



Bay Consortium Workforce Development Board, Inc.

Wednesday, May 27, 2020

11:00 AM

Executive Committee Meeting

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Draft Agenda

Bay Consortium Workforce Development Board, Inc.
Executive Committee Meeting
Wednesday, May 27, 2020

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—January 29, 2020 Meeting
- IV. Public Comment
- V. Old Business
- VI. New Business
 - a. Quarterly Reports
 - b. Proposed 20-21 Budget
- VII. Executive Director’s Update
- VIII. Other Items for Discussion
- IX. Public Comment
- X. Adjournment

**Executive Committee Meeting
Draft Minutes
Wednesday, January 29, 2020
10:00 A.M.**

The Executive Committee met Wednesday, January 29, 2020, at the Northern Neck Planning District Office, 457 Main Street, Warsaw, VA 22572.

Call to Order: Ken Knull called the meeting to order at 10:00 a.m.

Roll Call: Present were Debbye Warf, Marjorie Lampkin, Josh Gemerek, and Percy Pollard. Not present was Dennis Parsons, Steve Goodall, and Melvin Carter. Others present were Jackie Davis, Steven Golas, and Katlyn Moss, Bay WDB Staff.

Approval of Minutes: A motion was made to approve the Executive Committee meeting minutes from the October 30, 2019 meeting. The motion was seconded and carried by a unanimous vote.

Public Input: There was no public input.

One-Stop Committee: Debbye Warf gave the committee update. She discussed the addition of monthly technical assistance calls and that the common intake form was not yet available. She also reviewed the WIOA Personally Identifiable Information Policy and the WIOA Priority of Service Policy with members.

Performance & Accountability Committee: Jackie Davis gave the committee report. She discussed the Quarterly Reports, noting that everyone was meeting either their 40% Minimum Training Expenditure Requirement or 20% Work Experience Expenditure Requirement. She also noted that more outreach may be needed to better reach the counties that did not have any participants.

Labor Market Committee: Jackie Davis gave the committee update. Ken Knull asked looking into providing food for committee meetings in hopes of increasing attendance.

Board Development Committee: Josh Gemerek gave the committee update. He noted that Jackie Davis and he had an in depth discussion on the Board Manual, and that the committee would review it again, as well as each committee reviewing it, before bringing it to the full Board for approval. Jackie Davis led a discussion on a new approach to attendance letters.

Youth Council: Marjorie Lampkin gave the committee update. She noted that a quorum was present for the first time in almost a year, and that was due to attempts to rotate meeting locations, but the council agreed meeting in Warsaw seemed to be what was working best. She reviewed the WIOA Youth Incentive Policy and the WIOA Work Experience Procedure Policy with members, both which had arisen from monitoring visits.

Old Business: There was no old business.

New Business: Jackie Davis discussed the revision of the Economic Equity Initiative Grant and the addition of the Rapid Response funds to the PY 2019-2020 budget. A motion was made to send the revised budget to the Board, which was seconded and approved, with Marjorie Lampkin abstaining. It was recommended that a success story be written and shared about the WestRock Rapid Response. Jackie Davis also reviewed Funds Transfer Impact Analysis with members, stating that they were looking to transfer \$200,000 from Dislocated Worker funds to Adult funds, which was a bump up from previous years \$150,000. A motion was made to send the Transfer Funds Request to the full Board for approval, which was seconded and approved, with Marjorie Lampkin abstaining.

Executive Director Update: Jackie Davis let members know that staff had been working on community outreach, including resource councils and chamber of commerce events. She also let members know that the Fredericksburg Center had a food basket for those who were coming in hungry and Debbye Warf stated that it had been very beneficial. Marjorie Lampkin let members know that Rappahannock Community College has a food pantry through the food bank for students and staff. Jackie Davis updated members on the Business Services Team meetings. Ken Knull asked if an Executive Director Update Outline could be provided in the Board meeting packet.

Other Items for Discussion: Jackie Davis noted that the February 5, 2020 Board meeting would be at the West Point Library and would start at 10:15 am since the library does not open until 10 am. She also mentioned that new members would be invited to attend this Board meeting and there was still a vacancy for a Caroline County business representative. She also let members know the Local Elected Officials Board would be meeting February 11, 2020.

Public Input: There was no public input.

