



**Bay Consortium Workforce Development Board, Inc.**

**Executive Committee**

**Wednesday, November 6, 2024**

**11:00 a.m.**

**Table of Contents**

**Agenda ..... 3**  
**Executive Committee Meeting Minutes ..... 4**  
**BCWDB PY 24 – 25 Budget..... 6**  
**BCWDB 15-01 Self-Sufficiency Policy – Update..... 7**

**Agenda**  
**Bay Consortium Workforce Development Board, Inc.**  
**Executive Committee**  
**Wednesday, November 6, 2024**  
**11:00 am**

- I. Call to Order – Greg Moon, *Chair***
- II. Approval of Minutes – August 7, 2024**
- III. Public Comment**
- IV. New Business**
  - A. Reports**
    - i. Business and Workforce Services Committee – Carley Walker, *Chair***
    - ii. Operations and Performance Committee – Jennifer Bowhey, *Chair***
      - a. Request for Proposals (RFP)**
        - i. Youth RFP**
        - ii. Adult & Dislocated Worker RFP**
        - iii. One Stop Operator RFP**
    - iii. Policy and Strategic Planning Committee – Jarrod Elwell, *Chair***
      - a. BCWDB 15-01 Self-Sufficiency Policy – Update**
    - iv. Communications Committee – Kyle Allwine, *Chair***
- V. Old Business**
- VI. Executive Director’s Update – Jackie Davis, *Executive Director***
  - A. Review VWL 24-02 Requirement for Local Plan Policy**
  - B. Strategic Plan**
  - C. Center Certifications**
- VII. Other Items for Discussion**
- VIII. Public Comment**
- IX. Adjournment**

**Bay Consortium Workforce Development Board, Inc.**  
**Executive Committee Meeting Minutes**  
**Wednesday, August 7, 2024**  
**11:00 am**

- I. Call to Order:** Greg Moon called the meeting to order at 11:00 a.m.
- II. Welcome and Introductions:** The Executive Committee introduced themselves to each other in the beginning of the meeting.
- III. Roll Call:**

*Executive Committee Attendance*

|                        |                  |
|------------------------|------------------|
| <i>Greg Moon</i>       | Present          |
| <i>Ashley Forbes</i>   | Absent           |
| <i>Ian Ginger</i>      | Present          |
| <i>Joshua Gemerek</i>  | Present, Virtual |
| <i>Jarrold Elwell</i>  | Present          |
| <i>Carley Walker</i>   | Present          |
| <i>Kyle Allwine</i>    | Present, Virtual |
| <i>Jennifer Bowhey</i> | Present          |

There was a physical quorum. Also present were Jackie Davis and Lauren Fallin.

- IV. Approval of Minutes – April 24, 2024:** Ian Ginger made a motion to approve the meeting minutes from the April 24, 2024 meeting, and Jennifer Bowhey seconded the motion, passing it unanimously.
- V. Public Comment:** There was no public comment.
- VI. Business and Workforce Services Committee:** Carley Walker noted that in the Business and Workforce Services Committee meeting, One Stop Manager Jessica Weber gave the One Stop Report and reported that there has been an increase in attendance across all of the Virginia Career Works centers (Fredericksburg: 11% increase, Northern Neck/Warsaw: 49%, Eastern Shore: 54%). She also noted that Jacob McCaleb provided the Business Services report to the committee and noted that he is working on a Business Services Plan with Jackie Davis. Carley announced that the committee voted on the One Stop Center Policy and approved it to be sent to the Executive Committee, and that the committee advocates streamlining services for job seeking. Carley Walker made a motion to approve the One Stop Center Policy and send it to the Board for approval, and Jarrod Elwell seconded the motion, passing it unanimously.
- VII. Operations and Performance Committee:** Jennifer Bowhey reported to the Executive Committee that the Operations and Performance Committee nominated their Chair as Jennifer Bowhey and Vice Chair as Beverly Davis. Steven Golas presented the Quarterly Report to the committee, and Makalia Records gave the committee an update on the Coastal Resiliency Grant. Jennifer also noted that the committee made a motion to get further guidance for the RFP from the Executive Committee. Ian Ginger made a motion for the Executive Committee to continue with our 3 RFP providers, and have option #3 as an alternative, and Carley Walker seconded the motion, passing it unanimously to be

approved by the Board.

