



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

**Executive Committee Meeting**

**Wednesday, January 27, 2021**

**11:00 am**

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## **Draft Agenda**

Bay Consortium Workforce Development Board, Inc.  
Executive Committee Meeting  
Wednesday, January 27, 2021

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—October 28, 2020 Meeting
- IV. Public Comment
- V. Standing Committees/Youth Council Reports
  - A. One Stop Committee
  - B. Performance and Accountability Committee
    - i. Quarterly Reports
    - ii. Corrective Action Plans
    - iii. Request for Proposals
  - C. Labor Market Committee
    - i. Eligible Training Provider – Cyber Bytes Academy
  - D. Board Development Committee
    - i. Board Manual
  - E. Youth Council
- VI. Old Business
  - a. Fredericksburg Lease
  - b. Strategic Priorities
- VII. New Business
  - a. PY 20-21 Budget
  - b. Strategic Plan
- VIII. Executive Director’s Update
- IX. Other Items for Discussion
- X. Public Comment
- XI. Adjournment

**Executive Committee Meeting  
Draft Minutes  
Wednesday, October 28, 2020  
11:00 A.M.**

The Executive Committee met Wednesday, October 28, 2020, via Zoom.

**Call to Order:** Dennis Parsons called the meeting to order at 11:00 a.m.

**Roll Call:** Present were Ken Knull, Debbye Warf, Marjorie Lampkin, Jean Fraysse, and Josh Gemerek. Not present was Steve Goodall and Percy Pollard. 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 July 29, 2020 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 reviewed the Bay Consortium Workforce Development Area System Administrator Role and Responsibilities Policy and the Case Management, Case Notes, and IEP/ISS Update and Review Policy with members. She also noted that a part time Center Guide position had been hired for the Virginia Career Works Fredericksburg Center.

**Performance & Accountability Committee:** Jackie Davis gave the committee report. She reviewed the Quarterly Reports, noting that Eastern Shore Community College was not meeting their 40% Minimum Training Expenditure Requirement and they would receive a letter requesting a Corrective Action Plan and that Rappahannock Community College had not enrolled any new Youth clients on the Middle Peninsula this quarter, as well as not currently serving any clients from King and Queen County, King William County, Mathews County, and Middlesex County. She noted that they had submitted Corrective Action Plans to Steven Golas and he had reviewed and approved them.

**Labor Market Committee:** Jean Fraysse gave the committee update. She reviewed the Incumbent Worker Policy with members.

**Board Development Committee:** Jackie Davis gave the committee update. She noted that she had reviewed Board membership, potential new Board members, and their Strategic Priorities.

**Youth Council:** Jackie Davis gave the committee update. She reviewed the Youth Incentive Policy with members.

**Old Business:** Jackie Davis reviewed the PY 2020-2021 Proposed Budget with members. She noted the addition of funding for the GoVA Workforce Study and the Wagner-Peyser Title III – Walkin. The Wagner-Peyser Title III – Walkin funding is for the addition of the part time Center Guide position for the Virginia Career Works Fredericksburg Center. Jean Fraysse asked if the

position had already been fulfilled, Jackie Davis responded yes. Jean Fraysse asked if the employee was a former participant of one of the WIOA programs. Jackie Davis stated no, she was previously in the hotel industry. A motion was made to approve the PY 2020-2021 Proposed Budget, which was seconded and approved with Marjorie Lampkin abstaining. Dennis Parsons gave an update on the Fredericksburg lease. He noted that he had received a last minute proposal and wanted to take the proper amount of time to review it. He mentioned that there would most likely be a special Board meeting held to approve the lease as a decision was needed before the current lease end of May 1, 2021. Ken Knull asked if the new proposal was associated with any providers, Dennis Parsons responded no.

