



Bay Consortium Workforce Development Board, Inc.

PY 24 – 25 1st Quarter Joint Board/CLEO Meeting

Wednesday, November 6, 2024

1:00 p.m.

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Agenda
**Bay Consortium Workforce Development Board/
Chief Local Elected Officials Joint Meeting**
Wednesday, November 6, 2024
1:00 p.m.

- I. Call to order**
- II. Welcome and Introductions – Skyla Flock, *Fredericksburg Nationals***
- III. Roll Call – Lauren Fallin, *Executive Assistant***
 - A. Chief Local Elected Officials**
 - B. Bay Consortium Workforce Development Board**
- IV. Public Comment**
- V. Reports**
 - A. One-Stop Manager Report – Jessica Weber, *One Stop Manager***
 - B. Business Services Report – Jacob McCaleb, *Business Services Representative***
 - C. Youth Report – Giles Scott, *WIOA Youth Program Influencer***
 - D. Critical Sector Job Quality Grant Report – Jackie Davis, *Executive Director***
- VI. CLEO Old Business**
- VII. CLEO New Business**
 - A. New BCWDB members**
 - i. Sherrina Sewell, *Department of Aging and Rehabilitative Services***
 - ii. Kayla Coleman, *Rappahannock Electric Cooperative***
 - iii. Nicholas Minor, *STACK Infrastructure***
 - iv. Kimberly Young, *University of Mary Washington***
 - v. Ginni Matern, *Matern Staffing***
 - B. BCWDB PY 24 – 25 Budget**
- VIII. Joint New Business**
 - A. Approval of August 7, 2024 BCWDB Joint Meeting Minutes**
 - B. Request for Proposals (RFP)**
 - i. [Youth RFP](#)**
 - ii. [Adult & Dislocated Worker RFP](#)**
 - iii. [One Stop Operator RFP](#)**
- IX. BCWDB Old Business**
- X. BCWDB New Business**
 - A. Executive Committee – Greg Moon, *Chair***
 - B. Business and Workforce Services Committee – Carley Walker, *Chair***
 - C. Operations and Performance Committee – Jennifer Bowhey, *Chair***
 - D. Policy and Strategic Planning Committee – Jarrod Elwell, *Chair***
 - i. BCWDB 15-01 Self-Sufficiency Policy – Update**
 - E. Communications Committee – Kyle Allwine, *Chair***
- XI. Executive Director’s Update – Jackie Davis, *Executive Director***

A. Review VWL 24-02 Requirement for Local Plan Policy

B. Strategic Plan

C. Center Certifications

XII. Other Items for Discussion

XIII. Public Comment

XIV. Adjournment

Joint BCWDB Board/CLEO Meeting Minutes
Wednesday, August 7, 2024
1:00 p.m.

- I. Call to order:** BCWDB Chair Greg Moon called the meeting to order at 1:00 p.m.
- II. Welcome and Introductions – *Tides Inn*:** The owner of Tides Inn introduced everyone to the Tides Inn, and the BCWDB and CLEO members gave each other their introductions.
- III. Roll Call:**

Bay Consortium Workforce Development Board

<i>Business (5)</i>		<i>Public (5)</i>	
<i>Kyle Allwine</i>	Present, Virtual	<i>Hosey Burgess</i>	Present
<i>Jaclyn Ammons</i>	Absent	<i>Robert Dixon</i>	Present
<i>Jennifer Bowhey</i>	Present	<i>Tracye Elliott</i>	Present
<i>Sara Carroll</i>	Present	<i>Marianne Gibbs</i>	Present Alternate: Ramona Wilson
<i>Kayla Coleman</i>	Absent	<i>Ian Ginger</i>	Present
<i>Stephen Cox</i>	Present	<i>Joshua Gemerek</i>	Present, Virtual
<i>Beverly Davis</i>	Absent	<i>Brian Hall</i>	Absent
<i>Jarrold Elwell</i>	Present	<i>Marjorie Lampkin</i>	Present Alternate: Jean White
<i>Ashley Forbes</i>	Absent	<i>Vanesa Livingstone</i>	Present
<i>Shawn Hildebrand</i>	Absent	<i>Sherinna Sewell</i>	Present Alternate: Natasha Frye
<i>Brittany Metts</i>	Absent	<i>Raymond Staton Jr.</i>	Absent

