

TRIDENT WORKFORCE DEVELOPMENT BOARD

February 20, 2024

10:00 AM

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

AGENDA

- I. Call to Order/Quorum Determination/Introductions
- II. Approval of Meeting Notes – November 7, 2023
- III. Adult and Youth Participant Success Stories
- IV. Youth Expenditure Performance Goal Sanction – Discussion – Melissa Rodgers, SCDEW
- V. Work Experience Policy Revision – Request for Approval – Sharon Goss
- VI. Contract Modification – Request for Approval – Sharon Goss
 - a. Youth Program
 - b. Adult/DW Program
 - c. One Stop Operator
- VII. FY24 Budget Revision – Request for Approval – Katie Paschall
- VIII. Administrative & Systems Reports:
 - a. Financial Report – Katie Paschall
 - b. Program Performance Report – Kameron Alston
 - c. Adult/Dislocated Worker/Youth Program Performance Report – Brent LaPlante
- IX. Workforce Development Director's Time
- X. Executive Director's Time
- XI. Other Business
- XII. Adjourn

TRIDENT WORKFORCE DEVELOPMENT BOARD

Board of Directors

Meeting Notes

November 7, 2023

The Trident Workforce Development Board (TWDB) held a Board of Directors meeting on Tuesday, November 7, 2023 at 10:00 a.m. in the Barrett Lawrimore Conference Room at the Berkeley-Charleston-Dorchester Council of Governments located at 5790 Casper Padgett Way in North Charleston, South Carolina.

MEMBERSHIP: Tod Anderson; Mendi Arnold; Diane Bagwell; Jenny Bing; Janet Cappellini; Natasha Chatman; Butch Clift; Shirley Collenton; Marshall Connor; Wendy Courson; Susan Friedrich; Johnell Gaines; Pat Gilliard; Chris Hall; Dottie Karst; Gil Leatherwood; Jessica Lewis; William Lovelace; Ken Malcom; Andrew Maute; Michelle McDonald; Don Smith; James Villeponteaux; Debra Young

MEMBERS PRESENT: Janet Cappellini; Natasha Chatman; Butch Clift; Shirley Collenton (via conference call); Marshall Connor; Wendy Courson; Susan Friedrich; Chris Hall; Ken Malcom; Andrew Maute

OTHERS PRESENT: Lidia Ojeda on behalf of Board Member Debra Young (Telamon); Brent LaPlante (Ross IES); April Steed (Ross IES); Aaron Welborn (Ross IES); Mackenzie Gray (Ross IES); Megan Earle (Ross IES); Rachel Angelos (BGRM)

BCDCOG STAFF PRESENT: Sharon Goss; Kameron Alston; Amber Gant; Robin Mitchum; Kim Coleman

I. Call to Order/Quorum Determination/Introductions

Chairman Clift called the meeting to order at 10:00 a.m. followed by a quorum determination, excused absentees and introductions. Chairman Clift welcomed new Board Member, Ken Malcom. Mr. Malcom is the Area Director of Human Resources with Charleston Marriott.

II. Approval of Meeting Notes – September 12, 2023

Mr. Maute made a motion to approve the September 12, 2023 Meeting Notes as presented.

Mr. Hall seconded the motion. The motion was unanimously approved.

III. Adult and Youth Participant Success Stories

Brent LaPlante, Project Director with Ross IES, Aaron Welborn, Assistant Project Director with Ross IES, and Mackenzie Gray, Career Coach with Ross IES, delivered a presentation regarding Youth and Adult Programs. Mr. Welborn highlighted an adult participant who began the WIOA program on June 1, 2023. The participant successfully completed all required prerequisites needed to begin CDL-A training through Calley Coach as scheduled. The client's goal was to successfully complete her CDL-A training in order to secure employment allowing her to provide for her family. The client successfully completed her classroom training on October 21st obtaining her CDL-A on October 23rd. She shared that she is grateful for the WIOA program along with her coach, Malissa Hawkins, for assisting her. Ms. Gray discussed a Success Story regarding a participant whom she coached. Ms. Gray discussed several youth participant success stories one who is now a videographer, one who is now a salon stylist and one who now assists with a program for non-English speaking students. The Trident Workforce Development Board of Directors received the Adult and Youth Participant Success Stories as information.

IV. Policy Revisions – Request for Approval:

A) Incumbent Worker Training (IWT) Policy: Sharon Goss, Director of Workforce Development, noted that one of the goals of the TWDB and the BCDCOG is to provide services to employers in a quick, simple and smooth process. Training needs change during the course of an IWT agreement period at times; therefore, staff is requesting approval for the following changes to the IWT Policy: The Executive Director of the BCDCOG has the authority to approve modifications to training programs; increase the award amount if recaptured funds become available; and approve modifications that would help expedite the expenditure of IWT funds. Discussion was held regarding the proposed policy revisions and Ms. Goss addressed questions and comments.

Ms. Friedrich made a motion to approve the Incumbent Worker Training (IWT) Policy Revisions as amended to state that the Executive Director of the BCDCOG has the authority to: increase the award amount if recaptured funds become available (must be to employers already approved and in the training that has been approved by the TWDB);

and approve modifications to agreements that would help expedite the expenditure of IWT funds.

Mr. Hall seconded the motion. The motion was unanimously approved.

B) On-the-Job Training (OJT) Policy: Ms. Goss presented the OJT Policy Revisions noting that staff is requesting approval for the following change to the OJT Policy: The Business Services Coordinator will document in a case note under the employer and the individual's files in SCWOS the compliance review instead of utilizing a form for the employer and the individual to complete. The case notes should be titled "The Compliance Review" along with the OJT agreement number. The Compliance Review should consist of information on how the OJT is progressing and any feedback from the employer and individual. The existing form would be used as a point of reference for information to cover during the review. Ms. Goss addressed questions and comments.

Mr. Maute made a motion to approve the On-the-Job Training (OJT) Policy Revisions as presented along with minor typos/edits as discussed. Ms. Cappellini seconded the motion.

The motion was unanimously approved.

C) Work Experience (WEX) Policy: Ms. Goss noted that, in an effort to ensure that participants in the WIOA Adult Program who are placed on Work Experiences are appropriate, the following limits are being established: participants who lack work experience due to long employment gaps of six months or more; or participants with barriers to employment due to criminal background issues; or adult participants who lack six months or more of consistent work history. Ms. Goss addressed questions and comments.

Mr. Connor made a motion to approve the Work Experience (WEX) Policy Revisions as presented along with minor typos/edits as discussed. Ms. Chatman seconded the motion.

The motion was unanimously approved.

D) Training Services Policy: Ms. Goss noted that staff is requesting Training Services Policy revisions regarding Pre-Apprenticeship Programs. In order to ensure that WIOA participants are connecting to a Registered Apprenticeship Program (RAP), the following changes are needed: Participants placed in pre-apprenticeship programs must have written approval from the connecting Registered Apprenticeship Program (RAP) that they have been interviewed and are a good candidate for the Registered Apprenticeship Program before the participant can be approved for the Pre-Apprenticeship Program. Ms. Goss addressed questions and comments.

Ms. Cappellini made a motion to approve the Training Services Policy Revisions as presented along with minor typos/edits as discussed. Ms. Chatman seconded the motion.

Chairman Clift and Mr. Connor abstained. The motion was approved.

V. Transfer Funds from Dislocated Worker to Adult Funding Stream – Request for Approval

Ms. Goss discussed the transfer of funds from Dislocated Worker to Adult Funding stream. She noted that staff is requesting approval for an additional transfer of PY22 funds in the amount of \$150,000 and a preauthorized transfer of PY23 funds in the amount of \$600,000. The Trident Workforce Development Board previously approved the transfer of \$670,000 from PY22 Dislocated Worker Program funds (22DW006) to be used for Adult program expenditures. Based on the availability of funds and budget projections, staff is now recommending that we transfer an additional \$150,000 from our PY22 Dislocated Worker Program Funds (22DW006) to be used for our **Adult** expenditures. This will make for a total transfer from PY22 dislocated worker to adult in the amount of \$820,000 (92% of PY22 DLW program funds) for PY22 funds. Staff is also recommending a transfer of \$600,000 from PY23 Dislocated Worker Program funds (23DW006). We have not received our full allocation of funds from SCDEW. The program allotment of PY23 dislocated worker program funds was estimated to be \$869,363. In anticipation of receiving the full allocation, we are requesting the transfer of \$600,000 from our PY23 Dislocated Worker Program Funds to be used for our Adult expenditures. This transfer is estimated to be 69% of PY23 DLW program funds. Staff's goal is to ensure we meet our obligation and spending rate requirements in our DLW funding stream and these transfers will assist us in meeting that requirement and afford us the opportunity to place more participants in training and to serve the customers enrolling in the WIOA program. Ms. Goss addressed questions and comments.

Mr. Maute made a motion to approve the Transfer of Funds from Dislocated Worker to Adult Funding Stream as presented. Mr. Connor seconded the motion.

The motion was unanimously approved.

VI. Administrative and Systems Reports:

A) Financial Report – Robin Mitchum, Deputy Director of Finance & Administration, presented the Financial Reports for the period ending September 30, 2023. Ms. Mitchum delivered a detailed overview of the activities for FY24 thus far noting that WIOA expenditures total \$828,012 as of September 30, 2023. Ms.

Mitchum addressed questions and comments. The Trident Workforce Development Board of Directors received the Financial Report as information.

- B) Program Performance Report – Kameron Alston:** Ms. Goss noted that Amber Gant, Business Services Coordinator, will present the OJT Report. Ms. Gant discussed the OJT Report in detail, noting that the reasons for the three “unsuccessful” outcomes were due to the following: a participant at ARD, for a warehouse associate position, did not return to complete a shift; a participant at Acute HVAC, for a service technician position, had a conflict due to insubordination; and another participant at ARD, for a warehouse associate position, walked out and did not return. Ms. Gant noted that there will be 20 more active OJTs by the end of the week and addressed questions and comments. The Trident Workforce Development Board of Directors received the OJT Report as information. Kameron Alston, Performance Outcomes Coordinator, noted that, in the interest of time, the Eligible Training Provider Scorecard, the Monthly Centers reports and the WIOA Performance Dashboard were included in the agenda packet that was distributed to the Board in advance of the meeting. Ms. Alston encouraged everyone to review the reports as time permits and to contact her with any questions or comments.
- C) Adult/Dislocated Worker/Youth Program Performance Report – Brent LaPlante:** Mr. LaPlante delivered an Overview of the WIOA Program as of October 30, 2023. He noted the following: Orientation in Berkeley County = 44 Adults/Dislocated Workers & 32 Youths; Orientation in Charleston County = 96 Adults/Dislocated Workers & 61 Youths; Orientation in Dorchester County = 35 Adults/Dislocated Workers & 21 Youths; New Enrollments in Berkeley County = 13 Adults, 0 Dislocated Workers & 5 Youths; New Enrollments in Charleston County = 105 Adults, 4 Dislocated Workers & 34 Youths; New Enrollments in Dorchester County = 10 Adults, 4 Dislocated Workers & 1 Youth; Total Served (Carry-In/New) = 312 (184 carry-in) for Adults, 14 (6 carry-in) for Dislocated Workers & 66 (25 carry-in) for Youths. Mr. LaPlante noted that during the first quarter of PY23 as compared to the first quarter of PY22, Adult Enrollment is up 18% and Youth Enrollment is up 72%. He discussed Occupational Skills Training noting that 93 Adults, 4 Dislocated Workers and 13 Youths received training in PY23; 33 credentials were earned (4 Youths); 113 MSGs for 87 participants. Ms. Gray then discussed the Work Based Learning program noting the following: WEX Business Contracts = 32; PY23 WEX = 12; Active WEX = 10. She presented a video depicting the majority of available positions for the WEX Program. Mr. LaPlante then discussed the Employment numbers noting that 37 participants have obtained employment and that the average wage is \$27.78 per hour and the average hours per week is 33.8. He discussed future plans regarding orientations at W International, webinars with Guidance Counselors, events at Berkeley and Stratford High Schools, the Senior Career Fair in May of 2024 and a lot of recruitment. Mr. LaPlante and Ms. Gray addressed questions and comments. The Trident Workforce Development Board of Directors received the Adult/Dislocated Worker/Youth Program Performance Report as information.

VII. Workforce Development Director’s Time

Ms. Goss had no further business to discuss.

VIII. Executive Director’s Time

There was no further business to discuss.

IX. Other Business

There was no further business to discuss.

X. Adjourn

There being no further business to discuss, Chair Clift thanked everyone for attending today’s meeting. He adjourned the meeting at 11:02 a.m.