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,
Katlyn Moss

Performance Reports

Rappahannock Goodwill Industries												
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20		
Customer Summary Information												
Planned Number of Participants for PY	100			100			100					
Total Participants Served	58			72			94					
Percent of Planned	58%			72%			94%			-		
New Clients Enrolled this Quarter	8			14			22					
WIOA Adult	38			49			60					
WIOA Dislocated Worker	20			23			34					
Follow Up Information												
Total Follow-Ups Required	88			80			75					
Total Follow-Ups Completed	88			80			75					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Adult Program - 72.5%	83.3%	5	# employed	87.5%	14	# employed	100.0%	10	# employed	66.7%	4	# employed
		6	# exited		16	# exited		10	# exited		6	# exited
WIOA Dislocated Worker Program - 85%	71.4%	5	# employed	90.9%	10	# employed	100.0%	13	# employed	-	5	# employed
		7	# exited		11	# exited		13	# exited		5	# exited
Employment 4th Quarter after Exit												
WIOA Adult Program - 79%	62.5%	10	# employed	100.0%	6	# employed	100.0%	6	# employed	-		# employed
		16	# exited		6	# exited		6	# exited			# exited
WIOA Dislocated Worker Program - 85%	85.7%	18	# employed	100.0%	5	# employed	57.1%	4	# employed	-		# employed
		21	# exited		5	# exited		7	# exited			# exited
Median Earnings 2nd Quarter after Exit												
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00		
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00		
Credential Attainment within Four Quarters after Exit												
WIOA Adult Program - 65.5%	80.0%	12	# credentialed	100.0%	5	# credentialed	66.7%	4	# credentialed	-		# credentialed
		15	# exited		5	# exited		6	# exited			# exited
WIOA Dislocated Worker Program - 70%	71.4%	15	# credentialed	100.0%	4	# credentialed	71.4%	5	# credentialed	-		# credentialed
		21	# exited		4	# exited		7	# exited			# exited
Measurable Skills Gain												
WIOA Adult Program - Baseline%	32.4%	11	# gained	3.0%	1	# gained	27.6%	8	# gained	-		# gained
		34	# exited		33	# exited		29	# exited			# exited
WIOA Dislocated Worker Program - Baseline%	30.8%	4	# gained	0.0%	0	# gained	29.4%	5	# gained	-		# gained
		13	# exited		12	# exited		17	# exited			# exited
40% Minimum Training Expenditure Requirement												
57.01%	WIOA Adult Program	65.1%	\$ 20,336.61	Training Expenditures	60.3%	\$ 59,859.87	Training Expenditures	62.7%	\$ 100,366.75	Training Expenditures	-	Training Expenditures
			\$ 31,219.63	Total Expenditures		\$ 99,201.58	Total Expenditures		\$ 160,077.25	Total Expenditures		Total Expenditures
	WIOA Dislocated Worker Program	6.1%	\$ 1,098.15	Training Expenditures	31.6%	\$ 15,766.40	Training Expenditures	46.7%	\$ 41,310.34	Training Expenditures	-	Training Expenditures
			\$ 17,873.62	Total Expenditures		\$ 49,943.93	Total Expenditures		\$ 88,439.40	Total Expenditures		Total Expenditures

George Washington Planning District 16 Data

3rd Quarter PY 19

Customer Summary Information

Spotsylvania County New Clients Enrolled this Quarter		9
	WIOA Adult	27
	WIOA Dislocated Worker	9
Stafford County New Clients Enrolled this Quarter		7
	WIOA Adult	17
	WIOA Dislocated Worker	13
Caroline County New Clients Enrolled this Quarter		1
	WIOA Adult	1
	WIOA Dislocated Worker	7
King George County New Clients Enrolled this Quarter		1
	WIOA Adult	9
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		4
	WIOA Adult	6
	WIOA Dislocated Worker	4

Rappahannock Community College

		1st Quarter PY 19 7/1/19 - 9/30/19		2nd Quarter PY 19 10/1/19 - 12/31/19		3rd Quarter PY 19 1/1/20 - 3/31/20		4th Quarter PY 19 4/1/20 - 6/30/20						
Customer Summary Information														
Planned Number of Participants for PY		72		72		72								
Total Participants Served		82		100		117								
Percent of Planned		114%		139%		163%		-						
New Clients Enrolled this Quarter		7		16		17								
WIOA Adult		77		94		111								
WIOA Dislocated Worker		5		6		6								
Follow Up Information														
Total Follow-Ups Required		64		87		93								
Total Follow-Ups Completed		64		87		93								
Total Follow-Up Not Completed		0		0		0		0						
Employment 2nd Quarter after Exit														
WIOA Adult Program - 72.5%		75.0%	3	# employed	72.7%	8	# employed	91.3%	21	# employed	-		# employed	
			4	# exited		11	# exited		23	# exited			# exited	
WIOA Dislocated Worker Program - 85%		100.0%	1	# employed	100.0%	1	# employed	-	1	# employed	-		# employed	
			1	# exited		1	# exited		1	# exited			# exited	
Employment 4th Quarter after Exit														
WIOA Adult Program - 79%		71.4%	10	# employed	66.7%	2	# employed	50.0%	1	# employed	-		# employed	
			14	# exited		3	# exited		2	# exited			# exited	
WIOA Dislocated Worker Program - 85%		100.0%	1	# employed	-	0	# employed	100.0%	1	# employed	-		# employed	
			1	# exited		0	# exited		1	# exited			# exited	
Median Earnings 2nd Quarter after Exit														
WIOA Adult Program		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00			
WIOA Dislocated Worker Program		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00			
Credential Attainment within Four Quarters after Exit														
WIOA Adult Program - 65.5%		100.0%	7	# credentialed	100.0%	2	# credentialed	100.0%	2	# credentialed	-		# credentialed	
			7	# exited		2	# exited		2	# exited			# exited	
WIOA Dislocated Worker Program - 70%		100.0%	1	# credentialed	-	0	# credentialed	100.0%	1	# credentialed	-		# credentialed	
			1	# exited		0	# exited		1	# exited			# exited	
Measurable Skills Gain														
WIOA Adult Program - Baseline%		40.0%	16	# gained	27.5%	11	# gained	36.4%	16	# gained	-		# gained	
			40	# exited		40	# exited		44	# exited			# exited	
WIOA Dislocated Worker Program - Baseline%		66.7%	2	# gained	50.0%	1	# gained	-	0	# gained	-		# gained	
			3	# exited		2	# exited		0	# exited			# exited	
40% Minimum Training Expenditure Requirement														
67.87%	WIOA Adult Program		75.0%	\$38,212.60	Training Expenditures	59.9%	\$ 39,366.10	Training Expenditures	79.0%	\$118,431.16	Training Expenditures	-		Training Expenditures
				\$50,917.76			Total Expenditures			\$ 65,700.35				
	WIOA Dislocated Worker Program		3.7%	\$ 568.70	Training Expenditures	2.5%	\$ 568.70	Training Expenditures	2.2%	\$ 568.70	Training Expenditures	-		Training Expenditures
				\$15,189.72			Total Expenditures			\$ 22,605.84				