	<i>Greg Moon</i>	Present		<i>Carley Walker</i>	Present
	<i>Dennis Parsons</i>	Present		<i>Deborah Warf</i>	Present
	<i>Melissa Sheffield</i>	Present			
15	<i>Matt Weaver</i>	Absent	13		

There is a physical quorum.

Chief Local Elected Officials

<i>Accomack County</i>	Jessica Hargis, Mike Mason	
<i>Caroline County</i>	Gary Wilson	Present
<i>City of Fredericksburg</i>	Amy Pergole	Absent
<i>Essex County</i>	Bud Smith	Present
<i>King George County</i>	Ken Strond	Absent
<i>King and Queen County</i>	Lawrence Simpkins, Sherrin Alsop	Absent
<i>King William County</i>	Justin Catlett	Present
<i>Lancaster County</i>	John Bateman	Present
<i>Mathews County</i>	Ramona Wilson	Present
<i>Middlesex County</i>	Celane Roden	Present
<i>Northampton County</i>	Charles Kolakowski	Present
<i>Northumberland County</i>	Drew Bayse	Present
<i>Richmond County</i>	Hope Mothershead	Absent
<i>Spotsylvania County</i>	Kevin Marshall	Absent
<i>Stafford County</i>	Liz Barber	Absent
<i>Westmoreland County</i>	Donna Cogswell	Absent

There is no physical quorum.

IV. Public Comment: There was no public comment.

V. One-Stop Manager Report – Jessica Weber: One-Stop Manager Jessica Weber gave the One-Stop Manager report to the Executive Committee. Jessica reported that there have been 873 new hires, 336 students for the Upskill Learn and Earn training, and 222 referrals for career navigation platforms. She noted that more clients have been coming in with a direct need, with a vast age range (youth, veterans, seniors) seeking training, job placement, or assistance with digital literacy (ex.: how to apply to jobs on computer, create resumes, etc.). Jessica reported that there has been an 11% increase this year in the number of clients served in the Fredericksburg Virginia Career Works Center, a 54% increase in Eastern Shore, and a 43% increase in the number of clients served in the Northern Neck/Warsaw Virginia Career Work Center.

- VI. Business Services Report – Jacob McCaleb:** Jacob McCaleb provided the Business Services Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jacob reported that he has been participating at and attending events to further expand the knowledge and mission of Bay Consortium Workforce Development Board and gain partners and connections and has been engaging with employers on the many services and resources that BCWDB offers. Jacob has reached out to a total of 115 businesses this quarter and is currently working on a Business Services plan with Jackie. Jacob noted that there are upcoming incumbent worker training summit sessions, 3 roundtable events for the Critical Sector Job Quality grant, and a Virginia Rural Leadership Institute community impact project regional high school workforce event.
- VII. Youth Report – Giles Scott:** Giles Scott provided the Youth Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Giles noted how has been participating in numerous career exploration events throughout our region and has also been working with community partners with resources such as mock interviews and career exploration (Northern Neck Boys and Girls Club, Thrive VA, Fredericksburg Chamber of Commerce, Germanna Community College, etc.) utilizing the Virtual Reality Career Exploration program with both the youth and staff. Giles noted that the Virtual Reality Career Exploration program has added much more training options and modules to be utilized, and that Healthcare and Emergency Services were the top training modules utilized on the Virtual Reality Career Exploration program.
- VIII. Critical Sector Job Quality Grant Report – Makalia Records:** Makalia Records provided a quarterly update on the Critical Sector Job Quality (CSJQ) outcomes and milestones achieved to the Bay Consortium Workforce Development Board and Chief Local Elected Officials.
- IX. CLEO Old Business:** There was no old business to be discussed.
- X. CLEO New Business**
- A. Approval of May 7, 2024 CLEO Meeting Minutes:** As the Chief Local Elected Officials did not have a physical quorum, they could not open any motions to vote on action items.
 - B. New BCWDB members**
 - i. Kayla Coleman**
 - ii. Sherrina Sewell**
- XI. BCWDB Old Business:** There was no old business to be discussed.
- XII. BCWDB New Business**
- A. Approval of May 1, 2024 BCWDB Meeting Minutes:** Jennifer Bowhey made a motion to approve the May 1, 2024 BCWDB meeting minutes, and Deborah Warf seconded the motion, passing the motion unanimously.