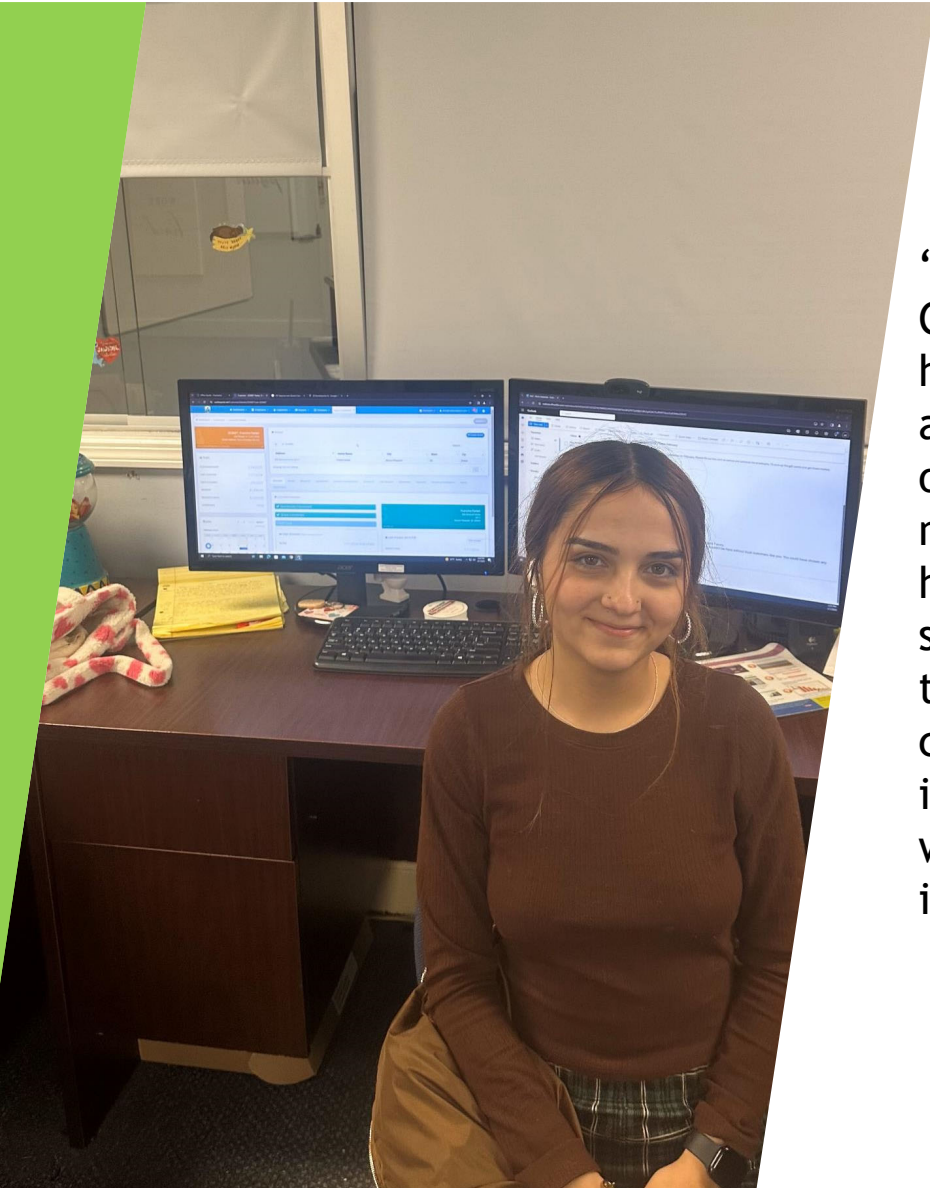
Respectfully submitted,
Kim Coleman

SC WORKS

TRIDENT

Program Highlight

“In her time at Castle Keepers House Cleaning, Alicia Castenada has proven herself to be an exemplary intern, leaving an indelible mark on the company. Her outstanding work ethic, proactive mindset, and dedication to excellence have not only elevated the quality of the sales processes, but have also enriched the overall work culture. As Alicia completes her internship, Castle Keepers is extremely grateful for her efforts and we look forward to offering her a position in our sales department.”





Program Highlight

- ▶ Reid Pickering came in to the program unemployed and looking for work in an administrative role. She was able to begin a Work Experience with Holy City Gutterworks. After her WEX was complete, she was hired on full time as an Administrative Assistant making \$18.00/hr.



Program Highlight

- Jaime Arauz came into the WIOA program as a youth participant. He wanted to pursue IT and received a CompTIA certification. He completed a WEX in the resource center at SC Works, as well. He did such a great job with clients that he applied with Ross Innovative Employment Solutions and now is an Eligibility Specialist for the WIOA program.



Program Highlight

Katelynn Clark came into a Volvo application event to apply for a team member position. After conversation with the BSR, she enrolled into the WIOA program as a youth and is now currently on a WEX with Volvo. She is working directly with the marketing team in hopes of receiving gainful employment at the completion of her Work Experience.



SC WORKS

TRIDENT

PY23 Overview

WIOA Program- Orientation (Numbers as of 2/6/24)

- ▶ **Berkeley**
 - ▶ Adults/DW: 76
 - ▶ Youth: 47
- ▶ **Charleston**
 - ▶ Adults/DW: 166
 - ▶ Youth: 87
- ▶ **Dorchester**
 - ▶ Adults/DW: 52
 - ▶ Youth: 26

WIOA Program- Enrollments (Numbers as of 2/6/24)

▶ Berkeley

- ▶ Adults: 27
- ▶ DW: 2
- ▶ Youth: 9

▶ Charleston

- ▶ Adults: 160
- ▶ DW: 10
- ▶ Youth: 55

▶ Dorchester

- ▶ Adults: 30
- ▶ DW: 4
- ▶ Youth: 5

• Overall

- Adults: 217
- DW: 16
- Youth: 69

• After 2nd Quarter PY22 vs PY23

- Adult Enrollments up 19.81%
- Youth Enrollments up 17.5%

WIOA Program- Total Served (Numbers as of 8/30/23)

- ▶ **Adults: 401 (184 carry in)**
- ▶ **DW: 22 (6 carry in)**
- ▶ **Youth: 93 (24 carry in)**

Occupational Skills Training

- ▶ **Received Training in PY23**
 - ▶ Adults - 136
 - ▶ Dislocated Workers - 4
 - ▶ Young Adults- 19
- ▶ **55 Credentials Earned**
- ▶ **195 MSG's for 142 Participants**

Work Based Learning

- ▶ **WEX Business Contracts: 36**
- ▶ **PY23 WEX: 34**
- ▶ **Active WEX: 11**

Employment

- ▶ **119 participants**
- ▶ **Average Wage is \$24.19/Hr**
- ▶ **Average Hours per week is 36**

Future Plans



- ▶ Events at High Schools (Berkeley, Goose Creek, Cane Bay, Baptist Hill, Ashley Ridge, St. Johns)
- ▶ Graduation Career Fair
- ▶ Regional Career Exploration Fair
- ▶ Community Engagement Specialist

Questions?



A PROGRAM OF BCDCOG

MEMORANDUM

Date: February 20, 2024
To: Trident Workforce Development Board (TWDB)
From: Ronald E. Mitchum, Executive Director BCDCOG
Subject: Not Meeting 70% Youth Expenditure Rate

I need to make you aware that we did not meet the state established 70% Youth fund utilization (expenditure) rate (FUR) requirement in PY22 as outlined in State Instruction Number 21-07. As this is the second year where we failed to meet the utilization rate, we are being sanctioned by the state. In accordance with State Instruction Number 19-04, Change 1, we will be required to undertake certain activities in response to the sanctions.

We are required to set aside funds to hire a consultant to provide technical assistance to our workforce development staff as well as the staff of our contractor, Ross IES. We have initiated the procurement process and will have a consultant under contract as soon as possible. In addition, a representative of the Workforce Board is required to serve on an Ad Hoc committee to determine if any additional monitoring, reporting and/or technical assistance is needed. Jan Cappellini has agreed to serve on this committee.

Melissa Rodgers from SCDEW will be at our meeting on the 20th to discuss the sanctions and answer any questions you may have.

I apologize for our failure to meet the performance measure in PY 22 and assure you that staff and our contractor are committed to meeting /exceeding all of the state and federal performance measures going forward. Currently, in PY 23 we are on track to meet/exceed the 70% expenditure rate for the youth program.

If you should have any questions prior to the meeting, please reach out to me.

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Henry McMaster
Governor

G. Daniel Ellzey
Executive Director

STATE INSTRUCTION NUMBER 19-04, Change 1

To: Chief Elected Officials
Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators
Recipients of WIOA Discretionary Grants

Subject: WIOA Title I Sanctions Policy

Issuance Date: March 19, 2021

Effective Date: Immediately

Purpose: This policy provides clarification on performance violations, which include the failure to meet one or more negotiated/adjusted levels of performance and/or additional state indicators of performance. No other changes have been made to the policy.

References:

- Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §§ 107, 116, 181, 183–184, 186
- 2 CFR §§ 200.207, 200.330, 200.331, 200.338, 200.339, 200.341, 200.501, 200.521
- 20 CFR Parts 677 and 683
- Training and Employment Guidance Letters 2-12, 23-15
- State Instructions 11-15; 15-16; 15-17, Ch. 2; 16-09, Ch. 1; 16-14; 16-15; 16-16; 16-17; 17-01, Ch. 1; 17-04, Ch. 1

Background: The goals of WIOA include increasing access to employment; improving the quality of efforts to provide workers with necessary skills and credentials; promoting improvement in the structure of and delivery of services; increasing the employment, retention, and earnings of participants; and addressing the skill needs of employers. In an effort to meet these goals, the Governor, or his/her designated entity, is responsible for overseeing the SC Works System to ensure that all subrecipients of federal grant awards and state grants, where applicable, are satisfactorily meeting the needs of workers, job seekers, and employers.

The U.S. Department of Labor (DOL), as the federal oversight agency for WIOA and the national workforce system, ensures that the requirements of WIOA are met and has the authority to

impose sanctions on states for failure to perform and operate in compliance with the programs. The Department of Employment and Workforce (DEW), as the Governor's designated administrative entity, in conjunction with the State Workforce Development Board (SWDB), has the responsibility of ensuring accountability of subrecipients; ensuring and/or improving performance in achieving outcomes; ensuring compliance with applicable federal and state laws, regulations, policies, guidance, and terms and conditions of applicable awards, contracts, etc.; ensuring adequate returns on SC's workforce investments; and supporting the state in achieving its goals. State policies are issued as State Instructions (SI), and can be found at <https://www.scworks.org/workforce-system/policies-and-guidance>.

Policy: It is the expectation of DEW, as the Governor's designated administrative entity, that all subrecipients will meet the established federal and state standards of performance and compliance with federal, state, and local laws, regulations, policies, and guidance. If subrecipients do not meet these standards, it is the responsibility of DEW, as the Governor's designated administrative entity, to act in a timely manner and initiate the steps to address the sanctionable act. Following the terms of this policy, DEW, as the Governor's designated administrative entity, may impose conditions, remedial actions, and/or penalties to remedy a sanctionable act if it is determined that a sanctionable act has occurred. For sanctions related to violations of nondiscrimination and equal opportunity provisions of WIOA, see SI 16-17.

Informal Resolution



The Governor's designated administrative entity, DEW, works with subrecipients to resolve issues informally before violations warrant this formal sanctions policy. Informal resolution is a joint undertaking by DEW and the subrecipient to resolve any potential sanctionable acts without resorting to formal sanctions. Informal resolution efforts may include:

- Technical assistance
- Additional oversight
- Desktop monitoring
- Mitigating efforts implemented by the subrecipient

During the informal resolution process, knowledgeable program staff and subrecipients can cater the appropriate informal resolution efforts to the special circumstances of the subrecipient's situation and the nature of the issue being addressed. Informal resolution is flexible and customizable with the goal of avoiding the sanctions determination process.

In addition, local areas are monitored annually by DEW for compliance with federal, state, and local laws, regulations, policies, and guidance. Based on these annual monitoring reports, local areas develop a Corrective Action Plan (CAP) to respond to and address any issues discovered. Repeated failure and/or refusal to address issues discovered through annual monitoring may result in a sanctionable act that triggers the sanction determination process described in this

policy. However, by developing a CAP and abiding by the terms of this action plan, local areas may respond to and resolve issues before they rise to the level of the sanction determination process described below.

The sanction determination process is triggered if informal resolution efforts to resolve the issue have not succeeded.