Northern Neck Planning District 17 Data

		3rd Quarter PY 19
Customer Summary Information		
Lancaster County New Clients Enrolled this Quarter		2
	WIOA Adult	15
	WIOA Dislocated Worker	1
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Adult	16
	WIOA Dislocated Worker	1
Richmond County New Clients Enrolled this Quarter		4
	WIOA Adult	22
	WIOA Dislocated Worker	1
Westmoreland County New Clients Enrolled this Quarter		3
	WIOA Adult	21
	WIOA Dislocated Worker	1

Middle Peninsula Planning District 18 Data

3rd Quarter PY 19

Customer Summary Information

Essex County New Clients Enrolled this Quarter		3
	WIOA Adult	4
	WIOA Dislocated Worker	1
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	1
King William County New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	2
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	2
Middlesex County New Clients Enrolled this Quarter		3
	WIOA Adult	11
	WIOA Dislocated Worker	0

Eastern Shore Community College																
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20			
Customer Summary Information																
Planned Number of Participants for PY	51				51				51							
Total Participants Served	51				52				60							
Percent of Planned	100%				102%				118%				-			
New Clients Enrolled this Quarter	16				1				8							
WIOA Adult	44				45				52							
WIOA Dislocated Worker	7				7				8							
Follow Up Information																
Total Follow-Ups Required	35				54				60							
Total Follow-Ups Completed	35				54				60							
Total Follow-Up Not Completed	0				0				0				0			
Employment 2nd Quarter after Exit																
WIOA Adult Program - 72.5%	88.9%	8	# employed	100.0%	9	# employed	71.4%	5	# employed	-		# employed				
		9	# exited		9	# exited		7	# exited			# exited				
WIOA Dislocated Worker Program - 85%	-	0	# employed	100.0%	3	# employed	100.0%	2	# employed	-		# employed				
		0	# exited		3	# exited		2	# exited			# exited				
Employment 4th Quarter after Exit																
WIOA Adult Program - 79%	50.0%	3	# employed	62.5%	5	# employed	100.0%	9	# employed	-		# employed				
		6	# exited		8	# exited		9	# exited			# exited				
WIOA Dislocated Worker Program - 85%	-	0	# employed	100.0%	3	# employed	-	0	# employed	-		# employed				
		0	# exited		3	# exited		0	# exited			# exited				
Median Earnings 2nd Quarter after Exit																
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00						
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00						
Credential Attainment within Four Quarters after Exit																
WIOA Adult Program - 65.5%	83.3%	5	# credentialed	100.0%	8	# credentialed	77.8%	7	# credentialed	-		# credentialed				
		6	# exited		8	# exited		9	# exited			# exited				
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	100.0%	3	# credentialed	-	0	# credentialed	-		# credentialed				
		0	# exited		3	# exited		0	# exited			# exited				
Measurable Skills Gain																
WIOA Adult Program - Baseline%	17.9%	7	# gained	53.3%	16	# gained	0.0%	0	# gained	-		# gained				
		39	# exited		30	# exited		24	# exited			# exited				
WIOA Dislocated Worker Program - Baseline%	0.0%	0	# gained	20.0%	1	# gained	0.0%	0	# gained	-		# gained				
		5	# exited		5	# exited		4	# exited			# exited				
40% Minimum Training Expenditure Requirement																
45.46%	WIOA Adult Program	61.3%	\$23,590.00	Training Expenditures	47.1%	\$28,690.00	Training Expenditures	48.0%	\$47,845.77	Training Expenditures	-		Training Expenditures			
			\$38,502.98	Total Expenditures		\$60,966.66	Total Expenditures		\$99,578.35	Total Expenditures			Total Expenditures			
	WIOA Dislocated Worker Program	56.7%	\$ 7,653.45	Training Expenditures	47.8%	\$11,544.25	Training Expenditures	36.4%	\$10,409.40	Training Expenditures	-		Training Expenditures			
			\$13,504.97	Total Expenditures		\$24,169.72	Total Expenditures		\$28,573.95	Total Expenditures			Total Expenditures			

Eastern Shore Planning District 22 Data

		3rd Quarter PY 19
Customer Summary Information		
Accomack County New Clients Enrolled this Quarter		7
	WIOA Adult	33
	WIOA Dislocated Worker	5
Northampton County New Clients Enrolled this Quarter		1
	WIOA Adult	19
	WIOA Dislocated Worker	3

SkillSource Group														
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20	
Customer Summary Information														
Planned Number of Participants for PY	54				54				54					
Total Participants Served	31				37				41					
Percent of Planned	57%				69%				76%				-	
New Clients Enrolled this Quarter	9				6				4					
WIOA Youth	31				37				41					
Follow Up Information														
Total Follow-Ups Required	16				18				21					
Total Follow-Ups Completed	16				18				21					
Total Follow-Up Not Completed	0				0				0				0	
Employment 2nd Quarter after Exit														
WIOA Youth - 66%	100.0%	1	# employed	-	0	# employed	-	0	# employed	-		# employed		
		1	# exited		0	# exited		0	# exited			# exited		
Employment 4th Quarter after Exit														
WIOA Youth - 62.8%	87.5%	7	# employed	75.0%	6	# employed	-	1	# employed	-		# employed		
		8	# exited		8	# exited		1	# exited			# exited		
Credential Attainment within Four Quarters after Exit														
WIOA Youth - 70%	87.5%	7	# credentialed	50.0%	4	# credentialed	100.0%	1	# credentialed	-		# credentialed		
		8	# exited		8	# exited		1	# exited			# exited		
Measurable Skills Gain														
WIOA Youth - Baseline %	8.0%	2	# gained	16.7%	4	# gained	19.2%	5	# gained	-		# gained		
		25	# exited		24	# exited		26	# exited			# exited		
20% Work Experience Expenditure Requirement														
25.39%	WIOA Youth	31.4%	\$ 9,457.68	Training Expenditures	23.9%	\$20,925.64	Training Expenditures	25.4%	\$ 32,431.03	Training Expenditures	-	Training Expenditures		
			\$ 30,091.26	Total Expenditures		\$87,562.56	Total Expenditures		\$ 127,715.88	Total Expenditures		Total Expenditures		