- VIII. Policy and Strategic Planning Committee:** Jarrod Elwell reported to the Executive Committee that the Policy and Strategic Planning Committee elected him as Chair and Melissa Sheffield as Vice Chair of the committee. Jarrod also noted that the committee voted on the approval of the previous meeting's minutes, approval of the by-laws, and approval of the ETPL. Ian Ginger made a motion to approve the by-laws, and Jarrod Elwell seconded the motion, passing it unanimously to be approved by the Board. Ian Ginger also made a motion to approve the ETPL for Peace of Mind Nursing Training Center, and Carley Walker seconded the motion, passing it unanimously to be approved by the Board.
- IX. Communications Committee:** Kyle Allwine reported to the Executive Committee that the Communications Committee discussed creating and administering a communications plan and metrics, and elected the Chair of the committee as Kyle Allwine, and the Vice Chair of the committee as Sara Carroll. Kyle also noted that the Communications Committee approved the Event Coordination Policy to be sent to the Executive Committee for approval. Carley Walker made a motion to approve the Event Coordination Policy and send it to the Board for approval, and Ian Ginger seconded the motion, passing it unanimously.
- X. Old Business:** There was no old business to be discussed.
- XI. New Business:**
- A. BCWDB PY 24 – 25 Proposed Budget:** Jackie Davis presented the BCWDB PY 24 – 25 Proposed Budget to the Executive Committee. Carley Walker made a motion to approve the PY 24 -- 25 Proposed Budget and send it to the Board for approval, and Ian Ginger seconded the motion, passing it unanimously.
- XII. Executive Director's Update:** Jackie Davis presented the Executive Director's Update to the Executive Committee. Jackie reported that she has been working on diversifying funding within the Bay Consortium Workforce Development Board and has submitted a grant application for curriculum enhancement in the Eastern Shore. Jackie also reported that she has applied to a GO Virginia grant to spread more awareness of our programs in our region, talent development and attraction, and branding.
- XIII. Other Items for Discussion:** There were no other items for discussion.
- XIV. Public Comment:** There was no old business.
- XV. Adjournment:** With there being no further business to discuss, Greg Moon adjourned the meeting at 12:03 p.m.