Sanction Determination Process

Step 1: Notice of Sanctionable Act


If informal resolution fails to resolve the issue(s), DEW, as the Governor's designated administrative entity, will issue a written notice identifying any sanctionable act(s). The written notice will include requirements for a CAP and any sanction(s) to be imposed. The notice will be sent by registered mail to the subrecipient (if a state grantee), the signatory official, the Chief Elected Official (CEO), the Local Workforce Development Board (LWDB) Chairperson, and the Local Workforce Development Area (LWDA) Administrator. The SWDB Chairperson will also receive the Notice of Sanctionable Act.



Step 1:
Notice of
Sanctionable Act

If deemed necessary or prudent (e.g., incidents of fraud, malfeasance, misapplication of funds, potential or suspected criminal activity, or other serious violations), sanctions may be imposed at any time and without prior notice.

Step 2: Subrecipient Response



The subrecipient must respond to the identified requirements in the letter, and must create a CAP, within the required timeframe specified in the Notice of Sanctionable Act. In the response, the subrecipient may note justifications for the violation(s), mitigating efforts already made by the subrecipient to lessen any effects of the violation(s), and other information, as appropriate. Subrecipients may also request technical assistance activities related to sanctions.

If the subrecipient resolves the sanctionable act, then DEW will proceed to Step 4 and send a Notice of Resolution of Sanctionable Act.

Step 3: Notice of Sanction

Upon determining that the subrecipient has not corrected the sanctionable act, DEW will issue a written Notice of Sanction by registered mail to the subrecipient (if a state grantee), the signatory official, the CEO, the LWDB Chairperson, and the LWDA Administrator. The SWDB Chairperson will also receive



Step 3:
Notice of
Sanction

the Notice of Sanctionable Act. The Notice of Sanction must include the following information in accordance with 2 CFR § 200.207:

- Nature of the sanction
- Reason the sanction is being imposed
- The remedial action(s) and/or condition(s) needed to remove the sanction, if applicable
- Time allowed for completing the remedial action(s) or meeting the condition(s), if applicable
- Method for appealing the sanction imposed

Sanctions will be imposed based on the following criteria:

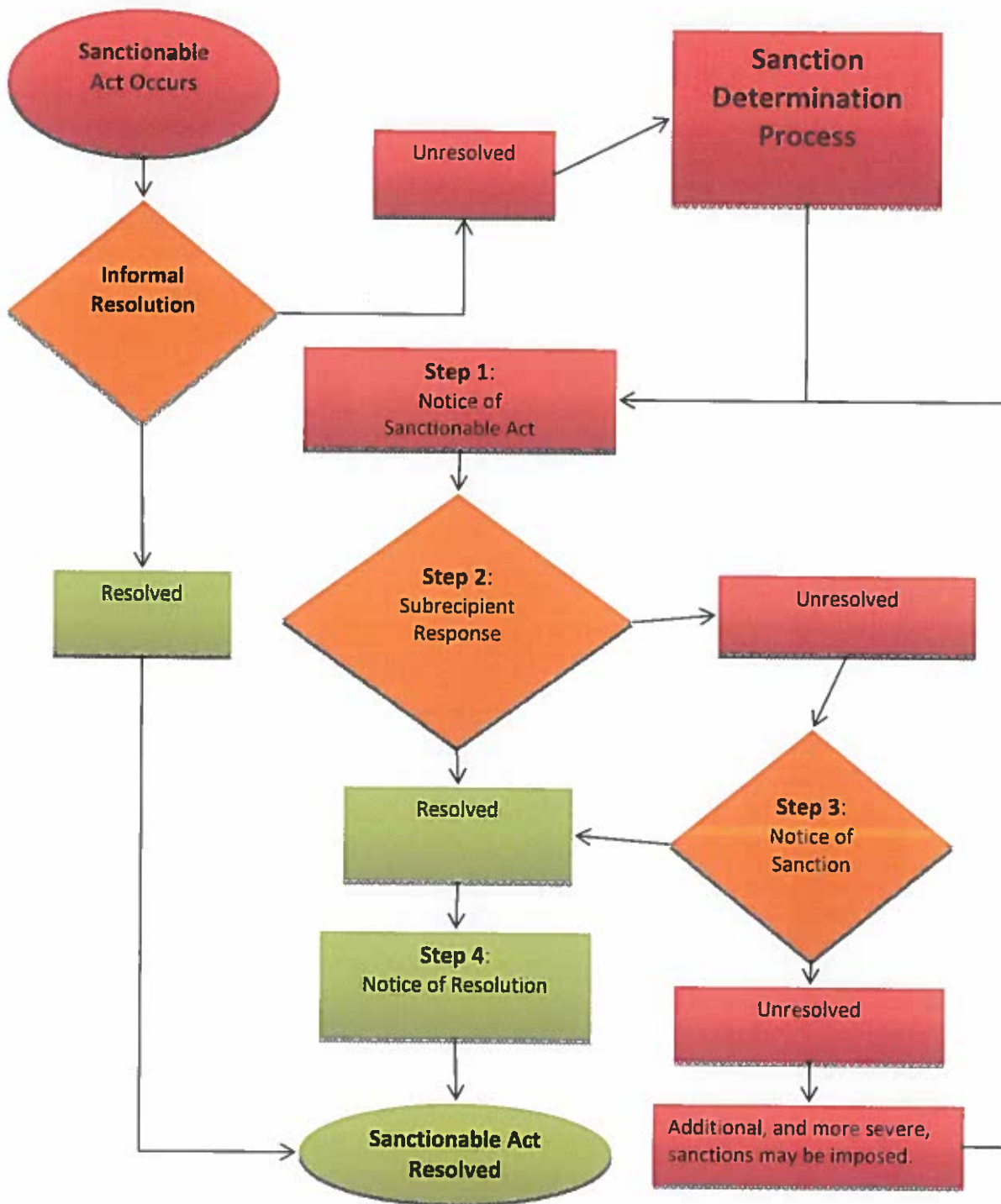
- Totality of the circumstances surrounding the sanctionable act(s):
 - Nature of the sanctionable act(s)
 - Severity of the sanctionable act(s)
 - Frequency of the sanctionable act(s)
 - Cause of the sanctionable act(s) (e.g., neglect, intent)
 - History of the subrecipient regarding its ability to administer a program (e.g., occurrences of sanctionable acts, resolution of sanctions and sanctionable acts, efforts to prevent the occurrence of the sanctionable acts, and oversight results)
- Other criteria not listed that may be deemed appropriate (e.g., justification for subrecipient's failure to provide necessary information or take required action, or demonstrations of willingness by the subrecipient to cooperate in the sanction process)

Failure to comply with the terms of the Notice of Sanction can result in additional sanctions. If a subrecipient chooses to appeal a Notice of Sanction, the subrecipient may do so according to the appeals procedure described in the Appeals section below.

Step 4: Notice of Resolution of Sanctionable Act



Upon completion of the terms of the Notice of Sanction, DEW will issue a Notice of Resolution of Sanctionable Act to the subrecipient and/or to the signatory official, the CEO, the LWDB Chairperson, the LWDA Administrator, and the SWDB Chairperson.



Note: Timelines for completion of each step are to be determined based on the type of sanctionable act and appropriate times necessary for resolution of the sanctionable act.

Sanctionable Acts

Examples of situations which may require DEW, as the Governor's designated administrative entity, to take action include, but are not limited to, the following:

Fiscal Violations

- Repeated failure to submit timely and accurate financial reports
- Non-compliance with administrative, contract, or grant agreement provisions
- Failure to retain required service-delivery or financial records in accordance with established record retention requirements (2 CFR § 200.333)
- Failure to observe accepted standards of administration resulting in an impermissible expenditure
- A pattern of impermissible expenditures [e.g., as described in WIOA § 184(c)(2)-(3)]
- Incidents of fraud of a non-criminal nature¹, malfeasance, misapplication of funds, or other serious violations (e.g., as defined in TEGL 2-12)
- Failure to submit audits as required by Uniform Guidance (2 CFR § 200.501)

Performance Violations

- Failure to submit and/or record timely and accurate performance data
- Failure to submit and/or record timely and accurate federal and state required data (e.g., IWT required data)
- Failure to meet one or more negotiated/adjusted levels of performance and/or additional state indicators of performance for three consecutive program years:

Failed Performance Measure(s) in One Program Year

If a LWDA fails to meet the negotiated level on a performance measure(s) or additional state indicator(s) of performance in one program year, a notice will be sent to the signatory official, the CEO, the LWDB Chairperson, the LWDA Administrator, and the SWDB Chairperson. The LWDB will be required to submit a CAP within 45 days of the notice, describing how it will improve and meet performance. The CAP must include, but is not limited to:

¹ **Note:** Information and complaints involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately through DOL's Incident Reporting System to DOL's Office of Inspector General, Office of Investigations, Room S5514, 200 Constitution Ave. NW, Washington, DC 20210, or to the corresponding Regional Inspector General for Investigations, with a copy simultaneously provided to the Employment and Training Administration. The Hotline number is 1-800-347-3756. The website is <http://www.oig.dol.gov/contact.htm>.

1. A description of the reason(s) for failure, including an analysis of the reason(s) for failure and how the cause was determined.
2. A description of immediate and long-term actions that will be taken to improve performance measures.
3. A timeline for completing each action identified.
4. Identification of technical assistance needed to implement the plan.
5. A description of how the LWDB will monitor and measure the effectiveness of the corrective action activities to ensure performance improvement.
6. Signatures of the LWDB chairperson and the signatory official. A copy must be sent to the CEO(s).

DEW will review the CAP and notify the signatory official, the CEO, the LWDB Chairperson, the LWDA Administrator, and the SWDB Chairperson in writing of the plan acceptance. Appropriate parties will be notified within 15 days if additional information is required.

Upon acceptance of the CAP, the LWDB will submit progress reports to DEW on a mutually agreed upon schedule. Report submission will continue until the end of the program year.

Failed Same Performance Measure(s) in Two Consecutive Program Years

If a local area fails the same negotiated performance measure(s) or additional state indicator(s) of performance for two consecutive program years, DEW will issue a written notice to the signatory official, the CEO, the LWDB Chairperson, the LWDA Administrator, and the SWDB Chairperson. In addition, DEW will present to the full LWDB the performance, sanctions, and potential consequences to the LWDB and LWDA of continued failed performance.

The LWDA will be required to commit funds for dedicated external technical assistance and will be ineligible for incentive funds earned in the second consecutive year of failing a performance measure.

DEW will work with appropriate LWDA staff to amend the CAP as needed. Timelines for further local area action, additional monitoring, reporting, and technical assistance will be determined by a joint LWDB, DEW, local service provider(s), and administrative entity Ad Hoc Committee.

Failed Same Performance Measure(s) in Three Consecutive Program Years

With the expanded awareness, actions, and technical assistance being provided to LWDA's over the previous two years, it is not expected that there will be a third consecutive year of failed performance, including failure to meet additional state indicators of performance. However, should this occur, DEW, as the Governor's

designated administrative entity, and the SWDB may impose sanctions in accordance with this policy.

General/Compliance

- Failure to resolve, within the time provided, remedial action(s), monitoring findings, and/or audit findings as required
- Willful disregard of, or gross negligence in fulfilling, the requirements of the following:
 - WIOA
 - Other federal laws, regulations, policies, and guidance, including all current and subsequent federal requirements
 - State laws, regulations, state instructions, and guidance, including all current and subsequent state policies
 - Terms and conditions of applicable awards, contracts, etc.

Sanctions

Unless deemed necessary or prudent, sanctions will not be imposed unless informal resolution efforts fail to resolve sanctionable acts. The following non-exhaustive examples of sanctions may be imposed if informal resolution efforts fail and/or may overlap with actions described in a grant agreement:

- Disallowed costs (2 CFR § 200.338)
- Withholding drawdowns and requests for payment, suspension, and termination of funds (2 CFR § 200.338)
- Termination of contract, Memorandum of Understanding (MOU), or any other agreement between the subrecipient and the State [WIOA § 184(b); 2 CFR § 200.338, 200.339]
- Recapture and reallocation of funds (20 CFR § 683.140)
- Reimbursement of funds rather than advanced payments [2 CFR § 200.207(b)(1)]
- Ineligibility for discretionary funds (20 CFR § 683.120)
- Ineligibility to receive a voluntary reallocation from another local area (20 CFR § 683.140, SI 11-15)
- Submission of additional or more detailed financial or performance reports [2 CFR § 200.207(b)(3)]
- Reports on activities and progress until performance is satisfactory, by the LWDB's executive director, other administrative officer, or the subrecipient (in person and/or in writing) [2 CFR § 200.207(b)]
- On-site visits to provide technical assistance to the LWDB, the LWDB's contractor, or the subrecipient [2 CFR § 200.331(d)-(e), 200.521(a)]
- Reorganization plan [WIOA § 107(c)(2)(C), 20 CFR § 677.220]

- Appointment and certification of a new LWDB, consistent with the criteria established under 20 CFR § 679.350
- Prohibition of the use of eligible providers that have been identified as achieving poor levels of performance
- Other significant actions, as appropriate
- Recommend the initiation of suspension or debarment proceedings (2 CFR § 200.338)
- Other remedies that may be legally available (2 CFR § 200.338)

The sanctions listed above supplement, but do not supplant, applicable civil and criminal actions under other pertinent federal, state, or local laws, regulations, policies, or terms and conditions of applicable awards, contracts, etc.

