina	Medical Administrative Assistant (CMAA)	\$ 905.00
Sage Tech Truck Driving School	277 Dooley Rd	Lexington	South Carolina	Truck Driver Training	\$ 4,495.00
SC Midlands EMS Management Association	3201 Leaphart Rd	West Columbia	South Carolina	Emergency Medical Technician	\$ 1,350.00
SC Midlands EMS Management Association	3201 Leaphart Rd	West Columbia	South Carolina	Paramedic	\$ 5,700.00

Pee Dee Regional Plan (2018-2020) Updated and Santee-Lynches Local Plan (2018-2020) Updated Summary

The regional and local plans serve as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. WIOA requires a modification of the four-year regional and local plans every two years. Both plans are available on the Santee-Lynches COG's website at: www.santeelynchescog.org/workforce-development-board

Below is a summary of substantial changes made:

Pee Dee Regional Plan:

- Annual unemployment rates were added for 2016-2018
- The Pee Dee region is now working with a new consulting firm for Regional Sector Strategies. The platform for this consulting company is grounded through the Next Gen Sector Partnership Model (Next Generation Sector Partnerships) (www.nextgensectorpartnerships.com). Its focus is on Industry-led, community-supported partnerships that strengthen regional economies and connect people to jobs.
- The Regional Integrated Business Services Team has been established. Its most relevant accomplishment is in its approach to serving McLeod Health, a healthcare Mecca providing employment opportunities and renowned healthcare services in each of the Local Areas. McLeod Health shares all of its job openings with the Local Areas and SC Works staff may refer its clients to fill these positions.
- In July of 2017, the Waccamaw and Pee Dee Workforce Development Areas received \$100,000 grants from the State Workforce Development Board to coordinate and implement transportation services for employment and/or training activities. (specific examples can be found in the full regional plan)

Santee-Lynches Local Plan:

- Added Table 2 Industry Employment Distribution Table for Santee-Lynches for the 3rd quarter of 2018 reflecting the Industry Sector, Number of Establishments and Number of Employees
- Added Table 4 Education Requirements on Advertised Jobs as of May 22, 2019
- Updated local unemployment Data for 2016 through April 2019
- Updated information on partnership with economic development
- Added information on grant partnership with Able South Carolina on Capacity Building for Inclusion for job seekers and employers
- Provided update on WorkFirst program and partnership with Central Carolina Technical College
- Updated listing of new partners now co-located onsite at SC Works Center
- Added information on new Training Provider Metrics System created for Santee-Lynches

Santee-Lynches Regional Council of Governments

Program Year 2019 Workforce Development Board Meeting Schedule

Meeting Location:

CCTC Advanced Manufacturing Technology Training Center

853 Broad Street, Sumter, SC 29150

Tuesday, August 27, 2019 5:00PM

Tuesday, October 22, 2019 5:00PM

Tuesday, January 28, 2020 5:00PM

Tuesday, March 24, 2020 5:00PM

Tuesday, May 19, 2020 5:00PM

Tuesday, June 23, 2020 5:00pm (if needed to approve PY'20 Budget)