Respectfully submitted,  
Lauren Fallin

## BCWDB PY 24 – 25 Budget

| <b>Bay Consortium Workforce Development Board</b> |                                |                                |
|---|--------------------------------|--------------------------------|
| <b>PY 24-25 Proposed Budget</b>                   |                                |                                |
| <b>Revenue</b>                                    | <b>Approved PY23-24 Budget</b> | <b>Proposed PY24-25 Budget</b> |
| <b>Total WIOA Title I</b>                         |                                |                                |
| Admin   | \$ 194,666.90                  | \$ 117,503.32                  |
| Adult   | \$ 528,906.38                  | \$ 431,344.41                  |
| Dislocated  | \$ 423,495.29                  | \$ 346,486.20                  |
| Youth   | \$ 671,464.84                  | \$ 486,645.93                  |
| FieldPrint  | \$ 2,711.50                    | \$ 2,400.00                    |
| Locality  | \$ 92,070.38                   | \$ 99,758.00                   |
| Critical Sector Job Quality Grant                 | \$ 495,878.00                  | \$ 392,507.00                  |
| VCW Mgmt  | \$ 12,000.00                   | \$ 6,000.00                    |
| Transportation to Learn                           | \$ 25,000.00                   | \$ 13,839.29                   |
| Youth Outreach                                    | \$ 25,000.00                   | \$ 9,000.00                    |
| Career DWG  | \$ 54,167.00                   |                                |
| GOVA TPI  | \$ 198,190.58                  |                                |
| Community Project Funding                         |                                | \$ 200,000.00                  |
| <b>Total Revenue</b>                              | <b>\$ 2,723,550.87</b>         | <b>\$ 2,105,484.15</b>         |
| <b>Expenses</b>                                   |                                |                                |
| <b>Board</b>                                      | <b>Approved PY23-24 Budget</b> | <b>Proposed PY24-25 Budget</b> |
| Advertising                                       | \$ 500.00                      | \$ 500.00                      |
| Audit   | \$ 16,200.00                   | \$ 16,200.00                   |
| Dues/Publications                                 | \$ 500.00                      | \$ 500.00                      |
| Employee Salaries                                 | \$ 262,387.50                  | \$ 270,259.13                  |
| Employee Benefits                                 | \$ 78,716.25                   | \$ 81,077.74                   |
| Employee Taxes                                    | \$ 24,270.84                   | \$ 24,998.97                   |
| Equip. Purchase                                   | \$ 1,500.00                    | \$ 1,500.00                    |
| Equip. Rental                                     | \$ 4,000.00                    | \$ 4,000.00                    |
| Equip. Repair                                     | \$ 750.00                      | \$ 750.00                      |
| Insurance   | \$ 7,000.00                    | \$ 7,000.00                    |
| Office Rent                                       | \$ 10,000.00                   | \$ 10,000.00                   |
| Office Supplies                                   | \$ 2,000.00                    | \$ 2,000.00                    |
| Postage   | \$ 500.00                      | \$ 500.00                      |
| Printing  | \$ 500.00                      | \$ 500.00                      |
| Telephone/Communications/Webpa                    | \$ 7,500.00                    | \$ 7,500.00                    |
| Professional Fees/PT Staff                        | \$ 2,000.00                    | \$ 2,000.00                    |
| Professional Development                          | \$ 5,000.00                    | \$ 5,000.00                    |
| Staff Travel                                      | \$ 20,000.00                   | \$ 20,000.00                   |
| Board/CLEO Travel                                 | \$ 13,500.00                   | \$ 13,500.00                   |
| <b>Board Total</b>                                | <b>\$ 456,824.59</b>           | <b>\$ 467,785.83</b>           |
| <b>Programs</b>                                   | <b>Approved PY23-24 Budget</b> | <b>Proposed PY24-25 Budget</b> |
| SUB AREA 16 Adult/Dislocated                      | \$ 286,923.75                  | \$ 262,777.11                  |
| SUB AREA 17 and 18 Adult/Dislocated               | \$ 243,551.05                  | \$ 119,444.14                  |
| SUB AREA 22 Adult/Dislocated                      | \$ 119,121.17                  | \$ 95,555.31                   |
| SUB AREA 16 YOUTH                                 | \$ 169,656.60                  | \$ 144,568.39                  |
| SUB AREA 17 and 18 YOUTH*                         | \$ 155,363.94                  | \$ 65,712.91                   |
| SUB AREA 22 YOUTH                                 | \$ 84,561.37                   | \$ 52,570.32                   |
| One-Stop Operator                                 | \$ 50,000.00                   | \$ 50,000.00                   |
| Business Services                                 | \$ 107,416.88                  | \$ 98,713.75                   |
| Incumbent Worker Training                         | \$ 15,000.00                   | \$ 15,000.00                   |
| On-the-Job Training                               | \$ 15,000.00                   | \$ 20,000.00                   |
| Youth Outreach                                    | \$ 100,416.88                  | \$ 102,829.38                  |
| Youth Initiative                                  | \$ 50,000.00                   |                                |
| GOVA TPI  | \$ 188,440.58                  |                                |
| CAREER DWG  | \$ 54,167.00                   |                                |
| Transportation to Learn                           | \$ 22,500.00                   | \$ 12,175.00                   |
| Youth Outreach and Marketing                      | \$ 22,750.00                   | \$ 7,000.00                    |
| Critical Sector Job Quality Grant                 | \$ 471,539.47                  | \$ 347,191.00                  |
| Community Project Funding                         |                                | \$ 200,000.00                  |
| <b>Programs Total</b>                             | <b>\$ 2,156,408.67</b>         | <b>\$ 1,593,537.32</b>         |
| <b>Expenses Total</b>                             | <b>\$ 2,613,233.27</b>         | <b>\$ 2,061,323.15</b>         |
| <b>Unobligated Reserve</b>                        | <b>\$ 110,317.60</b>           | <b>\$ 44,161.00</b>            |
| <b>Total</b>                                      | <b>\$ 2,723,550.87</b>         | <b>\$ 2,105,484.15</b>         |

**BCWDB 15-01 Self-Sufficiency Policy – Update**  
**Bay Consortium Workforce Development Board**

|                                       |
|---------------------------------------|
| <b>Policy Number:</b> 15-01           |
| <b>Effective Date:</b> July 1, 2019   |
| <b>Revised Date:</b> July 1, 2024     |
| <b>Title:</b> Self-Sufficiency Policy |

**PURPOSE:**

The purpose of this policy is to provide guidance for effective Self-Sufficiency practices to support service strategies that assist WIOA eligible individuals reach their employment goals.  
The Lower Living Standard Income Levels expire June 30, 2025.