George Washington Planning District 16 Data

3rd Quarter PY 19

Customer Summary Information

Spotsylvania County New Clients Enrolled this Quarter		2
	WIOA Youth	15
Stafford County New Clients Enrolled this Quarter		1
	WIOA Youth	8
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	4
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	3
City of Fredericksburg New Clients Enrolled this Quarter		1
	WIOA Youth	11

Rappahannock Community College															
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20		
Customer Summary Information															
Planned Number of Participants for PY	42				42				42						
Total Participants Served	37				39				42						
Percent of Planned	88%				93%				100%				-		
New Clients Enrolled this Quarter	5				2				3						
WIOA Youth	37				39				42						
Follow Up Information															
Total Follow-Ups Required	10				10				8						
Total Follow-Ups Completed	10				10				8						
Total Follow-Up Not Completed	0				0				0				0		
Employment 2nd Quarter after Exit															
WIOA Youth - 66%	100.0%	2	# employed	75.0%	3	# employed	100.0%	2	# employed	-		# employed			
		2	# exited		4	# exited		2	# exited			# exited			
Employment 4th Quarter after Exit															
WIOA Youth - 62.8%	50.0%	1	# employed	50.0%	1	# employed	100.0%	2	# employed	-		# employed			
		2	# exited		2	# exited		2	# exited			# exited			
2															
WIOA Youth - 70%	50.0%	1	# credentialed	100.0%	2	# credentialed	100.0%	2	# credentialed	-		# credentialed			
		2	# exited		2	# exited		2	# exited			# exited			
Measurable Skills Gain															
WIOA Youth - Baseline %	21.7%	5	# gained	35.3%	6	# gained	5.3%	1	# gained	-		# gained			
		23	# exited		17	# exited		19	# exited			# exited			
20% Work Experience Expenditure Requirement															
31.30%	WIOA Youth	33.7%	\$10,421.52	Training Expenditures	27.3%	\$18,445.35	Training Expenditures	31.3%	\$ 33,549.03	Training Expenditures	-		Training Expenditures		
			\$30,923.03	Total Expenditures		\$67,626.52	Total Expenditures		\$ 107,183.40	Total Expenditures		Total Expenditures			

Northern Neck Planning District 17 Data

3rd Quarter PY 19

Customer Summary Information

Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	4
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Richmond County New Clients Enrolled this Quarter		1
	WIOA Youth	10
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	9

Middle Peninsula Planning District 18 Data

3rd Quarter PY 19

Customer Summary Information

Essex County New Clients Enrolled this Quarter		1
	WIOA Youth	12
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	1
King William County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		1
	WIOA Youth	3

Eastern Shore Community College													
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
Customer Summary Information													
Planned Number of Participants for PY	35			35			35						
Total Participants Served	22			30			34						
Percent of Planned	63%			86%			97%			-			
New Clients Enrolled this Quarter	5			7			4						
WIOA Youth	22			30			34						
Follow Up Information													
Total Follow-Ups Required	17			21			23						
Total Follow-Ups Completed	17			21			23						
Total Follow-Up Not Completed	0			0			0			0			
Employment 2nd Quarter after Exit													
WIOA Youth - 66%	85.7%	6	# employed	100.0%	2	# employed	50.0%	2	# employed	-		# employed	
		7	# exited		2	# exited		4	# exited			# exited	
Employment 4th Quarter after Exit													
WIOA Youth - 62.8%	100.0%	3	# employed	80.0%	4	# employed	-	5	# employed	-		# employed	
		3	# exited		5	# exited		7	# exited			# exited	
Credential Attainment within Four Quarters after Exit													
WIOA Youth - 70%	100.0%	3	# credentialed	75.0%	3	# credentialed	100.0%	6	# credentialed	-		# credentialed	
		3	# exited		4	# exited		6	# exited			# exited	
Measurable Skills Gain													
WIOA Youth - Baseline %	0.0%	0	# gained	50.0%	7	# gained	12.5%	2	# gained	-		# gained	
		19	# exited		14	# exited		16	# exited			# exited	
20% Work Experience Expenditure Requirement													
48.88%	WIOA Youth	75.7%	\$32,292.97	Training Expenditures	64.1%	\$36,692.46	Training Expenditures	48.9%	\$43,613.92	Training Expenditures	-	Training Expenditures	
			\$42,640.78	Total Expenditures		\$57,251.03	Total Expenditures		\$89,217.64	Total Expenditures		Total Expenditures	

Eastern Shore Planning District 22 Data

3rd Quarter PY 19

Customer Summary Information

Accomack County New Clients Enrolled this Quarter

3

WIOA Youth

22

Northampton County New Clients Enrolled this Quarter

1

WIOA Youth

12

3rd Quarter PY 2019

	Proposed Negotiated Level	Actual	% of Negotiated Level	Status
Adult Measures				
Employment 2nd Quarter after Exit	72.50	90.00	124%	E
Employment 4th Quarter after Exit	79.00	94.10	119%	E
Median Earnings 2nd Quarter after Exit	5750.00	5786.00	101%	E
Credential Attainment within 4 Quarters after Exit	65.50	76.50	117%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	
Dislocated Workers Measures				
Employment 2nd Quarter after Exit	85.00	94.10	111%	E
Employment 4th Quarter after Exit	85.00	62.50	74%	FTM
Median Earnings 2nd Quarter after Exit	8150.00	8988.00	110%	E
Credential Attainment within 4 Quarters after Exit	70.00	75.00	107%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	
Youth Measures				
Employment 2nd Quarter after Exit	66.00	66.70	101%	E
Employment 4th Quarter after Exit	62.80	80.00	127%	E
Credential Attainment within 4 Quarters after Exit	70.00	100.00	143%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	