Recipients of discretionary grant funding may be subject to remedial actions as outlined in the Statement of Work or Terms and Conditions of an award without entering into the Sanction Determination Process (e.g., costs may be disallowed or payment of invoices or drawdowns may be withheld until any deficiencies or instances of noncompliance are corrected).

Appeals

A subrecipient that receives a Notice of Sanction may file an appeal with the SWDB. Appeals regarding sanctions to subrecipients will be addressed by the SWDB. A subrecipient choosing to appeal must submit a written appeal to the SC Department of Employment and Workforce within 30 calendar days of the issuance of the Notice of Sanction. If the 30th day falls on a weekend or holiday, the deadline will be extended to the next business day. Appeals must be submitted by registered mail, clearly identified as “Dated Material,” and addressed to:

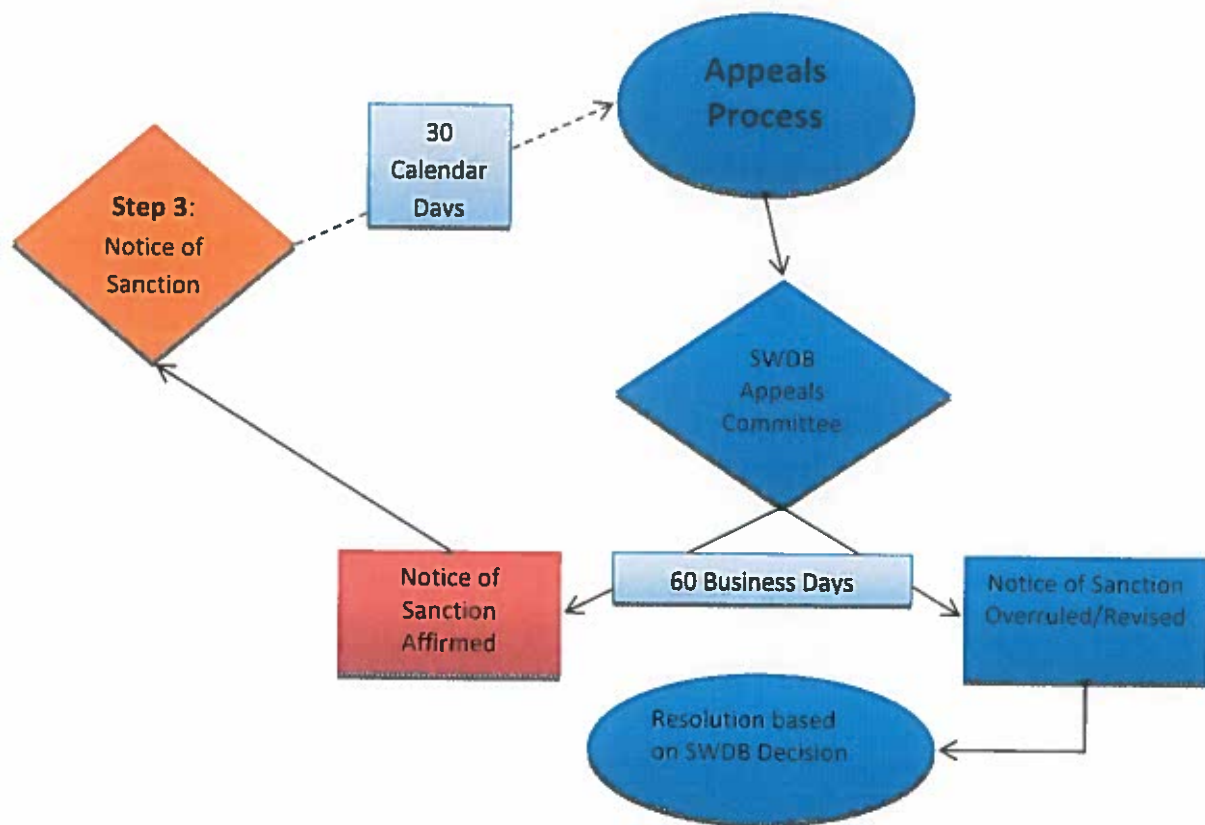
State Workforce Development Board
C/O: SC Department of Employment and Workforce
Attn: Workforce Support—Appeal of Sanction, Suite 515
P.O. Box 995
Columbia, SC 29202

The following procedures will apply:

- The Chair will designate the Executive Committee or an Ad Hoc Committee of at least three SWDB members to hear the appeal.
- The designated SWDB representatives will hear the appeal and issue a written decision within 60 business days.

Additional appeals procedures apply to certain types of sanctions:

- Reorganization Plan [WIOA § 116(g)(2)(B)]
- Revocation of Local Plan, in whole or part [WIOA § 184(b)(2), 186(b)]



Useful Terms

Chief Elected Official (CEO) – As defined by WIOA § 3(9), a chief elected official is the chief elected executive officer of a unit of general local government in a LWDA, and in the case in which a LWDA includes more than one unit of local government, the individuals designated under the agreement described in WIOA § 107(c)(1)(B).

Gross Negligence – Gross negligence is a reckless disregard of a legal obligation or duty.

Malfeasance – Malfeasance is a wrongful or unlawful act, especially wrongdoing or misconduct by a public official.

Remedial Action – Any action required to rectify a situation created by a sanctionable act is a remedial action.

Signatory Official – An individual authorized to enter into and sign legally binding agreements on behalf of the LWDA.

Standards of Administration – Standards of administration are models accepted as correct by custom, consent, or authority for the management or performance of the executive duties of government, institution, or business.

Subrecipient – As defined in Uniform Guidance at 2 CFR § 200.330, a subrecipient may receive funds concurrently as a subrecipient and a contractor. Whether a subrecipient is the recipient of a sub-award or a procurement contract is determined on a case-by-case basis. A subrecipient is a non-federal entity which:

- Determines who is eligible to receive what federal assistance;
- Has its performance measured in relation to whether objectives of a federal program were met;
- Has responsibility for programmatic decision making;
- Is responsible for adherence to applicable federal program requirements specified in the federal award; and/or
- In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

LWDA and state grantees are subrecipients. For more information regarding the differences between a subrecipient and a contractor, see the definition of contractor in Uniform Guidance at 2 CFR § 200.330.

Willful Disregard – Willful disregard is a voluntary or intentional act of ignoring applicable federal and state laws, regulations, policies, guidance, and terms and conditions of applicable awards, contracts, etc.

Action: Ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to Policies and Procedures at PolnPro@dew.sc.gov.



Kevin Cummings, Director
Technical Services, Policies, and Reporting

A PROGRAM OF BCDCOG

MEMORANDUM

Date: February 20, 2024
To: Trident Workforce Development Board
From: Ronald Mitchum, Executive Director, BCDCOG
Subject: Work Experience (WEX) Policy Revisions

The State Instruction Number 17-01, Change 3 requires all employers receiving services through SC Works have an enabled account in SCWOS, employer activity codes and corresponding case notes generated in the employer's account. This instruction number did not include Work Experience because Work Experiences are not considered Business Services.

However, in an effort to ensure that the Trident Workforce Employers are legitimate and employer services are documented, the Trident Workforce Area would like to include Work Experience to the local policy under this state instruction number to require the Employer Worksites for WEX be registered, enabled, and appropriate activity code and case note created in SCWOS.

**Trident Workforce Development Board
Workforce Innovation and Opportunity Act**

WORK EXPERIENCE POLICY

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

ISSUANCE DATE: February 20, 2024

EFFECTIVE DATE: ~~November 07, 2023~~ [February 20, 2024](#)

SUPERSEDES: November 07, 2023, September 13, 2022 and July 1, 2022

SUBJECT: Work Experience (WEX) Policy

PURPOSE:

To document the process of providing participants enrolled in the Trident Adult, Dislocated Worker, and Youth programs with the opportunity to obtain employment in paid work experience.

POLICY:

Under the Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor, Employment and Training Administration, (20 CFR §664.460 and §664.470); the Trident Workforce Development Board will provide Work Experience to WIOA eligible Adults, Dislocated Workers, and Youth participants.

PROCEDURES FOR WORK EXPERIENCE:

Definition

Work Experience is a planned, structured **learning activity** that takes place in a workplace setting for a limited period. Work experiences can be paid or unpaid.

The goal of Work Experience (WEX) is to provide each participant with a meaningful work experience by providing participants with opportunities for career exploration, skill development, and reinforcement of their work ethic.

Assessment

The Career Coaches will ensure that the participants are eligible and their plan is appropriate based on the needs identified by an objective assessment and documented in the Individual Service Strategy (ISS) or Individual Employment Plan (IEP).

Work Experience for participants in the Adult Program should be limited to:

- Participants who lack work experience due to long Employment gaps of 6 months or more, or

- Participants with barriers to employment due to criminal background issues, or
- Adult Participants who lack 6 months or more consistent work history.

This MUST be demonstrated in a case note outlining the specifics of how an adult participant meets the criteria to be placed on a WEX.

Training

The duration of the WEX is not to exceed 40 hours a week and 520 hours total and must be based on the academic and occupational skills of the participant. Allowable screening assessments include; background checks, drug screens, or any additional Employer specific assessments.

The Employer has the discretion to end the experience for any reason. The Employer is also free to hire the participant during or after the WEX but is not obligated to do so.

Participants who will be entering a work experience must be provided with work readiness training and information to better equip them for the placement and advance them on their career path. This may include information related to soft skills, financial literacy, and other topics that will set them up for success.

Development of Work Experience Locations:

The WIOA Service Provider or Business Services Coordinator will verify that any business identified as a work site can operate legally in the State of South Carolina and will ensure that the work site has general liability insurance. In addition, there will be an initial safety inspection and verification that the facility is accessible to individuals with disabilities. The Business Services Coordinator will ensure the Employer is registered in SCWOS. All agreements must be uploaded in SCWOS under the participant record. The appropriate employer activity code and case note must be created in SCWOS.

-State Instruction 17-01, Change 3 requires all employers receiving services to be registered as an enabled account in the SC Works Online System (SCWOS/SCOWS). This is to ensure that employment opportunities promoted in the system represent legitimate job openings and verify legitimate employers. The state Instruction number did not include Work Experience (WEX) because WEX is not considered a Business Service. However, because of the interaction with employers and individuals being placed on worksites that could potentially lead to employment, the Trident Workforce Development Area, is including WEX under the State Instruction Number 17-01, Change 3. This means that all WEX worksite employers are:

- Required to be registered with an enabled account in SCWOS
- Employer Activity Codes and case notes are required to be generated based on the service provided
- E35 is required to be recorded and case notes created for all WEX.

Evaluation:

Monitoring and evaluating the WEX activity will serve as a baseline for establishing whether the needs of the WIOA participant and the employer’s expectations of training and development have been met.

Payments:

Vouchers must be created in SCWOS All participants on a WEX must complete a time sheet at the end of the scheduled work period:

- Time sheets must be complete with pay period dates, dates, and hours worked;
- Time sheets must be signed and dated by both the participant and the supervisor;
- The supervisor must complete the evaluation section of the timesheet

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The participant will be paid an incentive/stipend for their participation in the WEX program and will be paid on an hourly basis above the SC minimum wage. The hourly rate should be based on the position; however, the minimum hourly rate will be \$10 per hour.

It should be noted that WIOA payments are not considered wages and therefore are not subject to withholdings by the employer. After a work experience activity, the WIOA participant is not eligible for unemployment compensation.

Support Services will be provided to assist the participant in maintaining a positive work experience throughout the assignment. Support Services include:

Transportation to and from locations inside/outside of the immediate area

- Clothing/Tools
- Child Care
- Additional needs identified by the Employer

Documentation to be Maintained

Documentation of the work experience must be maintained in the participant's file. The WEX documentation required to be maintained in the participant's file in SCWOS must include:

- Worksite Agreement
- A copy of the Addendum
- Job Description
- Handbook Sign-offs
- Workplace Safety Inspection
- Completed Training Evaluation Form
- Signed Vouchers

Once a participant has started a work experience, the Career Coach will document progress and all activity on the SCWOS system. Case note details of the Work Experience should include why the worksite was chosen as well as the expected duration of the work experience.