**REFERENCES:**

Workforce Innovation and Opportunity Act of 2014, Section 3 (36), Section 134 (a) (3) (A) (xii) and Section 134 (d) (1) (A) (x)  
20 *Code of Federal Regulations* §680.600  
*Federal Register*, January 17, 2024 – Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines  
*Federal Register*, April 16, 2024 – U.S. Department of Labor – Employment and Training Administration  
Workforce Innovation and Opportunity Act (WIOA) 2024 Lower Living Standard Income Level (LLSIL)  
[Virginia Workforce Letter \(VWL\) 24-01](#)

**DEFINITION OF ECONOMIC SELF-SUFFICIENCY:**

The Workforce Innovation & Opportunity Act (WIOA) requires a local definition of economic self-sufficiency as a condition for providing training or re-training services to Adult’s, including Employed Adults, and Dislocated Workers.

The following policy is established to broaden the range of populations served in the Bay Consortium Local Workforce Development Area XIII and to encourage participation in the services provided, and to maximize the use of funding received in the Bay Consortium Local Workforce Development Area XIII.

The Bay Consortium Local Workforce Development Area XIII defines the term “low-income individual” as an individual who:

- Receives or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
- Received an income or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash payments under a Federal, State or local income-based public assistance program; and old age and survivor’s insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
  - The poverty line, for an equivalent period; or
  - 70 percent of the lower living standard income level, for an equivalent period (see chart below);

Any individual who is considered to be “low income”, as defined above, is eligible to receive WIOA funded training services in the Bay Consortium Local Workforce Development Area XIII.

Below are the charts detailing the 2024 Poverty Guidelines for the 48 Contiguous States and the District of Columbia, the 70% Lower Living Standard Income Level Chart and the 100% Lower Living Standard Income Level Chart for the Bay Consortium Local Workforce Development Area XIII.

**2024 Poverty Guidelines for the 48 Contiguous States and the District of Columbia**

| Size of Family Unit<br>Poverty Guideline |          |
|--|----------|
| 1  | \$15,060 |
| 2  | \$20,440 |
| 3  | \$25,820 |
| 4  | \$31,200 |
| 5  | \$36,580 |
| 6  | \$41,960 |
| 7  | \$47,340 |
| 8  | \$52,720 |

For family units with more than 8 members, add \$5,380 for each additional member.

*Federal Register*, January 17, 2024 – *Federal Register* – Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