BCWDB Performance Measure Definitions

Section 116 of the Workforce Innovation and Opportunity Act (WIOA) specifies the core metrics that the Local Workforce Development Boards (LWDB) and the state will be measured against. The following Indicators of Performance are part of the performance accountability system under WIOA:

Employment 2nd Quarter after Exit

The percentage of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program. **(Adult and Dislocated Workers)**
Participants in education, or training or employment in the 2nd quarter after exit. **(Youth)**

Employment 4th Quarter after Exit

The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program. **(Adult and Dislocated Workers)**
Participants in education, or training or employment in the 4th quarter after exit. **(Youth)**

Median Earnings 2nd Quarter after Exit

The median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program. **(Adult, Dislocated Workers, Youth)**

Credential Attainment within Four Quarters after Exit

The percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during program participation or within 1 year after exit from the program. **(Adult, Dislocated Workers, Youth)**

Measurable Skills Gain

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward a credential or employment. **(Adult, Dislocated Worker, Youth)**

*For Program Years 2018 and 2019, the following measures **will not** be included in the local negotiations process:*

- *Median Earnings 2nd Quarter after Exit - Youth*
- *Measurable Skills Gains -Adult, Dislocated Workers, and Youth*

Customer Survey

George Washington Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	143	0	65	23	0	48	0	0
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	282	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	282	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	282	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: 1. Melissa is amazing. 2. Thank you to everyone! 3. Staff was very knowledgeable. 4. Thank you helping with my resume.		
<i>Number of Visitors</i>	0	0	0	120	142			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	0	120	142			

Northern Neck Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	0	18	0	0	0	0	0	1
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	18	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	18	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	7	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: <ol style="list-style-type: none"> This program is the best thing that could ever happen to me. It gave me the chance to do what I want to do in life; a second chance. I like RCC. My mother has been telling to do this for years. Figuring it was about time to capitalize on the opportunity. 		
<i>Number of Visitors</i>	0	0	0	2	16			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	0	3	15			

Middle Peninsula Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	0	19	1	0	0	0	0	1
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	21	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	21	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	10	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: 1. David Schneider was exceptional in helping me. 2. Perfect 3. Everything was awesome. I'm satisfied. 4. Very helpful 5. The best 6. Flexible 7. Very Professional 8. Very knowledgeable and able to answer every question asked. 9. No complaints 10. Thank you		
<i>Number of Visitors</i>	0	0	0	1	20			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	0	1	20			

Eastern Shore Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	0	13	2	21	8	10	9	0
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	21	3						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	24	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	24	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: 1. So-so 2. Helpful 3. Polite workers 4. Not much to choose from 5. Friendly 6. Only a few jobs for low-skilled 7. Understood my needs		
<i>Number of Visitors</i>	0	0	7	9	8			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	7	9	8			

Success Stories

Rappahannock Goodwill Industries Success Story – George Washington

FF came to the WIOA program after he was honorably discharged from the military and relocated back to his home state of Virginia with his young, growing family. He was a Transitioning Service Member looking for employment in the IT field. FF was unemployed but had a bachelor's degree in Cyber Security, and experience in the military that would help him in his desired occupation. However, FF found that employers were looking for individuals with credentials to go along with their experience and education. He came to the WIOA program with the very reasonable goal of obtaining his Security+ credential in order to obtain employment in the IT field. Due to his veteran status, FF hit the top tier of the priority of service and was found eligible as an Adult. FF met with the Case Manager to develop his Individual Employment Plan (IEP) and lay out his roadmap to employment. He explored training providers before choosing MDTech Solutions, LLC. for their Security+ course. He started training the beginning of December 2019 and completed his Security+ course by the beginning of January 2020. He took and passed his exam and earned his credential.

FF was transitioning to the Air Force Reserves and relocating out of state. The Case Manager and he met to search for jobs in the area he would be moving to. They targeted a handful of companies—both government and private sector—who were looking for veterans with IT credentials, training, and experience. They also tweaked his resume to fit with the jobs he was looking for. FF traveled back and forth between states for a few weeks looking at housing options and job openings with various companies. FF shared with the Case Manager that he had applied and interviewed with many companies and received multiple offers.

FF leveraged his military experience, education, and Security+ certification to obtain a position with a multi-billion-dollar global IT company. FF was diligent and cooperative during his training and was willing to go the extra mile to reach his goals and get his training and credential. With his military background, education, and the credential received through WIOA funding, FF is well on his way to the career that he has worked so hard for.

Rappahannock Community College Success Story - Northern Neck

In Fall 2019, D. came into RCC, completed the common intake form and met the priority of service guidelines for WIOA. He had earned his A & S degree from Rappahannock Community College but wanted to enroll in CDL training. As a child, D. had cerebral palsy and was left with a slight limp. I suggested he get his DOT physical to be sure there were no issues, which he did. He passed! He was enrolled in WIOA and began training in January 2020. CDS, the training provider, voiced concerns about his ability to complete the training. I had no hesitation about his ability to pass but wondered if employers would consider him a high liability risk. D. completed his training, received his CDL license in February and began applying for jobs. In March, D. started a new job as a CDL driver. Congratulations! D. has been a pleasure to work with and always expresses his appreciation for our help.