Ronald Mitchum, Executive Director
BCDCOG

November 7, 2023
Date

A PROGRAM OF BCDCOG

MEMORANDUM

Date: February 13, 2024
To: Trident Workforce Development Board (TWDB)
From: Ronald E Mitchum, Executive Director
Subject: WIOA Youth Program Provider Contract

Berkeley Charleston Dorchester Council of Governments (BCDCOG) is requesting approval to amend the Ross Innovative Employment Solutions Corp. – Youth Program Provider contract #WIOA2022-02. The contract will reflect a PY23/FY24 amount of \$1,084,235.

WIOA Youth Program Formula Funds	<u>\$1,084,235.00</u>
<i>Total Youth Program Provider PY23/FY24</i>	\$1,084,235.00

A PROGRAM OF BCDCOG

MEMORANDUM

Date: February 13, 2024
To: Trident Workforce Development Board (TWDB)
From: Ronald E Mitchum, Executive Director
Subject: WIOA Adult and Dislocated Worker Program Provider Contract

Berkeley Charleston Dorchester Council of Governments (BCDCOG) is requesting approval to amend the Ross Innovative Employment Solutions Corp. – Adult/Dislocated Worker Program Provider contract # WIOA2022-01. The contract will reflect a PY23/FY24 amount of \$1,082,373.

WIOA Adult/DLW Program Formula Funds	\$792,373.00
WIOA Adult/DLW Engage, Build, & Serve grant (7/1/23-3/31/24)	\$190,000.00
WIOA Individual and Employer Training grant	\$100,000.00
<i>Total Adult/DLW Program Provider PY23/FY24</i>	\$1,082,373.00

A PROGRAM OF BCDCOG

MEMORANDUM

Date: February 13, 2024
To: Trident Workforce Development Board (TWDB)
From: Ronald E Mitchum, Executive Director
Subject: WIOA One-Stop Operator

Berkeley Charleston Dorchester Council of Governments (BCDCOG) is requesting approval to amend the Ross Innovative Employment Solutions Corp. – One-Stop Operator contract # WIOA2022-03. The contract will reflect a PY23/FY24 amount of \$408,000.00.

WIOA Adult/DLW Program Formula Funds	\$408,000.00
Total One-Stop Operator PY23/FY24	\$408,000.00

MEMORANDUM

Date: 2/13/2024
To: Trident Workforce Development Board
From: Katie Paschall, Finance Manager
Subject: FY24 Proposed Budget Revision

Please find attached the **Proposed Budget Revision for FY23/24 PY22/23** for approval. Below is an overview of the proposed budget changes.

Revenues

- **Federal Allocation** is the WIOA allocation of funds received from SC Department of Employment and Workforce (SCDEW) for Program Year 23 (PY23) less an estimate for Carry-In funds reserved for PY24/FY25.
- **Carry-In** is the portion of the WIOA allocation of funds received from SCDEW for Program Year 22 (PY22) that were not expended as of June 30, 2023. The allocation of funds is for a two-year period.
- **Engage, Build, and Serve (EBS)** are discretionary funds received from SCDEW to advance business engagement, sector partnerships, community and participant outreach, and comprehensive career and training services. The total grant award is \$333,333. The carry-in amount from PY22/FY23 into PY23/FY24 is \$233,277.
- **Individual & Employer Training** are discretionary funds received from SCDEW for demand-driven training activities and are allocated for Adult and DW training services.
- **SC Works Center Signage Refresh** are discretionary funds received from SCDEW to update facility signage.
- **Shared Costs (Rent Income)** is the funds received from Partners in the SC Works Trident facilities through the MOU agreements.

Expenditures

Administration Cost

- **Personnel Costs, Benefits, and Indirect** are the BCDCOG staff salaries, benefits, and indirect. The reduction includes allocating administrative staff's time work on program activities to program operating costs.
- **Automotive** is reimbursement of mileage for BCDCOG staff for WIOA eligible activities.
- **Dues & Memberships** is the cost of TWDB memberships to Charleston Metro Chamber of Commerce, Greater Summerville Chamber of Commerce, and Berkeley Chamber of Commerce, in addition to professional dues for BCDCOG administrative staff. We have increased the budget line for the Charleston Metro Chamber membership fee increase.

MEMORANDUM

- **Travel** is BCDCOG staff travel expenditures for training.
- **Equipment Maintenance** is staff equipment subscriptions.
- **Training & Education** is for registration fees for BCDCOG to attend WIOA trainings.

Operating Cost

- **Personnel Costs, Benefits, and Indirect** are the BCDCOG program staff salaries, benefits, and indirect.
- **Automotive** is reimbursement for mileage for BCDCOG program staff for WIOA eligible activities and the cost of fuel and maintenance for the Mobile Career Coach van.
- **Contract Services** includes marketing services provided by Buffalo Group, LLC (formally Rawle Murdy), website updating and maintenance, as well as miscellaneous services that may arise during the course of business. The increase will cover website hosting fees, the SC Works Charleston resource center relocation costs, and youth external technical assistance.
- **Equipment Rental** is the cost to lease the SC Works Center's Xerox copier machines.
- **Agency Insurance** is the cost to insure WIOA property in the SC Works facilities and the Mobile Career Coach van.
- **Repairs & Maintenance** is general office maintenance. While most of the cost for repairs and maintenance is covered under our lease agreements, we do pay for minor maintenance expenses, such as changing locks and/or minor building maintenance.
- **Office Equipment Maintenance** is the cost associated with maintaining the equipment. This includes the print charges of all SC Works facility copiers, IT technician costs, and other IT costs relating the servers and equipment at each facility, and maintaining the website. The services have been adjusted for average and anticipated costs.
- **Supplies** include general office supplies and IT supplies. Most of the costs associated with the WIOA program are reimbursed to the program through our program and operator contractor's, Ross Innovation Employment Solutions, contract services. The increase in IT supplies is due to the SC Works resource room relocation services.
- **Printing** is the cost to print SC Works Trident facility supplies, brochures, etc. The services have been adjusted for anticipated costs.
- **Rent** is the cost to lease the SC Works Charleston facility.
- **Communications** includes internet and telephone communications at each SC Works facility.
- **Training & Education** is the cost of program staff training.
- **Office Equipment** includes equipment and furniture purchased for the SC Works facilities. We have increased office equipment for camera systems, equipment for the SC Works Dorchester move, facility signage, and virtual reality training equipment.
- **Miscellaneous** has increased for the costs associated with hosting the Public Sector Job Fair and participation in the Your Next Step Event.

Program Cost

- **Ross Innovative Employment Solutions (Ross) Contract Services** is the cost of services provided by Ross Innovative Employment Solutions. This includes program services and training costs for the Adult, Dislocated, and Youth programs. It also includes program costs associated with being the One Stop Operator and the management of each SC Works facility.

MEMORANDUM

- **Incumbent Worker Training** is the cost of training needed to retain a competitive workforce. Such training is meant to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy. The budget proposal includes \$75,000 for IWT that we are budgeting to be expended from formula funds and EBS funds.
- **On the Job Training (OJT)** is training provided by an employer to a participant (job seeker). During the training, the customer is engaged in productive work in a job for which the customer is paid and the training provides the knowledge or skills essential to the full and adequate performance of the job.

We will continue to monitor the budget to ensure revenues and expenditures remain aligned and we will make recommended revisions as necessary.

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

BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS
WORKFORCE INNOVATION AND OPPORTUNITY ACT
FY23/24 PROPOSED BUDGET REVISION

	BUDGET FY 23/24 PY 22/23	PROPOSED REVISION FY 23/24 PY 22/23	Variance
REVENUE			
FEDERAL ALLOCATION	2,271,746	2,497,249	225,503
CARRY-IN	770,762	1,046,628	275,866
SC WORKS CENTER SIGNAGE REFRESH	-	1,400	1,400
INDIVIDUAL & EMPLOYER TRAINING	-	100,000	100,000
ENGAGE, BUILD, & SERVE	172,000	233,277	61,277
SHARED COSTS (RENT INCOME)	188,072	188,072	-
TOTAL REVENUE	<u>3,402,580</u>	<u>4,066,626</u>	<u>664,046</u>
EXPENDITURES			
ADMINISTRATION COST			
PERSONNEL COSTS	136,833	115,067	(21,766)
BENEFITS	78,173	71,502	(6,671)
INDIRECT	85,293	73,489	(11,804)
AUTOMOTIVE	50	50	-
DUES & MEMBERSHIPS	1,517	1,560	43
TRAVEL	200	200	-
EQUIPMENT MAINTENANCE	-	180	180
TRAINING & EDUCATION	300	450	150
MISCELLANEOUS	200	200	-
TOTAL ADMINISTRATION	<u>302,566</u>	<u>262,698</u>	<u>(39,868)</u>
	9%	6%	
OPERATING COST			
PERSONNEL COSTS	137,023	122,710	(14,313)
BENEFITS	78,281	76,252	(2,029)
INDIRECT	85,465	78,371	(7,094)
AUTOMOTIVE	750	750	-
CONTRACT SERVICES	37,641	47,471	9,830
EQUIPMENT RENTAL	20,245	20,245	-
AGENCY INSURANCE	1,580	1,607	27
REPAIRS & MAINTENANCE	250	250	-
OFFICE EQUIPMENT MAINT	97,046	119,325	22,279
SUPPLIES	3,500	8,500	5,000
PRINTING	500	1,750	1,250
RENT	348,624	348,624	-
COMMUNICATIONS	43,609	43,609	-
TRAINING & EDUCATION	1,000	500	(500)
OFFICE EQUIPMENT	22,500	156,121	133,621
MISCELLANEOUS	3,000	13,235	10,235
TOTAL OPERATING COST	<u>881,014</u>	<u>1,039,320</u>	<u>158,306</u>
	26%	26%	
PROGRAM COST			
CONTRACT SERVICES			
Ross Innovative Employment Solutions	2,004,000	2,574,608	570,608
TRAINING & EDUCATION- IWT	100,000	75,000	(25,000)
TRAINING & EDUCATION- OJT	115,000	115,000	-
TOTAL PROGRAM COST	<u>2,219,000</u>	<u>2,764,608</u>	<u>545,608</u>
	65%	68%	
TOTAL EXPENDITURES	<u>3,402,580</u>	<u>4,066,626</u>	<u>664,046</u>
	-	-	
Carry-In FY 23/24	373,361		
Carry-In FY 24/25		300,094	
	0%	7%	

BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS
WIOA OPERATING EXPENDITURES DETAIL
FISCAL YEAR 2023/2024

		BUDGET	PROPOSED	
		FY 23/24	REVISION	Increase
OPERATING COSTS		PY 22/23	FY 23/24	(Decrease)
		PY 22/23	PY 22/23	
SALARIES/BENEFITS	<i>Direct Costs - Admin</i>			
INDIRECT	BCDCOG Personnel Costs	136,833	115,067	(21,766)
	BCDCOG Benefits	78,173	71,502	(6,671)
	BCDCOG Indirect	85,293	73,489	(11,804)
	Total	<u>300,299</u>	<u>260,058</u>	<u>(40,241)</u>
AUTOMOTIVE	<i>Direct Costs - Admin</i>			
	Mileage/Parking (Staff)	50	50	-
	Total	<u>50</u>	<u>50</u>	<u>-</u>
DUES & MEMBERSHIPS	<i>Direct Costs - Admin</i>			
	Berkeley Metro Chamber (TWDB)	320	320	-
	Charleston Metro Chamber (TWDB)	757	800	43
	Greater Summerville Metro Chamber (TWDB)	350	350	-
	SETA (Staff)	50	50	-
	CCE GCDF (Staff)	40	40	-
	Total	<u>1,517</u>	<u>1,560</u>	<u>43</u>
TRAVEL	<i>Direct Costs - Admin</i>			
	Travel/Training Costs	200	200	-
	Total	<u>200</u>	<u>200</u>	<u>-</u>
EQUIPMENT MAINTENANCE	<i>Direct Costs - Admin</i>			
	Equipment software agreement	-	180	180
	Total	<u>-</u>	<u>180</u>	<u>180</u>
TRAINING & EDUCATION	<i>Direct Costs - Admin</i>			
	Training/Registration Fees (Staff)	300	450	150
	Total	<u>300</u>	<u>450</u>	<u>150</u>
MISCELLANEOUS	<i>Direct Costs - Admin</i>			
	Miscellaneous	200	200	-
	Total	<u>200</u>	<u>200</u>	<u>-</u>
SALARIES/BENEFITS	<i>Direct Costs - Program</i>			
INDIRECT	BCDCOG Personnel Costs	137,023	122,710	(14,313)
	BCDCOG Benefits	78,281	76,252	(2,029)
	BCDCOG Indirect	85,465	78,371	(7,094)
	Total	<u>300,769</u>	<u>277,333</u>	<u>(23,436)</u>
AUTOMOTIVE	<i>Direct Costs - Program</i>			
	Automotive	750	750	-
	Total	<u>750</u>	<u>750</u>	<u>-</u>
CONTRACT SERVICES	<i>Direct Costs - Program</i>			
	Marketing Services - Buffalo Groupe	7,625	6,208	(1,417)
	Website Maintenance & Hosting - JMT	15,516	22,953	7,437
	Website Update	10,000	-	(10,000)
	ADA Assessment	3,000	-	(3,000)
	Youth External Technical Assistance	-	7,500	7,500
	Misc Services	1,500	10,810	9,310
	Total	<u>37,641</u>	<u>47,471</u>	<u>9,830</u>
EQUIPMENT RENTAL	<i>Direct Costs - Program</i>			
	Xerox Copiers	20,245	20,245	-
	Total	<u>20,245</u>	<u>20,245</u>	<u>-</u>
AGENCY INSURANCE	<i>Direct Costs - Program</i>			
	Insurance Reserve Fund - Property	1,580	1,607	27
	Total	<u>1,580</u>	<u>1,607</u>	<u>27</u>

BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS
WIOA OPERATING EXPENDITURES DETAIL
FISCAL YEAR 2023/2024

		BUDGET	PROPOSED	
		FY 23/24	REVISION	
OPERATING COSTS		PY 22/23	FY 23/24	Increase
			PY 22/23	(Decrease)
REPAIRS & MAINT	<i>Direct Costs - Program</i>			
	Misc. Facility Repairs & Maintenance	250	250	-
	Total	<u>250</u>	<u>250</u>	<u>-</u>
EQUIPMENT MAINTENANCE	<i>Direct Costs - Program</i>			-
	Managed Server Services	69,732	87,421	17,689
	Managed Camera Services	5,004	5,004	-
	On-Call IT Services	8,500	11,250	2,750
	Xerox Copier Print Charges	13,310	14,900	1,590
	Misc.	500	750	250
	Total	<u>97,046</u>	<u>119,325</u>	<u>22,279</u>
SUPPLIES	<i>Direct Costs - Program</i>			
	Misc. Supplies	3,500	8,500	5,000
	Total	<u>3,500</u>	<u>8,500</u>	<u>5,000</u>
PRINTING	<i>Direct Costs - Program</i>			
	Printing	500	1,750	1,250
	Total	<u>500</u>	<u>1,750</u>	<u>1,250</u>
RENT	<i>Direct Costs - Program</i>			
	SC Works Charleston - Northwood's Properties	348,624	348,624	-
	Total	<u>348,624</u>	<u>348,624</u>	<u>-</u>
COMMUNICATIONS	<i>Direct Costs - Program</i>			
	Spirit Communications - SCWC	30,135	30,135	-
	Spirit Communications - SCWD	12,375	12,375	-
	Verizon Wireless - Business Services	1,099	1,099	-
	Total	<u>43,609</u>	<u>43,609</u>	<u>-</u>
TRAINING & EDUCATION	<i>Direct Costs - Program</i>			
	Training - Staff	1,000	500	(500)
	Total	<u>1,000</u>	<u>500</u>	<u>(500)</u>
OFFICE EQUIPMENT	<i>Direct Costs - Program</i>			
	Computers	7,500	5,000	(2,500)
	Cameras - SC Works Charleston	-	6,000	6,000
	Cameras - SC Works Dorchester	-	2,921	2,921
	Signage - SC Works Dorchester	-	2,200	2,200
	Virtual Reality Training Equipment	-	125,000	125,000
	Server Room Equipment	10,000	7,500	(2,500)
	Misc	5,000	7,500	2,500
	Total	<u>22,500</u>	<u>156,121</u>	<u>133,621</u>
MISCELLANEOUS	<i>Direct Costs - Program</i>			
	Miscellaneous	3,000	3,000	-
	SC Works Job Fairs	-	10,235	10,235
	Total	<u>3,000</u>	<u>13,235</u>	<u>10,235</u>
CONTRACT SERVICES	<i>Direct Costs - Program</i>			
	SC Works Center Operator - Ross	408,000	408,000	-
	Adult/DLW Program Provider - Ross	750,000	1,082,373	332,373
	Youth Provider - Ross	846,000	1,084,235	238,235
	Total	<u>2,004,000</u>	<u>2,574,608</u>	<u>570,608</u>
TRAINING & EDUCATION	<i>Direct Costs - Program</i>			
	Incumbent Worker Funds	100,000	75,000	(25,000)
	On the Job Training	115,000	115,000	-
	Total	<u>215,000</u>	<u>190,000</u>	<u>(25,000)</u>
		<u>3,402,580</u>	<u>4,066,626</u>	<u>664,046</u>

MEMORANDUM

Date: February 12, 2024
To: Trident Workforce Development Board (TWDB)
From: Katie Paschall, Finance Manager
Subject: December 2023 Financial Report Overview

Please find attached the December 31, 2023 WIOA Financial Report. Below is a brief overview of the activities for FY24.

Revenues

- The **Federal Allocation** and **Carry-In** revenue is the revenue recognized due to the expenditures for this fiscal year. This allocation is received from SC Department of Employment and Workforce (SCDEW) and budgeted based on the allocation received.
- **Engage, Build, and Serve (EBS)** are discretionary funds received from SCDEW to advance business engagement, sector partnerships, community and participant outreach, and comprehensive career and training services.
- **Shared Costs (Rent Income)** are the funds received from Partners in the SC Works Trident facilities through the MOU agreements.

Expenditures

Administration Cost

- **Personnel Costs, Benefits, and Indirect** are the BCDCOG staff salaries, benefits, and indirect.
- **Dues & Memberships** is the TWDB's Charleston Metro Chamber of Commerce membership renewal, and Greater Summerville Chamber of Commerce membership renewal.
- **Equipment and Maintenance** is staff equipment subscriptions.
- **Training Education** is staff registration for the Workforce Symposium.

Operating Cost

- **Personnel Costs, Benefits, and Indirect** are the BCDCOG staff salaries, benefits, and indirect.
- **Automotive** is fuel and vehicle maintenance costs for the Mobile Career Coach Van.
- **Contract Services** includes the cost of marketing services, website maintenance and hosting, and the cost of electric and labor to move cubicles in the resource room for recarpeting & painting of SC Works Charleston resource center.
- **Equipment Rental** is the cost to lease the SC Works facilities Xerox copier machines.
- **Agency Insurance** is the cost to insure WIOA property at the SC Works facilities.

MEMORANDUM

- **Office Equipment Maintenance** is the cost associated with maintaining WIOA equipment. This includes the print charges of all SC Works facilities copiers, IT technician costs, and other IT costs relating the servers and equipment at each facility.
- **Supplies** is IT supplies for SC Works Charleston and SCWorks Dorchester wire runs and relocations.
- **Printing** is the cost to print business services materials.
- **Rent** is the cost to lease the SC Works Charleston facility.
- **Communications** includes internet and telephone communications at the SC Works facilities.
- **Furniture & Equipment** is the cost of furniture and equipment. The expenditure is the purchase of stackable chairs for SC Works Charleston, SC Works Dorchester camera and server equipment, and a TV monitor wall mount.
- **Miscellaneous** is the cost of website domain hosting, the business expo booth registration, the SC Works Job fair, and van gps tracking.

Program Cost

- **Ross Contract Services** is the cost of services provided by Ross Innovative Employment Solutions Corp. This includes program services and training costs for the Adult, Dislocated, and Youth programs. It also includes program costs associated with being the One Stop Operator and the management of each SC Works facility.
- **Training and Education-IWT** is the cost of incumbent worker training needed to retain a competitive workforce. Such training is meant to assist with expansion, new technology, retooling, new services/product lines, and/or new organizational structuring, or to be used as part of a layoff aversion strategy. IWT is a cost reimbursement program to employers in this region.
- **Training and Education-OJT** is the On-the-Job-Training for participants of the WIOA program.

Fiscal year to date, WIOA expenditures total \$1,761,328 as of December 31, 2023. If you have any questions, please contact me at 843-529-2588 or katiep@bcdco.org.

**BERKELEY CHARLESTON DORCHESTER COUNCIL OF GOVERNMENTS
 WORKFORCE INNOVATION AND OPPORTUNITY ACT
 BUDGET TO ACTUAL
 FOR THE PERIOD ENDED DECEMBER 31, 2023**

**%
 COMPLETE
 50%**

	BUDGET FY 23/24 PY 22/23	FY24 ACTUAL	BALANCE	% of BUDGET
REVENUE				
FEDERAL ALLOCATION	2,271,746	472,469	1,799,277	21%
CARRY-IN	770,762	1,046,628	(275,866)	136%
ENGAGE, BUILD, & SERVE (EBS)	172,000	128,951	43,049	75%
SHARED COSTS (RENT INCOME)	188,072	113,280	74,792	60%
TOTAL REVENUE	3,402,580	1,761,328	1,641,252	52%
EXPENDITURES				
ADMINISTRATION COST				
PERSONNEL COSTS	136,833	51,365	85,468	38%
BENEFITS	78,173	31,919	46,254	41%
INDIRECT	85,293	32,805	52,488	38%
AUTOMOTIVE	50	-	50	0%
DUES & MEMBERSHIPS	1,517	1,150	367	76%
TRAVEL	200	-	200	0%
OFFICE EQUIPMENT MAINT.	-	180	(180)	N/A
TRAINING & EDUCATION	300	450	(150)	150%
MISCELLANEOUS	200	-	200	0%
TOTAL ADMINISTRATION	302,566	117,869	184,697	39%
OPERATING COST				
PERSONNEL COSTS	137,023	58,236	78,787	43%
BENEFITS	78,281	36,188	42,093	46%
INDIRECT	85,465	37,193	48,272	44%
AUTOMOTIVE	750	309	441	41%
CONTRACT SERVICES	37,641	19,006	18,635	50%
EQUIPMENT RENTAL	20,245	6,180	14,065	31%
AGENCY INSURANCE	1,580	1,607	(27)	102%
REPAIRS & MAINTENANCE	250	-	250	0%
OFFICE EQUIPMENT MAINT	97,046	50,959	46,087	53%
SUPPLIES	3,500	4,071	(571)	116%
PRINTING	500	867	(367)	173%
RENT	348,624	174,312	174,312	50%
COMMUNICATIONS	43,609	21,523	22,086	49%
TRAINING & EDUCATION	1,000	-	1,000	0%
FURNITURE & EQUIPMENT	22,500	13,009	9,491	58%
MISCELLANEOUS	3,000	8,047	(5,047)	268%
TOTAL OPERATING COST	881,014	431,507	449,507	49%
PROGRAM COST				
CONTRACT SERVICES				
Ross Innovative Employment Solutions	2,004,000	1,155,031	848,969	58%
TRAINING & EDUCATION- IWT	100,000	29,344	70,656	29%
TRAINING & EDUCATION- OJT	115,000	27,577	87,423	24%
TOTAL PROGRAM COST	2,219,000	1,211,952	1,007,048	55%
TOTAL EXPENDITURES	3,402,580	1,761,328	1,641,252	52%
Carry-In FY 24/25	392,310			12%

**BERKELEY-CHARLESTON-DORCHESTER COUNCIL OF GOVERNMENTS
 WORKFORCE INNOVATION AND OPPORTUNITY ACT
 CONTRACT PERIOD: 7/1/2023 - 6/30/2024
 FOR THE PERIOD ENDED DECEMBER 31, 2023**