**70% LOWER LIVING STANDARD INCOME LEVEL CHART (2024)**

| PY 2024<br>INCOME<br>GUIDELINES | 70% Lower Living Standard Income Level for WIOA Program Eligibility |                          |               |             |        |        |        |        |                            |
|---------------------------------|---|--------------------------|---------------|-------------|--------|--------|--------|--------|----------------------------|
|                                 | WDB   | County<br>CD<br>FIPS     | Locality Name | Family Size |        |        |        |        | Family<br>Size<br>Addition |
| 1                               |   |                          |               | 2           | 3      | 4      | 5      | 6      |                            |
| Bay Consortium                  | 001   | Accomack County          | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 033   | Caroline County          | 15,060        | 20,440      | 26,622 | 32,867 | 38,791 | 45,368 | 6,577                      |
| Bay Consortium                  | 057   | Essex County             | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 097   | King and Queen<br>County | 15,060        | 20,440      | 26,622 | 32,867 | 38,791 | 45,368 | 6,577                      |
| Bay Consortium                  | 099   | King George County       | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 101   | King William County      | 15,060        | 20,440      | 26,622 | 32,867 | 38,791 | 45,368 | 6,577                      |
| Bay Consortium                  | 103   | Lancaster County         | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 115   | Mathews County           | 15,060        | 20,440      | 26,622 | 32,867 | 38,791 | 45,368 | 6,577                      |
| Bay Consortium                  | 119   | Middlesex County         | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 131   | Northampton County       | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 133   | Northumberland<br>County | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 159   | Richmond County          | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 177   | Spotsylvania County      | 15,060        | 23,189      | 31,830 | 39,289 | 46,370 | 54,229 | 7,859                      |
| Bay Consortium                  | 179   | Stafford County          | 15,060        | 23,189      | 31,830 | 39,289 | 46,370 | 54,229 | 7,859                      |
| Bay Consortium                  | 193   | Westmoreland County      | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 630   | Fredericksburg City      | 15,060        | 23,189      | 31,830 | 39,289 | 46,370 | 54,229 | 7,859                      |
| Bay Consortium                  | 073   | Gloucester County        | 15,060        | 20,440      | 26,622 | 32,867 | 38,791 | 45,368 | 6,577                      |
| Bay Consortium                  | 127   | New Kent County          | 15,060        | 20,440      | 26,622 | 32,867 | 38,791 | 45,368 | 6,577                      |
| Bay Consortium                  | 137   | Orange County            | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |
| Bay Consortium                  | 047   | Culpeper County          | 15,060        | 20,440      | 26,622 | 31,684 | 37,390 | 43,727 | 6,377                      |



**200% LOWER LIVING STANDARD INCOME LEVEL CHART (2024)**  
**Individuals EXCEEDING these amounts are deemed SELF SUFFICIENT**

| PY 2024<br>INCOME<br>GUIDELINES |                      | 200% Lower Living Standard Income Level for Self-Sufficiency Determination |             |        |        |         |         |         |                            |
|---------------------------------|----------------------|--|-------------|--------|--------|---------|---------|---------|----------------------------|
|                                 |                      |  | Family Size |        |        |         |         |         |                            |
| WDB                             | County<br>CD<br>FIPS | Locality Name  | 1           | 2      | 3      | 4       | 5       | 6       | Family<br>Size<br>Addition |
| Bay Consortium                  | 001                  | Accomack County  | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 033                  | Caroline County  | 33,822      | 54,418 | 76,062 | 93,906  | 110,830 | 129,622 | 18,792                     |
| Bay Consortium                  | 057                  | Essex County   | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 097                  | King and Queen<br>County   | 33,822      | 54,418 | 76,062 | 93,906  | 110,830 | 129,622 | 18,792                     |
| Bay Consortium                  | 099                  | King George County   | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 101                  | King William County  | 33,822      | 54,418 | 76,062 | 93,906  | 110,830 | 129,622 | 18,792                     |
| Bay Consortium                  | 103                  | Lancaster County   | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 115                  | Mathews County   | 33,822      | 54,418 | 76,062 | 93,906  | 110,830 | 129,622 | 18,792                     |
| Bay Consortium                  | 119                  | Middlesex County   | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 131                  | Northampton County   | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 133                  | Northumberland<br>County   | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 159                  | Richmond County  | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 177                  | Spotsylvania County  | 40,430      | 66,254 | 90,942 | 112,254 | 132,486 | 154,942 | 22,456                     |
| Bay Consortium                  | 179                  | Stafford County  | 40,430      | 66,254 | 90,942 | 112,254 | 132,486 | 154,942 | 22,456                     |
| Bay Consortium                  | 193                  | Westmoreland County  | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 630                  | Fredericksburg City  | 40,430      | 66,254 | 90,942 | 112,254 | 132,486 | 154,942 | 22,456                     |
| Bay Consortium                  | 073                  | Gloucester County  | 33,822      | 54,418 | 76,062 | 93,906  | 110,830 | 129,622 | 18,792                     |
| Bay Consortium                  | 127                  | New Kent County  | 33,822      | 54,418 | 76,062 | 93,906  | 110,830 | 129,622 | 18,792                     |
| Bay Consortium                  | 137                  | Orange County  | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |
| Bay Consortium                  | 047                  | Culpeper County  | 32,616      | 53,430 | 73,334 | 90,526  | 106,830 | 124,934 | 18,104                     |