**New Business:** Jackie Davis reviewed the Measurable Skills Gain Policy with members, stating that it was a new policy from the State regarding the Measurable Skills Gain in the Quarterly Reports. A motion was made to send the Measurable Skills Gain Policy to the Board for approval, which was seconded and approved. Jackie Davis stated that the State wanted a new Local Plan from the BCWDB by Spring 2021. They had allocated funds for a new Strategic Plan to be completed. Dennis Parsons noted that Northern Virginia had procured Lori Strumpf and the BCWDB had used the same procurement. Dennis Parsons asked if Josh Gemerek, Ken Knull, Jean Fraysse, and Steve Goodall would like to be members of the Local Plan Steering Committee. Josh Gemerek, Ken Knull, and Jean Fraysse agreed, Steve Goodall would be asked later. Dennis Parsons stressed the need for funds that aren't WIOA. Jackie Davis reviewed the Strategic Priorities with members with the updated quantifying objectives. Jackie Davis reviewed the Request for Proposals (RFPs) with members, noting that the plan was to release the RFPs earlier to ease the transition if a change in providers occurs. Steven Golas discussed the funding available for a One-Stop Manager at \$10,000. Jean Fraysse asked if \$10,000 would be a deterrent for anyone applying, Jackie Davis responded that it possibly might. Ken Knull asked about the advantage of offering \$50,000. Jackie Davis stated that the current One-Stop Manager RFP was written so the One-Stop Manager only covers Planning District 16, increasing the funding to \$50,000 could allow the One-Stop Manager to cover the entire Bay Consortium Workforce Development Area. Jean Fraysse asked if the One-Stop Manager is currently a full time position, Jackie Davis responded it is. Jean Fraysse asked if the funding would stay consistent throughout the contract or renegotiated every year, Steven Golas stated it would be renegotiated yearly. Jean Fraysse asked how many applicants previously applied for the One-Stop Manager RFP, Jackie Davis stated with the last RFPs, the One-Stop Manager had two applicants. Members agreed to raise the funding to \$45,000 with coverage for the entire Bay Consortium Workforce Development Area. A discussion was held on the various ways of accepting RFPs. A motion was made to send the RFPs to the Board for approval with the changes made to the One-Stop Operator RFP, which was seconded and approved.

**Executive Director Update:** Jackie Davis let members know that she had been working with Fredericksburg and the Eastern Shore providing support. She also mentioned that she was still reaching out to the CLEOs.

**Other Items for Discussion:** Jackie Davis let members know that the Board meeting would take place on November 4, 2020 at 11 a.m. via Zoom.

**Public Input:** There was no public input.

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,  
Katlyn Moss

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

**One-Stop Committee Meeting**

**Draft Minutes**

**Tuesday, January 12, 2021**

**10:00 a.m.**

The One-Stop Committee met Tuesday, January 12, 2021 via Zoom.

**Call to Order:** Debbye Warf called the committee meeting to order at 10:00 a.m.

**Roll Call:** Present were Debbye Warf, Martha O’Keefe, Nikole Cox, Rebecca Mann, and Tracy Harrington. In addition, present was Jackie Davis, Steven Golas, and Katlyn Moss, WDB Staff. A quorum was present.

**Public Input:** There was no public input.

**Approval of Minutes:** There was a motion to approve the October 13, 2020 minutes. The motion was seconded and approved.

**New Business:** There was no new business.

**Old Business:** Jackie Davis updated members on the RFP process. She stated that negotiations had just been finished and Steven Golas was working on a report for the Performance & Accountability Committee and Youth Council. Jackie Davis updated members on the lease. She stated that she had met with the landlord and property manager, and was leaning towards staying at the current location. She noted that she would be meeting with another property manager for a possible location. Martha O’Keefe asked when a decision would be made on the location. Jackie Davis stated that Dennis Parsons would be prepared to give a statement at the February Board meeting. Jackie Davis presented the idea of the Board holding the lease for the affiliate sites throughout the area to provide continuity for clients. A motion was made for the Board to explore holding the leases in other localities for affiliate sites, which was seconded and approved.

**One Stop Manager Update:** Rebecca Mann updated members on current activities at the Virginia Career Works Fredericksburg Center, including workshops, hiring events, and number of people served.

**Other Items for Discussion:** Jackie Davis let members know that the plexiglass for Fredericksburg would most likely be installed middle to late February. She noted that some of the Wagner-Peyser funds had been used to purchase laptops to expand the resource room. She also noted that the next Board meeting would be February 3, 2021 at 11 a.m. via Zoom. Martha O’Keefe let members know that REV funding had been extended to December 2021. Debbye Warf let members know that calls and walkins were picking up quickly again. Jackie Davis let members know that a Dislocated Worker Grant would have most of its funding set aside for training. Tracy Harrington let members know that DARS is seeing larger numbers of referrals and intakes than normal after the holiday season.

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Katlyn Moss



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

**Performance and Accountability Committee Meeting**

**Draft Notes**

**Thursday, January 14, 2021**

**10:00 A.M.**

The Performance and Accountability Committee met Thursday, January 14, 2021 via Zoom.

**Call to Order:** Steve Goodall called the committee meeting to order at 10 a.m.

**Roll Call:** Present were Steve Goodall, Bridgett Landess, Robin Harry, and Gary Wilson. Not present was Percy Pollard. Vanesa Livingstone was represented by alternate Cheryl Fryer. Chantel Roane was represented by alternate Merita Billups. In addition, present were Jackie Davis, Steven Golas and Katlyn Moss, WDB Staff. A quorum was present.