Rappahannock Community College Success Story – Middle Peninsula

JC came to the Workforce office seeking training to obtain his CDL license. He was funded through WIOA. He was a single father of one son and unemployed. JC sought resources as well to assist with homelessness. He met many barriers to successful completion of his initial training including transportation and housing. HE had to miss days of training to work when he didn't have money to take care of himself or his son. Although, he did not miss enough days that would have failed him from the training. The training provider agreed to continue working with him at their facility in Woodford to try and get his completion and credentials. He had scheduling conflicts and continued to face transportation barriers to successfully complete the additional training. The original OST provider dismissed JC from their program due to non-compliance of training requirements. The workforce team understood JC's hardships and barriers and continued to seek ways to assist him in his goals in obtaining CDL licensure. Several months of working with JC and keeping him engaged led to JC finding another provider that would provide him a refresher course and test him. WIOA provided JC with additional training and supportive services funding, as he was in a better place to continue and complete training. He spent four days in a refresher course and passed his CDL test obtaining his license. Below is a transcribed excerpt from a recently received letter from Joseph.

Letter from Participant to Rappahannock Community College Career Services Specialist

Dear Mr. Schneider,

I want to thank all of you that stuck with me and helped me through to get my CDL license. Thank you, Mr. Perry, Mrs. Lampkin, and the whole workforce team that believed in me. Because of all of you, I now have a successful career that is great for me and my son. This is such a great place from where I was before. I thank you all for helping me with my finances and everything. I hope this program can get even bigger so other people like me can make a difference in the community. Thank all of you so much and God bless all of you.

Sincerely, JC

Eastern Shore Community College Success Stories – Eastern Shore

Story #1

PP is an Adult who started training at ESCC last spring and enrolled in the Early Childhood Education Career Studies Certificate program. PP did well both semesters in her training as she received A's and B's and made the Dean's list. PP is currently working on the 2nd part of her training having enrolled in the Early Childhood Education Associate Degree. PP said that she has plans to work in the local public-school system, preferably elementary School. PP has completed 15 credits of her degree training.

Story #2

MM is a DW enrolled in the Business Management Associate Degree training and has an anticipated graduation date of spring 2020. MM has endured a lot but has come through and managed to succeed. MM was laid off from his job in 2017 after a permanent closure of the company he worked for. MM enrolled in training after the layoff. While enrolled in classes, MM re located to Alabama for a job that allowed him to gain some work experience. MM continued

taking online classes at ESCC and eventually moved back to the Eastern Shore after his temporary job ended. We are excited for the anticipated graduation of MM and the career that MM will have.

SkillSource Group Youth Success Story – George Washington

AN is a 20-year-old male who enrolled in the Bay Consortium WIOA Youth Program just after graduating from Caroline County High School in May 2019. He was raised in rural Caroline County, an only child, was diagnosed with learning difficulty at a young age, coupled with social anxiety and depression. Beginning with our initial phone call, it was obvious that his mother, Mrs. Nelson, wanted to shelter AN from anything that would cause him to be uncomfortable and/or anything less than a success. After discussing different aspects of the program during approximately 7 conversations and by sending her links with program information, AN's mom made an appointment and brought him into the Fredericksburg Workforce Center.

At that point, AN began to speak for himself. He discussed his inability to speak in front of groups, his upbringing in a rural residence, and how he had only worked 2 jobs which were given to him by family on their farms nearby. He had never had an interview, never talked much to strangers, or was inclined to support himself. He did now. He talked in the enrollment interview with more positivity than what his mother had portrayed.

AN immediately talked about commercial driving school, forklift driving, and heavy equipment operations. He wanted formal training in one of these paths and to begin a career for himself to gain self-sufficiency. He was very open to the idea of coming to a Leadership Workshop. He attended our Leadership Seminar on 9/7/2019. During the seminar, he engaged and spoke up several times, showing new self-confidence.

AN began Commercial Driving School, and immediately was taken aback by the book learning. Within the first week he called his case manager to talk about available tutoring to help him with comprehension. Our Adult Basic Education partner provided a tutor up to 5 hours per week, helping AN through the first 3 weeks of the school. The next several weeks were learning to drive, maneuvers, and testing all parts of the truck. AN did exceedingly well with this part and was very proud.

While going through this class, both inside and outside the classroom AN also attended two Financial Literacy workshops, one on Budgeting and one on Savings. He worked in the center Resource Room several times during and after the CDL license was granted on January 6, 2020 to search for an entry level job. Due to his young age, AN was turned down many times for job interviews. However, AN, having come quite a long way with his confidence and support, told his Case Manager, "I don't want to go back and work on my neighbors farm, or have my dad call my Uncle to do some landscaping Christine – I want a full time job making good money because I have a trade and I am a good, dedicated worker!"

AN definitely was a success already, with working many hours on his resume to make sure it was accurate and attending job fairs. He also would stop trucks in the parking lot to ask them if they were hiring. Employees in the center often stopped and asked, "how is that big ole sweet young guy doing – he is so dedicated to looking for a job. All he talks about is getting some

experience and someone giving him a chance”. An employer, Old Dominion Fence, Inc., has given him a chance and hired AN for truck driving while training to be a forklift operator as well, transporting to Northern VA, DC, and the surrounding counties.