ALL FUNDS

BUDGET	Adult	Dislocated Worker	Youth	Admin	EBS	Total
PROGRAM	861,589	906,720	971,633	-	172,000	2,911,942
FUNDS TRANSFERRED PY22 FUNDS	140,253	(140,253)	-	-	-	-
FUNDS TRANSFERRED PY23 FUNDS	-	-	-	-	-	-
ADMIN	93,069	111,647	97,850	302,566	-	302,566
SHARED COSTS (RENT INCOME)	178,668	9,404	-	-	-	188,072
TOTAL BUDGET	1,273,579	887,518	1,069,483	302,566	172,000	3,402,580
ADMINISTRATION COST						
PERSONNEL COSTS	-	-	-	48,734	2,631	51,365
BENEFITS	-	-	-	30,440	1,479	31,919
INDIRECT	-	-	-	31,086	1,719	32,805
AUTOMOTIVE	-	-	-	-	-	-
CONTRACTED SERVICES	-	-	-	-	-	-
DUES & MEMBERSHIPS	-	-	-	1,150	-	1,150
OFFICE EQUIPMENT MAINT	-	-	-	180	-	180
TRAVEL	-	-	-	-	-	-
TRAINING & EDUCATION	-	-	-	450	-	450
FACILITY IMPROVEMENTS	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-
TOTAL ADMINISTRATION	-	-	-	112,040	5,829	117,869
OPERATING COST						
PERSONNEL COSTS	53,833	4,403	-	-	-	58,236
BENEFITS	33,452	2,736	-	-	-	36,188
INDIRECT	34,381	2,812	-	-	-	37,193
AUTOMOTIVE	236	12	61	-	-	309
CONTRACT SERVICES	17,945	1,061	-	-	-	19,006
EQUIPMENT RENTAL	5,871	309	-	-	-	6,180
AGENCY INSURANCE	1,527	80	-	-	-	1,607
REPAIRS & MAINTENANCE	-	-	-	-	-	-
OFFICE EQUIPMENT MAINT	48,313	2,543	103	-	-	50,959
SUPPLIES	3,867	204	-	-	-	4,071
PRINTING	824	43	-	-	-	867
RENT	105,921	5,575	62,816	-	-	174,312
COMMUNICATIONS	20,331	1,071	121	-	-	21,523
TRAINING	-	-	-	-	-	-
FURNITURE & EQUIPMENT	12,359	650	-	-	-	13,009
MISCELLANEOUS	7,626	401	20	-	-	8,047
TOTAL OPERATING COST	346,486	21,900	63,121	-	-	431,507
PROGRAM COST						
CONTRACT SERVICES						
Ross Innovative Employment Solutions	634,950	27,645	398,658	-	93,778	1,155,031
TRAINING & EDUCATION- IWT	-	-	-	-	29,344	29,344
TRAINING & EDUCATION- OJT	26,548	-	1,029	-	-	27,577
TOTAL PROGRAM COST	661,498	27,645	399,687	-	123,122	1,211,952
TOTAL PROJECT COSTS	1,007,984	49,545	462,808	112,040	128,951	1,761,328



PY23 OJT Report: July 1, 2023 - June 30, 2024

	Job Title	Industry Cluster	Duration	Date	Salary	Status	Outcome	Reverse Referral	Comments
1	ARD/Warehouse Associate-01	Manufacturing	12 weeks	7/11/2023	\$ 17.70	Open	N/A	Yes	
2	SCDMV/Licensing Specialist III-02	Business	12 Weeks	8/2/2023	\$ 16.50	Open	N/A	Yes	
3	ARD/Warehouse Associate-03	Manufacturing	12 weeks	7/27/2023	\$ 17.70	Closed	Unsuccessful	Yes	Participant never returned to complete shift/ Career Coach stated he didn't like it.
4	SCDMV/Licensing Specialist III-04	Business	12 weeks	8/2/2023	\$ 17.58	Open	N/A	Yes	
5	AcuteHVACR/Service Technician-05	Trades	12 weeks	8/28/2023	\$ 18.00	Closed	Unsuccessful	Yes	Conflict/ insubordination
6	ARD/Warehouse Associate-06	Manufacturing	12 weeks	8/22/2023	\$ 17.35	Open	N/A	Yes	
7	Winternational-Welder-07	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
8	Winternational-Welder-08	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
9	Winternational-Welder-09	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
10	Winternational-Welder-10	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
11	Winternational-Welder-11	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
12	Winternational-Welder-12	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
13	Winternational-Welder-13	Manufacturing/Trades	12 weeks	8/28/2023	\$ 21.00	Open	N/A	Yes	
14	SCDMV/Licensing Specialist III-14	Business	12 weeks	9/5/2023	\$ 16.50	Open	N/A	Yes	
15	ARD/Warehouse Associate-15	Manufacturing	12 weeks	9/1/2023	\$ 17.35	Closed	Unsuccessful	No	Walked out and didn't return
16	SCDMV/Licensing Specialist - 16	Business	12 weeks	10/2/2023	\$ 16.88	Open	N/A	Yes	
17	SCDMV/Licensing Specialist - 17	Business	12 Weeks	11/2/2023	\$ 17.67	Open	N/A	Yes	
18	Ard Logistics/ Warehouse Associate - 18	Manufacturing	12 Weeks	11/15/2023	\$ 17.00	Closed	Unsuccessful	No	Terminated
19	W-International-Welder-19	Manufacturing/Trades	12 Weeks	12/11/2023	\$ 21.00	Open	N/A	Yes	
20	W-International-Welder-20	Manufacturing/Trades	12 Weeks	12/11/2023	\$ 14.00	Open	N/A	Yes	
21	W-International-Welder-21	Manufacturing/Trades	12 Weeks	11/6/2023	\$ 14.00	Open	N/A	Yes	
22	W-International-Welder-22	Manufacturing/Trades	12 Weeks	11/6/2023	\$ 14.00	Open	Unsuccessful	Yes	No Longer Employed
23	W-International-Welder-23	Manufacturing/Trades	12 Weeks	11/6/2023	\$ 14.00	Open	Unsuccessful	Yes	Never Started
24	AcuteHVACR/Service Technician-24	Trades	12 Weeks	11/8/2023	\$ 22.00	Open	Unsuccessful	Yes	Terminated (1/15/2024)
25	W-International-Welder-19	Manufacturing/Trades	12 Weeks	12/11/2023	\$ 14.00	Open	N/A	Yes	
26	W-International-Welder 20	Manufacturing/Trades	12 Weeks	12/11/2023	\$ 14.00	Open	N/A	Yes	



PY23 OJT Report: July 1, 2023 - June 30, 2024

	Job Title	Industry Cluster	Duration	Date	Salary	Status	Outcome	Reverse Referral	Comments
27	W-International-Welder-25	Manufacturing/Trades	12 Weeks	12/11/2023	\$ 14.00	Open	N/A	Yes	
28	W-International-Welder-26	Manufacturing/Trades	12 Weeks	12/11/2023	\$ 21.00	Open	N/A	Yes	

Report Date:	1/5/24 2:00 PM	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-24	TOTAL
SC Works Berkeley								
Center Utility								
Total Client Visits		43	92	71	72	11	25	314
Job Seeker Services								
New SCWOS Registrations		96	89	87	142	126	74	614
Business Services								
New SCWOS Registrations		21	4	2	3	1	0	31
New Job Orders		347	348	291	237	278	225	1,726
New Job Openings		349	348	291	242	304	278	1,812
New Job referrals		494	682	502	877	624	534	3,713
Career or Job Fairs		0	0	1		0	0	1
Career, Hiring, Job Fair Event (Attendees)		0	0	103		0	0	103
SC Works Charleston								
Center Utility								
Total Client Visits		1,175	1,367	1,167	1,376	1,213	998	7,296
Job Seeker Services								
New SCWOS Registrations		289	34	263	222	190	318	1,316
Business Services								
New SCWOS Registrations		15	19	9	20	21	11	95
New Job Orders		823	1,037	785	557	737	642	4,581
New Job Openings		833	1,962	848	893	3,166	1358	9,060
New Job referrals		2,577	3,292	2,506	3,012	2,120	2307	15,814
Career or Job Fairs (attendees)		1	18	378	59	0	0	456
Career or Job Fairs		4	4	2	3	0	1	14
Career or Job Fairs Virtual		1	3	1	4	1	4	14
Career or Job Fairs Virtual (attendees)		4	3	22	3	0	7	39
SC Works Dorchester								
Center Utility								
Total Client Visits		87	103	102	103	127	119	641
Job Seeker Services								
New SCWOS Registrations		80	3	59	109	90	68	409
Business Services								
New SCWOS Registrations		6	0	2	1	2	2	13
New Job Orders		131	163	142	89	106	124	755
New Job Openings		131	192	142	121	135	147	868
New Job referrals		558	569	422	580	466	425	3,020
Career or Job Fairs		0	0	1		0	0	1
Career or Job Fairs (attendees)		0	0	174		0	0	174

Unemployment Update: An analysis of the 73,569 job openings advertised online in South Carolina that posted a wage indicated that the median posted annual wage was \$45,612 on January 4, 2024. The top three employers in South Carolina with the highest number of job openings advertised online were Prisma Health (1,640), Ingles Markets Inc. (1,203), and McDonald's Corporation (893). There were 31,357 potential candidates in the workforce system that were looking for work in South Carolina on January 4, 2024. There were 73,569 job openings advertised online in South Carolina on January 4, 2024. There were 31,357 potential candidates in the workforce system that were looking for work in South Carolina on January 4, 2024. The estimated total number of unemployed (seasonally adjusted) in November 2023 for South Carolina was 73,346. The total number of job openings advertised online was 130,040. There were 0.56 unemployed per job opening advertised online in November 2023 for South Carolina (Jobs De-duplication Level 2). The most common minimum education requirement on jobs advertised online in South Carolina on January 4, 2024 is a High School Diploma or Equivalent with 5.85% of the total jobs posted by employers, and 12,280 candidate résumés in the workforce system. The second most common requirement is a No Minimum Education Requirement with 3.10% of the total jobs posted by employers. The third most common requirement is a Bachelor's Degree with 2.93% of the total jobs posted by employers, and 5,115 candidate résumés in the workforce system. There were 63,760 job openings advertised online that did not specify a minimum education requirement. The top three occupations in South Carolina with the highest 2030 projected employment were Office and Administrative Support (300,198), Sales and Related (259,857), and Food Preparation and Serving Related (234,618). The most common minimum experience requirement on jobs advertised online in South Carolina on January 4, 2024 is 1 Year to 2 Years with 93.45% of the total jobs posted by employers, and 1,044 candidate résumés in the workforce system. The second most common requirement is Entry Level with 3.48% of the total jobs posted by employers. The third most common requirement is 2 Years to 5 Years with 1.75% of the total jobs posted by employers, and 2,694 candidate résumés in the workforce system. The total civilian preliminary labor force (seasonally adjusted) for South Carolina in November 2023 was 2,471,696, of which 2,398,350 were employed and 73,346 were unemployed. The unemployment rate was 3.0% percent. The total civilian labor force (seasonally adjusted) for United States in November 2023 was 168,260,000, of which 161,969,000 were employed and 6,291,000 were unemployed. The unemployment rate was 3.7% percent.. The top three industry sectors in South Carolina with the highest number of employees in 2023 were Total, All Industries (2,240,413), Health Care and Social Assistance (298,716), and Retail Trade (265,115). The 2006 population of South Carolina was estimated at 4,357,847. The 1996 population of South Carolina was estimated at 3,796,200. This represents a -12.89% change from 2006.

SC Works Berkeley Notes: An analysis of the 1,650 job openings advertised online in Berkeley that posted a wage indicated that the median posted annual wage was \$37,739 on January 4, 2024. The top three employers in Berkeley with the highest number of job openings advertised online were Berkeley County School District (287), Berkeley County, SC (45), and Santee Cooper (38). There were 12,373 potential candidates in the workforce system in Berkeley on January 4, 2024. There were 1,650 job openings advertised online in Berkeley on January 4, 2024. There were 12,373 potential candidates in the workforce system in Berkeley. The estimated total number of unemployed (not seasonally adjusted) in November 2023 for Berkeley was 3,116. The total number of job openings advertised online was 3,165. There were 0.98 unemployed per job opening advertised online in November 2023 for Berkeley (Jobs De-duplication Level 2). The most common minimum education requirement on jobs advertised online in Berkeley on January 4, 2024, is a No Minimum Education Requirement with 8.18% of the total jobs posted by employers. There were 1,289 job openings advertised online that did not specify a minimum education requirement. The most common minimum experience requirement on jobs advertised online in Berkeley on January 4, 2024, is 1 Year to 2 Years with 86.72% of the total jobs posted by employers, and 416 candidate résumés in the workforce system. The average weekly wage for Berkeley in Q2 2023 was \$1,182. This would be equivalent to \$29.55 per hour or \$61,464 per year, assuming a 40-hour week worked the year round. The most common desired salary of potential candidates in the workforce system that are looking for work in Berkeley on January 4, 2024, is \$35,000 - \$49,999 with 2,966 candidate résumés in the workforce system. The total civilian preliminary labor force (not seasonally adjusted) for Berkeley in November 2023 was 118,890, of which 115,774 were employed and 3,116 were unemployed. The unemployment rate was 2.6% percent. The top three industry sectors in Berkeley with the highest number of employees in 2023 were Total, All Industries (63,791), Manufacturing (9,151), and Retail Trade (8,260). The 2006 population of Berkeley was estimated at 159,501. The 1996 population of Berkeley was estimated at 131,130. This represents a -17.79% change from 2006.