B. Executive Committee: Jackie Davis reported to the BCWDB and CLEOs of the Executive Committee’s newly appointed chair and vice chair, Greg Moon and Ashley Forbes. Greg Moon stated that the Executive Committee met and approved the meeting minutes and for the Request for Proposal to continue under three contractors and have option three as the alternative option. The Executive Committee also overviewed and sent to the Board for approval the proposed PY 24 – 25 budget, the One-Stop Center Certification Policy, the by-laws, the ETPL (Peace of Mind Nursing Training Center, LLC), and the BCWDB Event Coordination and Branding Policy. Steve Cox made a motion to approve the RFP to continue under three contractors, and Tracy Elliott’s alternative Danielle Robinson seconded the motion, passing it unanimously. Dennis Parsons made the motion to approve the Peace of Mind Nursing Training Center, LLC ETPL and Jennifer Bowhey seconded the motion, passing it unanimously. Ian Ginger made the motion to approve the Event Coordination and Branding Policy, and Carley Walker seconded the motion, passing it unanimously. Vanesa Livingstone made a motion to approve the One-Stop Center Certification Policy, and Ian Ginger seconded the motion, passing it unanimously. Vanesa Livingstone made a motion to approve the by-laws, and Deborah Warf seconded the motion, passing it unanimously.

C. Business and Workforce Services Committee: Carley Walker, newly appointed Business and Workforce Services Committee Chair, reported to the BCWDB and CLEOs of the committee’s new chair and vice chair appointments, Carley Walker and Deborah Warf. Carley also reported that 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 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.

D. Operations and Performance Committee: Jennifer Bowhey, newly appointed Operations and Performance Committee Chair, reported to the BCWDB and CLEOs of the committee’s new chair and vice chair appointments, Jennifer Bowhey and 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.

E. Policy and Strategic Planning Committee: Jarrod Elwell, newly appointed Policy and Strategic Planning Committee Chair, reported to the BCWDB and CLEOs of the committee's new chair and vice chair appointments, Jarrod Elwell and Melissa Sheffield. Jarrod also stated 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.

F. Communications Committee: Kyle Allwine, newly appointed Communications Committee Chair, reported to the BCWDB and CLEOs that of the committee's new chair and vice chair appointments, Kyle Allwine and Sara Carroll. Kyle also reported that the committee discussed creating and administering a communications plan and metrics. 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.

XIII. Joint New Business

A. BCWDB PY 24 -- 25 Proposed Budget: Jackie Davis proposed the BCWDB PY 24 – 25 Proposed Budget to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jennifer Bowhey made a motion to approve the PY 24 – 25 budget, and Deborah Warf seconded the motion, passing it unanimously. Jean White (Marjorie Lampkin's alternate) and Steve Cox abstained from the motion.

XIV. Executive Director's Update: Jackie Davis gave the Executive Director's Update to the Bay Consortium Workforce Development Board and Chief Local Elected Officials.