Rappahannock Community College Youth Success Story – Northern Neck

Many of our participants have a bumpy road when trying to improve their lives. A few of them have huge boulders in their way. This was the case for C. She was a referral from the public-school system as both she and her husband had dropped out of school when she had her son. Her husband and mother-in-law were present at every appointment. Case manager’s experience as a former DSS Family Services Supervisor assisted in the quick realization that this was a domestic violence situation. The stated time for taking assessments was extended and case manager spent the additional hour alone with C. creating a safety plan for her and providing resource information. C’s attendance at court-ordered GED and parenting classes was sporadic, only as her husband allowed. The case manager worked with the GED program, which allowed leniency given her situation. Case manager met alone with C. after each GED class to encourage her, teach her about the dynamics of abuse and continue providing resources. Additionally, case manager utilized information provided by client to safely support her in a court hearing by meeting alone with the lawyers to change the outcome. After a recent escalation in violence, her husband was arrested and is serving jail time. C. has now safely relocated out of the area, has gained unsubsidized employment and is enrolling in GED classes online in her new locality. Case manager has encouraged her to get counseling and to continue to develop her support system. She and her son are now both safe and look forward to the future.

Rappahannock Community College Youth Success Story – Middle Peninsula

TB knew that he wanted to be a tradesman as he enjoyed working with his hands. After high school graduation, he began working for an HVAC company as a helper but quickly realized that it was not the career pathway for him. He became interested in welding. He completed his stick welding (SMAW) course with great remarks from his instructor. He passed his SMAW credential and enrolled in gas metal welding. In the midst of that course, the college switched to online training only due to the Coronavirus pandemic. His case manager and welding instructor still communicate with him regularly to keep him engaged. However, TB is making the most of this time and found another job. Starting next week, he will be working for a propane company assembling, disassembling, and repairing gas tanks. He will receive training on the job and when that is complete, he will get his own company truck. The company has already agreed to ensure that TB is able to make it to all of his night welding classes once they resume. He is excited that he will be able to use his welding skills at work and plans to take all welding courses that RCC offers.

Eastern Shore Community College Youth Success Stories – Eastern Shore

Story #1

B & T are twins who are inseparable. It is very difficult to tell them apart. Where there is one, there is the other. They are identical. When I met both of them last year, their attendance was poor and their grades were Okay. They both needed classes and especially SOL’s in order to

graduate this year. They started their senior year as term graduates, meaning they still had verified credits to earn. In addition, a beloved aunt and a cousin passed away. This could have been an obstacle in the past. However, this year, they soldiered on, each earning WISE Financial Literacy certificates and passed WorkKeys assessments. The twins passed all of their class tests and maintained GREAT grades. They are ready to graduate and move on to the next stage in young adulthood. They hope to take classes at ESCC next fall in the Early Childhood program.

Story #2

BB is an OSY who completed the C.N.A. training recently. BB was employed at place where she did not want to work and decided she needed a change. BB came to ESCC to take a nursing training to begin her career. BB succeeded in the C.N.A training as she received A's and B's in her classes and has graduated from the C.N.A training. BB is currently employed at a Nursing Home as a C.N.A. BB has hopes of returning to school at ESCC to enroll in the LPN.

Bay Consortium Workforce Development Board, Inc.
PY 2020-2021 Budget

MEMORANDUM

To: Bay Consortium Workforce Development Board

From: Jackie Davis, Executive Director

Date: May 19, 2020

Subject: Proposed Budget for Fiscal Year 2020 - 2021

I have provided you the proposed operational budget for the Bay Consortium Workforce Development Board, Inc. for the July 1, 2020 to June 30, 2021 fiscal year. This document contains data that would support an annual operation that includes a board staff of four full time positions, funding to support Bay WDB quarterly Committee and Board meetings, funding to support Local Elected Officials meetings, funding to support one Comprehensive One-Stop Center located in Fredericksburg, VA, three non-comprehensive Workforce Centers (Warsaw, Saluda, and Onley), and funding to support youth programs in the Workforce Development Area. Total projected revenue for the year is \$1,500,116.16 (based on Department of Labor and VCCS WIOA Allocations). Total projected expenses are \$1,430,544.57. Total unobligated reserves are \$69,571.59. The following represents a percentage breakout:

WDB Support/WDB Staff	24%
Contracts/Programs	72%
Unobligated Reserve	5%

This proposed budget represents my professional judgment concerning the levels of projected revenues and expenditures necessary to provide the services required by the Workforce Innovation and Opportunity Act (WIOA) and the various grants and other such funding received by Bay WDB.

Should you have questions or need additional information regarding this matter, please feel free to contact me at any time.