SC Works Charleston Notes: An analysis of the 10,956 job openings advertised online in Charleston that posted a wage indicated that the median posted annual wage was \$55,504 on January 4, 2024. The top three employers in Charleston with the highest number of job openings advertised online were Charleston County School District (466), HCA Healthcare, Inc. (243), and Roper St. Francis Healthcare (220). There were 13,075 potential candidates in the workforce system in Charleston on January 4, 2024. There were 10,956 job openings advertised online in Charleston on January 4, 2024. There were 13,075 potential candidates in the workforce system in Charleston. The estimated total number of unemployed (not seasonally adjusted) in November 2023 for Charleston was 5,500. The total number of job openings advertised online was 19,561. There were 0.28 unemployed per job opening advertised online in November 2023 for Charleston (Jobs De-duplication Level 2). The most common minimum education requirement on jobs advertised online in Charleston on January 4, 2024 is a High School Diploma or Equivalent with 5.36% of the total jobs posted by employers, and 5,043 candidate résumés in the workforce system. There were 9,618 job openings advertised online that did not specify a minimum education requirement. The most common minimum experience requirement on jobs advertised online in Charleston on January 4, 2024 is 1 Year to 2 Years with 93.66% of the total jobs posted by employers, and 434 candidate résumés in the workforce system. The average weekly wage for Charleston in Q2 2023 was \$1,194. This would be equivalent to \$29.85 per hour or \$62,088 per year, assuming a 40-hour week worked the year round. The most common desired salary of potential candidates in the workforce system that are looking for work in Charleston on January 4, 2024 is \$35,000 - \$49,999 with 3,113 candidate résumés in the workforce system. The top three industry sectors in Charleston with the highest number of employees in 2023 were Total, All Industries (273,108), Health Care and Social Assistance (42,624), and Accommodation and Food Services (36,496). The 2006 population of Charleston was estimated at 334,826. The 1996 population of Charleston was estimated at 299,718. This represents a -10.49% change from 2006.

SC Works Dorchester Notes: An analysis of the 2,199 job openings advertised online in Dorchester that posted a wage indicated that the median posted annual wage was \$39,520 on January 4, 2024. The top three employers in Dorchester with the highest number of job openings advertised online were HCA Healthcare, Inc. (70), Food Lion (59), and Berkeley County School District (49). There were 12,226 potential candidates in the workforce system in Dorchester on January 4, 2024. There were 2,199 job openings advertised online in Dorchester on January 4, 2024. There were 12,226 potential candidates in the workforce system in Dorchester. The estimated total number of unemployed (not seasonally adjusted) in November 2023 for Dorchester was 2,167. The total number of job openings advertised online was 3,817. There were 0.57 unemployed per job opening advertised online in November 2023 for Dorchester (Jobs De-duplication Level 2). The most common minimum education requirement on jobs advertised online in Dorchester on January 4, 2024 is a High School Diploma or Equivalent with 6.00% of the total jobs posted by employers, and 4,858 candidate résumés in the workforce system. There were 1,908 job openings advertised online that did not specify a minimum education requirement. The most common minimum experience requirement on jobs advertised online in Charleston on January 4, 2024 is 1 Year to 2 Years with 93.66% of the total jobs posted by employers, and 434 candidate résumés in the workforce system. The most common minimum experience requirement on jobs advertised online in Dorchester on January 4, 2024 is 1 Year to 2 Years with 91.45% of the total jobs posted by employers, and 401 candidate résumés in the workforce system. This would be equivalent to \$29.85 per hour or \$62,088 The average weekly wage for Dorchester in Q2 2023 was \$985. This would be equivalent to \$24.63 per hour or \$51,220 per year, assuming a 40-hour week worked the year round. The most common desired salary of potential candidates in the workforce system that are looking for work in Dorchester on January 4, 2024 is \$35,000 - \$49,999 with 2,921 candidate résumés in the workforce system. The total civilian preliminary labor force (not seasonally adjusted) for Charleston in November 2023 was 233,463, of which 227,963 were employed and 5,500 were unemployed. The unemployment rate was 2.4% percent. The total civilian preliminary labor force (not seasonally adjusted) for Dorchester in November 2023 was 86,241, of which 84,074 were employed and 2,167 were unemployed. The unemployment rate was 2.5% percent. The top three industry sectors in Dorchester with the highest number of employees in 2023 were Total, All Industries (39,105), Manufacturing (6,031), and Retail Trade (5,168). The 2006 population of Dorchester was estimated at 120,136. The 1996 population of Dorchester was estimated at 87,122. This represents a -27.48% change from 2006.

TWDB PERFORMANCE REVIEW COMMITTEE

ELIGIBLE TRAINING PROVIDER SCORECARD - Adult & Dislocated Workers

Provider	Program	Carryover from PY2022	Entered training in PY2023	Total # entered Training	Total Still in Training	Total Unsuccessful	Total Successfully Completed	Total Exited	Total Completed with Certification/Credential	Total Employed	Total Employed in Field or Related Field of Training	% of Total Employed in field or related field	# with Benefits	Average Wage Earnings	Cost of Training Per Participant	Total Cost of Training for all Participants in program	Overall Rating Score Per Program
Air Conditioning and Refrigeration Training Center	Basic Training for HVAC Technicians- Residential/Light Commercial AC & Heat Pump Service		5	5	5										\$7,200.00	\$36,000.00	
Medcerts	HI-4000 Electronic Health Records and Reimbursement Specialist		1	1	1										\$4,000.00	\$4,000.00	
Medcerts	IT-2000: IT Helpdesk Administrator	1	3	4	3	1		1							\$4,000.00	\$16,000.00	6%
Coding Clarified, LLC	Professional Medical Coding Curriculum		2	2	2										\$4,999.00	\$9,998.00	
PSI Project Management, Inc.	Project Management Training Program for PMP/CAPM Exam Prep and Project Managers	1	1	2	1	1		1							\$2,499.00	\$4,998.00	6%
Valley Coach and Logistics Driving Training School	Truck Driver-CDL	3	21	24	1	4	19	23	14	3	3	21%	3	\$25.50	\$6,500.00	\$149,500.00	45%
Palmetto Training Inc.	CDL	20	10	30	13	5	8	18	8	5	5	50%	5	\$24.16	\$5,900.00	\$177,000.00	61%
Palmetto School of Career Development	Medical Billing and Coding	1		1	0		1	1	1						\$4,075.00	\$4,075.00	41%
Lowcounty Medical Training Center	Clinical Medical Assistant		1	1	1										\$4,384.00	\$4,384.00	
LaTrice D. Ferguson School of Nursing Assistants	PCT Bundle		1	1			1	1	1						\$6,050.00	\$6,050.00	35%
Safety Compliance Solutions, LLC	Heavy Equipment Operator- HEO	1		1			1	1	1						\$7,000.00	\$7,000.00	
STVT- DBA Miller-Motte College	CDL	10	22	32	12	0	20	20	14	9	9	45%	9		\$4,500.00	\$207,000.00	56%
Second Chance Job Center	Pre-Apprenticeship Certificate Training (Electrical)	1		1	1	0									\$5,700.00	\$5,700.00	
Totals		54	69	122	40	15	63	81	52	22	22		22		\$111,994.00	\$685,132.00	

Scorecard Guide: From Rating Sheet Point value

Successful Completion: Successful Completion/Total Exited

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

Total Employed = Total Employed/Total Exited

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

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

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


Color Code:

- Below 75%
- Above 75%
- Exceeds (100%)
- At Benchmark (75%)
- Enrolled
- Incomplete

*Under % of Total Employed in field or related field, numbers in "red" indicates below benchmark of 75%. "Black" indicates 75% or higher. *


WIOA PERFORMANCE DASHBOARD (Ross IES Performance)

PROGRAM YEAR 23 (July 1, 2023 to June 30, 2024)

 BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER			1st Quarter PY23			2nd Quarter PY23			PY23 Total
Report Date:	2/12/24 3:07 PM		July	Aug	Sept	Oct	Nov	Dec	Total
WIOA PROGRAM									
Attended WIOA Informational Sessions (Adult)			30	71	24	45	29	40	239
SC Works Berkeley			4	25	4	11	5	9	58
SC Works Charleston			21	38	14	21	18	26	138
SC Works Dorchester			5	8	6	13	6	5	43
Attended WIOA Informational Sessions (DW)			0	2	3	4	3	2	14
SC Works Berkeley			0	0	0	0	2	0	2
SC Works Charleston			0	1	1	3	1	2	8
SC Works Dorchester			0	1	2	1	0	0	4
Attended Orientation (Youth)			6	68	19	21	13	13	140
SC Works Berkeley			3	16	4	9	1	4	37
SC Works Charleston			2	40	13	6	7	8	76
SC Works Dorchester			1	12	2	6	5	1	27
Met Eligibility Requirements (Adult)			29	41	28	32	36	20	186
SC Works Berkeley			1	6	3	3	3	1	17
SC Works Charleston			28	34	22	23	24	15	146
SC Works Dorchester			0	1	3	6	9	4	23
Met Eligibility Requirements (DW)			0	2	3	4	3	2	14
SC Works Berkeley			0	0	0	0	2	0	2
SC Works Charleston			0	1	1	3	1	2	8
SC Works Dorchester			0	1	2	1	0	0	4
Met Eligibility Requirements (Youth)			3	14	15	9	13	5	59
SC Works Berkeley			0	2	1	3	4	1	11
SC Works Charleston			3	12	13	6	6	0	40
SC Works Dorchester			0	0	1	0	3	4	8
Enrolled in WIOA Program (Adult-new)			29	40	28	32	36	20	185
SC Works Berkeley			1	6	3	3	3	1	17
SC Works Charleston			28	33	22	23	24	15	145
SC Works Dorchester			0	1	3	6	9	4	23
Enrolled in WIOA Program (DW-new)			0	2	3	4	3	2	14
SC Works Berkeley			0	0	0	0	2	0	2
SC Works Charleston			0	1	1	3	1	2	8
SC Works Dorchester			0	1	2	1	0	0	4
Enrolled in WIOA Program (Youth-new)			3	14	15	9	13	5	59
SC Works Berkeley			0	2	1	3	4	1	11
SC Works Charleston			3	12	13	6	6	0	40
SC Works Dorchester			0	0	1	0	3	4	8
Total Served in WIOA Program (Adult): Carry-In= 184 New= 185									369
Total Served in WIOA Program (DW): Carry-In= 6 New= 14									20
Total Served in WIOA Program (Youth) Carry-In= 25 New =59									84
TRAINING									
Entered Training (during the month)			3	20	10	7	18	8	66
Diversified Manufacturing			0	0	0	0	0	0	0
Transportation/Logistics			2	8	6	6	8	3	33
Healthcare			0	0	2	0	0	0	2
IT Services			0	1	0	0	1	0	2
Trade/Construction			1	11	2	1	9	5	29
Hospitality/Tourism			0	0	0	0	0	0	0
Total received Training (Adults) PY23									123
Total received Training (DWs) PY23									3
Total received Training (Youth) PY23									20
Credential Earned (Adult & DW)			11	7	5	11	1	2	37

WIOA PERFORMANCE DASHBOARD (Ross IES Performance)

PROGRAM YEAR 23 (July 1, 2023 to June 30, 2024)

 BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER			1st Quarter PY23			2nd Quarter PY23			PY23 Total
Report Date:	2/12/24 3:07 PM		July	Aug	Sept	Oct	Nov	Dec	Total
Diversified Manufacturing			0	0	0	0	0	0	0
Transportation/Logistics			9	7	5	7	1	1	30
Healthcare			2	0	0	4	0	1	7
IT Services			0	0	0	0	0	0	0
Trade/Construction			0	0	0	0	0	0	0
Hospitality/Tourism			0	0	0	0	0	0	0
GED			0	0	0	0	0	0	0
Youth Credentials Earned			3	0	0	1	1	1	6
EMPLOYMENT									
Entered Employment (WIOA)			20	14	11	8	1	3	57
Entered Employment with an OJT			4	1	3	3	9	1	21
Youth Employment 2nd QTR			14	4	1	7	4	3	33
Youth Employment 4th QTR			1	2	0	9	1	8	21