XV. Other Items for Discussion: There were no other items for discussion.

XVI. Public Comment: There was no public comment.

XVII. Adjournment: With there being no further discussion, Greg Moon held a motion to adjourn the meeting at 3:07 p.m.

Respectfully submitted,
Lauren Fallin

New BCWDB Members



NOMINATION FORM

1-Name (First, MI, Last) Sherrina, S, Sewell		2-LWDA # XIII	3-Date 5.23.2024
4-Street Address 8004 Franklin Farms Drive		13-Nominee Characteristics Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
5-City Henrico	6-County Henrico	Race: White <input type="checkbox"/> Black <input checked="" type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
7-State Virginia	8-ZIP <small>23128</small> 804-662-7220	14-Recommended for (see section number)	
9-Home Phone (include area code)	10-Work Phone (include area code)	16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
11-FAX <small>804-662-9140</small>	12-E-Mail Sherrina.Sewell@dars.virginia.gov	17-Private Sector (Business) <input type="checkbox"/>	
15-LWDA Name Bay Consortium Workforce Development Board		18-Education <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative		19-VEC <input type="checkbox"/>	
Title Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/>		20-Economic Development <input type="checkbox"/>	
17-Private Sector (Business) Representative		21-VDARS/VDBVI <input checked="" type="checkbox"/>	
Title _____		22-DSS <input type="checkbox"/>	
Business _____		23-Optional/Other <input type="checkbox"/>	
Type of Business _____		Minority-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/>	
18-Education Representative		Female-Owned Business <input type="checkbox"/>	
Title _____		Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/>	
Institution _____		Number of Employees _____	
Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>		19-VEC Representative	
20-Economic Development Representative		Title _____	
Title _____		21-VDARS/VDBVI Representative	
24-Nominator		Title <u>District Director</u>	
<i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i>		22-DSS Representative	
 <small>Signature</small> <small>Date</small> 6/13/24		Title _____	
Kathryn A. Hayfield		23-Optional/ Other Representative	
<small>Printed/Typed Name & Title of Nominator</small>		Title _____	
Department for Aging and Rehabilitative Services		Agency _____	
<small>Nominator Organization</small>		25-Action by Chief Elected Official	
804-662-7010 804-622-7644		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials.	
<small>Phone</small> Kathryn.Hayfield@dars.virginia.gov		Term of Appointment: From _____ To _____	
<small>FAX</small>		Signature of Chief Elected Official _____	
<small>Email</small>		Date _____	



I NOMINATION FORM

1-Name (First, MI, Last) Kayla S. Coleman		2-LWDA #	3-Date 06/13/2024
4-Street Address 20801 Attucks Drive		13-Nominee Characteristics	
5-City	6-County South Chesterfield	Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
7-State Virginia	8-ZIP 23837	Race:	
9-Home Phone (include area code) 804-921-7590	10-Work Phone (include area code) 540-706-9852	White <input type="checkbox"/> Black <input checked="" type="checkbox"/>	
11-FAX	12-E-Mail kcoleman@myrec.coop	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
15-LWDA Name Bay Consortium Workforce Development Board, Inc.		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title Labor <input type="checkbox"/> CBO <input type="checkbox"/> Organization Registered Apprenticeship <input type="checkbox"/>		14-Recommended for (see section number)	
17-Private Sector (Business) Representative		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
Title <u>Economic Development Specialist</u> Business <u>Rappahannock Electric Cooperative</u> Type of Business <u>Electric utility</u>		17-Private Sector (Business) <input checked="" type="checkbox"/>	
		18-Education <input type="checkbox"/>	
		19-VEC <input type="checkbox"/>	
		20-Economic Development <input type="checkbox"/>	
		21-VDARS/VDBVI <input type="checkbox"/>	
		22-DSS <input type="checkbox"/>	
		23-Optional/Other <input type="checkbox"/>	
		Yes No Minority-Owned Business <input type="checkbox"/> <input checked="" type="checkbox"/> Female-Owned Business <input type="checkbox"/> <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Number of Employees _____	
18-Education Representative		19-VEC Representative	
Title _____ Institution _____ Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>		Title _____	
20-Economic Development Representative		21-VDARS/VDBVI Representative	
Title _____		Title _____	
		22-DSS Representative	
		Title _____	
24-Nominator		23-Optional/ Other Representative	
<i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i>		Title _____ Agency _____	
Signature <u>Felicia Ainsa</u> Date <u>06/13/2024</u> Printed/Typed Name & Title of Nominator <u>Felicia Ainsa, Economic Development Director</u> Nominator Organization <u>Rappahannock Electric Cooperative</u> Phone <u>540-419-6665</u> FAX _____ Email _____		25-Action by Chief Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Elected Official _____ Date _____	