Bay Consortium Workforce Development Board, Inc.
PY 2020-2021 Proposed Budget

Revenue	Projected PY 19-20			
	PY 19-20 Approved	Projected PY 20-21	Carryover	Total PY 20-21
WIOA Admin	\$ 138,764.20	\$ 123,258.10	\$ -	\$ 123,258.10
WIOA Adult	\$ 461,581.70	\$ 339,275.70	\$ 62,790.56	\$ 402,066.26
WIOA Dislocated	\$ 526,497.03	\$ 429,136.20	\$ 12,500.00	\$ 441,636.20
WIOA Youth	\$ 613,957.98	\$ 340,911.00	\$ 75,029.72	\$ 415,940.72
Economic Equity Initiative	\$ 200,000.00	\$ -	\$ 110,999.97	\$ 110,999.97
Management Fee (One-Stop)	\$ 6,214.91	\$ 6,214.91	\$ -	\$ 6,214.91
Rapid Response IWT	\$ 26,300.00	\$ -	\$ -	\$ -
Total Revenue	\$ 1,973,315.82	\$ 1,238,795.91	\$ 261,320.25	\$ 1,500,116.16
Expenses				
Board	PY 19-20 Approved	Actual	Projected	Proposed PY20-21
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00
Audit	\$ 15,500.00	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00
Dues/Publications	\$ 500.00	\$ 22.59	\$ 22.59	\$ 500.00
Employee Salaries	\$ 193,744.66	\$ 167,751.86	\$ 193,744.66	\$ 193,744.66
Employee Benefits	\$ 58,123.40	\$ 50,917.44	\$ 58,123.40	\$ 58,123.40
Employee Taxes	\$ 17,921.38	\$ 16,292.47	\$ 17,921.38	\$ 17,921.38
Equip. Purchase	\$ 1,500.00	\$ 1,361.73	\$ 1,361.73	\$ 1,500.00
Equip. Rental	\$ 3,500.00	\$ 4,359.61	\$ 4,500.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ -	\$ -	\$ 750.00
Insurance	\$ 7,000.00	\$ 5,241.00	\$ 5,241.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 9,166.67	\$ 9,999.96	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 1,824.36	\$ 1,824.36	\$ 2,000.00
Postage	\$ 500.00	\$ 235.39	\$ 335.39	\$ 500.00
Printing	\$ 500.00	\$ -	\$ -	\$ 500.00
Telephone/Communications	\$ 6,500.00	\$ 6,047.05	\$ 6,715.67	\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 4,771.64	\$ 4,771.64	\$ 5,000.00
Staff Travel	\$ 12,750.00	\$ 14,811.97	\$ 15,500.00	\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00	\$ 8,480.62	\$ 9,000.00	\$ 13,500.00
Board Total	\$ 351,789.44	\$ 307,984.40	\$ 345,761.78	\$ 356,439.44
Programs	PY 19-20 Approved	Actual	Projected	Proposed PY20-21
SUB AREA 16 Adult/Dislocated	\$ 350,309.34	\$ 276,869.88	\$ 330,298.69	\$ 248,497.03
SUB AREA 17 and 18 Adult/Dislocated*	\$ 261,754.16	\$ 198,048.68	\$ 259,358.73	\$ 195,972.95
SUB AREA 22 Adult/Dislocated	\$ 192,903.93	\$ 145,354.88	\$ 164,337.25	\$ 165,784.39
SUB AREA 16 YOUTH	\$ 210,519.14	\$ 152,993.56	\$ 177,097.68	\$ 116,847.39
SUB AREA 17 and 18 YOUTH*	\$ 172,693.75	\$ 121,540.95	\$ 154,963.08	\$ 105,668.22
SUB AREA 22 YOUTH	\$ 132,198.05	\$ 95,071.83	\$ 128,168.48	\$ 77,338.28
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ -	\$ 682.20	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 33,333.92	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 180,000.00	\$ 55,078.40	\$ 76,003.12	\$ 103,996.88
RAPID RESPONSE IWT	\$ 26,300.00	\$ 23,197.50	\$ 23,197.50	\$ -
Programs Total	\$ 1,586,678.36	\$ 1,101,489.60	\$ 1,364,106.73	\$ 1,074,105.13
Expense Total	\$ 1,938,467.80	\$ 1,409,474.00	\$ 1,709,868.51	\$ 1,430,544.57
Unobligated Reserve	\$ 34,848.02			\$ 69,571.59
Total	\$ 1,973,315.82			\$ 1,500,116.16

<u>Advertising</u>	Advertising related to the Request for Proposal (RFP) process and annual plan. Ads are run in all WIOA jurisdiction newspapers.
<u>Audit Expense</u>	Required by DOL and State (VCCS). Includes all WIOA Funded Programs, other non WIOA funding sources administered by Bay WDB Inc., and preparation of the IRS Form 990.
<u>Dues and Publications</u>	Local and State newspapers and dues for various association memberships.
<u>Employee Fringe Benefits</u>	Includes health insurance, dental insurance, supplemental health insurance, and retirement. This total is not to exceed 30% of base salary. Each staff is given flexibility to choose their own products.
<u>Employee Salaries</u>	Salaries for Executive Director, Fiscal and Program Specialist, Program Specialist, and Program Liason.
<u>Equipment Purchase</u>	To replace existing equipment should failure occur.
<u>Equipment Rental</u>	Lease agreement with Cobb Technology for copying, faxing, scanning, and printing. Lease is for approximately \$300.00 per month. (amount will vary based on usage)
<u>Equipment Repair</u>	General repair for existing equipment.
<u>Insurance</u>	WDB carries four basic policies 1) General liability and building contents. 2) Officers and Directors liability. 3) Workers Compensation. and 4) Fidelity Bond.
<u>Office Rent</u>	Monthly rate of \$833.34 per lease with Northern Neck Planning District.
<u>Office Supplies</u>	General office supplies.
<u>Payroll Taxes</u>	Includes employer payroll taxes - Social Security, Medicare, and Unemployment Tax.
<u>Postage and Delivery</u>	On going - daily mailings.
<u>Printing and Reproduction</u>	Printing various reports, forms, and marketing materials.
<u>Professional Fees/Services</u>	Legal and consulting fees as necessary.
<u>Staff Training</u>	Various State and national workshops, seminars and training offered specific to areas of responsibility.
<u>Staff Travel</u>	Reimbursement to staff for use of personal vehicles for work duties @ 57.5 cents per mile (IRS 2020 Standard Mileage Rates). Also includes meals, tolls, parking, etc.

Telephone/Communications Telephone service - includes local lines, fax line, 800 in-coming line, internet access, conference calling, and cost for hosting Bay WDB Webpage. All lines and services are supported by MetroCast, Inc. and Microsoft Exchange.

Workforce Development Board Reimbursement to Workforce Development Board and CLEO members for travel @57.5 cents per mile (IRS 2020 Standard Mileage Rates). and other allowable expenses—workshops, seminars, training, etc.