I NOMINATION FORM

1-Name (First, MI, Last) Nicholas R. Minor		2-LWDA # 13	3-Date 10/10/24
4-Street Address 416 Dundee Place		13-Nominee Characteristics Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Race: White <input type="checkbox"/> Black <input checked="" type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
5-City Fredericksburg	6-County Stafford	14-Recommended for (see section number) 16-Labor/ CBO/ Apprenticeship <input type="checkbox"/> 17-Private Sector (Business) <input checked="" type="checkbox"/> 18-Education <input type="checkbox"/> 19-VEC <input type="checkbox"/> 20-Economic Development <input type="checkbox"/> 21-VDARS/VDBVI <input type="checkbox"/> 22-DSS <input type="checkbox"/> 23-Optional/Other <input type="checkbox"/>	
7-State Virginia	8-ZIP 22405		
9-Home Phone (include area code)	10-Work Phone (include area code) 757 254 4432	16-Labor/ CBO/ Apprenticeship Representative <div style="display: flex; justify-content: space-between;"> Title Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> </div>	
11-FAX	12-E-Mail nminor@stackinfra.com		
15-LWDA Name Bay Consortium		<div style="display: flex; justify-content: space-between;"> Minority-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/> Female-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/> </div> Urban <input checked="" type="checkbox"/> Suburban <input checked="" type="checkbox"/> Rural <input checked="" type="checkbox"/> Number of Employees <u>500</u>	
16-Labor/ CBO/ Apprenticeship Representative			
17-Private Sector (Business) Representative Title <u>Director of Public Affairs</u> Business <u>STACK Infrastructure</u> Type of Business <u>Digital Infrastructure Development</u>			
18-Education Representative Title _____ Institution _____ Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>		19-VEC Representative Title _____	
20-Economic Development Representative Title _____		21-VDARS/VDBVI Representative Title _____	
24-Nominator <i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i> Signature _____ Date <u>21/OCT/24</u> Printed/Typed Name & Title of Nominator <u>Kevin Hughes</u> VP Public Affairs Nominator Organization <u>STACK Infrastructure</u> Phone _____ FAX _____ Email _____		22-DSS Representative Title _____	
		23-Optional/ Other Representative Title _____ Agency _____	
		25-Action by Chief Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Elected Official _____ Date _____	



I NOMINATION FORM

1-Name (First, MI, Last) Kimberly C. Young		2-LWDA # 13	3-Date 8/28/2024
4-Street Address 604 Lendall Ln		13-Nominee Characteristics	
5-City Fredericksburg	6-County Stafford	Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
7-State Virginia	8-ZIP <small>22405</small>	Race:	
9-Home Phone (include area code) 816-679-6399	10-Work Phone (include area code) 540-286-8076	White <input type="checkbox"/> Black <input checked="" type="checkbox"/>	
11-FAX	12-E-Mail kyoung3@umw.edu	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
15-LWDA Name Bay Consortium		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title Labor <input type="checkbox"/> CBO <input type="checkbox"/> Organization Registered Apprenticeship <input type="checkbox"/>		14-Recommended for (see section number)	
17-Private Sector (Business) Representative		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
Title _____ Business _____ Type of Business _____		17-Private Sector (Business) <input type="checkbox"/>	
		18-Education <input checked="" type="checkbox"/>	
		19-VEC <input type="checkbox"/>	
		20-Economic Development <input type="checkbox"/>	
		21-VDARS/VDBVI <input type="checkbox"/>	
		22-DSS <input type="checkbox"/>	
		23-Optional/Other <input type="checkbox"/>	
		Yes No Minority-Owned Business <input type="checkbox"/> <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Number of Employees _____	
18-Education Representative		19-VEC Representative	
Title Associate Provost for Career and Workforce Institution University of Mary Washington Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>		Title _____	
20-Economic Development Representative		21-VDARS/VDBVI Representative	
Title _____		Title _____	
		22-DSS Representative	
		Title _____	
24-Nominator		23-Optional/ Other Representative	
I hereby recommend the above-named person for membership on the Local Workforce Development Board. Signature _____ Date 8-28-24		Title _____ Agency _____	
Timothy M. O'Donnell, Provost Printed/Typed Name & Title of Nominator University of Mary Washington Nominator Organization (540) 654-1252 Phone todonnell@umw.edu FAX _____ Email _____		25-Action by Chief Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Elected Official _____ Date _____	



NOMINATION FORM

1-Name (First, MI, Last) Ginni Matern		2-LWDA # 13	3-Date 9.14.24
4-Street Address 10712 Ballantraye Dr Suite 312		13-Nominee Characteristics Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Race: White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
5-City Fredericksburg	6-County Spotsylvania	14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship <input type="checkbox"/> 17-Private Sector (Business) <input checked="" type="checkbox"/> 18-Education <input type="checkbox"/> 19-VEC <input type="checkbox"/> 20-Economic Development <input type="checkbox"/> 21-VDARS/VDBVI <input type="checkbox"/> 22-DSS <input type="checkbox"/> 23-Optional/Other <input type="checkbox"/>	
7-State Virginia	8-ZIP <small>22407</small>		
9-Home Phone (include area code) 540-809-7412	10-Work Phone (include area code) 540-604-5000	17-Private Sector (Business) Representative Yes No Minority-Owned Business <input type="checkbox"/> <input type="checkbox"/> Female-Owned Business <input checked="" type="checkbox"/> <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Number of Employees <u>800</u>	
11-FAX 540-604-5001	12-E-Mail ginni@maternstaffing.com		
15-LWDA Name Bay Consortium		18-Education Representative Title _____ Institution _____ Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative Title <input type="checkbox"/> Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> Organization			
17-Private Sector (Business) Representative Title <u>CEO</u> Business <u>Matern Staffing</u> Type of Business <u>Staffing Agency</u>		19-VEC Representative Title _____	
20-Economic Development Representative Title _____		21-VDARS/VDBVI Representative Title _____	
24-Nominator <i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i> 9/17/24 <small>Signature Date</small> Ginni Matern <small>Printed/Typed Name & Title of Nominator</small> Matern Staffing <small>Nominator Organization</small> 540-604-5000 <small>Phone FAX</small> ginni@maternstaffing.com <small>Email</small>		22-DSS Representative Title _____	
23-Optional/ Other Representative Title _____ Agency _____		25-Action by Chief Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ <small>Signature of Chief Elected Official Date</small>	

BCWDB PY 24 – 25 Budget

Bay Consortium Workforce Development Board		
PY 24-25 Proposed Budget		
Revenue	Approved PY23-24 Budget	Proposed PY24-25 Budget
Total WIOA Title I		
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
Total Revenue	\$ 2,723,550.87	\$ 2,105,484.15
Expenses		
Board		
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/Webpage	\$ 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
Board Total	\$ 456,824.59	\$ 467,785.83
Programs		
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
Programs Total	\$ 2,156,408.67	\$ 1,593,537.32
Expenses Total	\$ 2,613,233.27	\$ 2,061,323.15
Unobligated Reserve	\$ 110,317.60	\$ 44,161.00
Total	\$ 2,723,550.87	\$ 2,105,484.15

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

Policy Number: 15-01
Effective Date: July 1, 2019
Revised Date: July 1, 2024
Title: 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 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 INCOME GUIDELINES		70% Lower Living Standard Income Level for WIOA Program Eligibility							
		WDB	County CD FIPS	Locality Name	Family Size				
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 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 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 INCOME GUIDELINES		200% Lower Living Standard Income Level for Self-Sufficiency Determination							
			Family Size						
WDB	County CD FIPS	Locality Name	1	2	3	4	5	6	Family Size 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 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 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