**Public Input:** There was no public input.

**Approval of Minutes:** The minutes from the October 14, 2020 meeting were tabled until next meeting.

**New Business:** Steven Golas went over the quarterly reports. He stated that median earnings were behind since they come from the state. He noted that enrollment numbers were down since moving to appointment only and virtual services. He noted that Eastern Shore Community College was not meeting the 40% Minimum Training Expenditure Requirement, Jackie Davis stated they would look into counting accruals instead of submitted bills since Shared Services was often delayed. He noted that Rappahannock Community College had not enrolled any new youth clients on the Middle Peninsula this quarter and their Skill Gains were very low. He noted that Rappahannock Community College would be hiring two Youth Specialist for the Northern Neck and Middle Peninsula. He noted that Eastern Shore Community College had no new enrollments as well. Jackie Davis did not recommend reallocating any unspent funds since they were such a small amount. He reviewed the addition of the Wagner-Peyser reports. He reviewed the Economic Equity Initiative Contract Expenditures, and noted that they had requested a no cost extension till 2022. Jackie Davis updated members on the Wagner-Peyser funds, discussing the plans with the purchased computers. Jackie Davis discussed moving to electronic surveys. A motion was made to send a Corrective Action Plan letter to all providers with low enrollment or deficient measures, which was seconded and approved. Jackie Davis reviewed the Request for Proposals (RFPs) with members, discussing with members the decision of the proposers remaining anonymous.

- A motion was made, based on the highest average review score, to approve Proposer 3 as the Comprehensive One-Stop Operator in the George Washington Sub-Area 16, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the George Washington Sub-Area 16, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.

- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Youth Services in the George Washington Sub-Area 16, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Northern Neck Sub-Area 17, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Northern Neck Sub-Area 17, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Middle Peninsula Sub-Area 18, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Middle Peninsula Sub-Area 18, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Eastern Shore Sub-Area 22, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Eastern Shore Sub-Area 22, with Steve Goodall, Bridgett Landess, Cheryl Fryer, Merita Billups, Robin Harry, and Gary Wilson voting yes.

**Old Business:** Jackie Davis discussed committee elections. Steve Goodall stated that he was comfortable with remaining the chair until the July meeting, and then he would like to allow someone else to be elected chair.

**Other Items for Discussion:** Jackie Davis thanked Steven Golas for all his work with the RFPs. She noted the finalization of the new Strategic Plan. She also noted that next Board meeting would be February 3, 2021 at 11 a.m. via Zoom.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,  
Katlyn Moss

# Performance Reports

Rappahannock Goodwill Industries													
	1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21			
<b>Customer Summary Information</b>													
Planned Number of Participants for PY	70			70									
Total Participants Served	42			47									
Percent of Planned	60%			67%			-			-			
New Clients Enrolled this Quarter	3			5									
WIOA Adult	25			30									
WIOA Dislocated Worker	17			17									
<b>Follow Up Information</b>													
Total Follow-Ups Required	63			64									
Total Follow-Ups Completed	63			64									
Total Follow-Up Not Completed	0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>													
WIOA Adult Program - 82.6%	83.3%	10	# employed	78.6%	11	# employed	-		# employed	-		# employed	
		12	# exited		14	# exited							# exited
WIOA Dislocated Worker Program - 85%	80.0%	4	# employed	77.8%	7	# employed	-		# employed	-		# employed	
		5	# exited		9	# exited							# exited
<b>Employment 4th Quarter after Exit</b>													
WIOA Adult Program - 85%	90.0%	9	# employed	100.0%	5	# employed	-		# employed	-		# employed	
		10	# exited		5	# exited							# exited
WIOA Dislocated Worker Program - 90%	92.3%	12	# employed	85.7%	6	# employed	-		# employed	-		# employed	
		13	# exited		7	# exited							# exited
<b>Median Earnings 2nd Quarter after Exit</b>													
WIOA Adult Program	\$6,000.00	Not Available		\$6,000.00	Not Available		\$6,000.00			\$6,000.00			
WIOA Dislocated Worker Program	\$8,700.00	Not Available		\$8,700.00	Not Available		\$8,700.00			\$8,700.00			
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Adult Program - 74%	88.9%	8	# credentialed	100.0%	4	# credentialed	-		# credentialed	-		# credentialed	
		9	# exited		4	# exited							# exited
WIOA Dislocated Worker Program - 70%	72.7%	8	# credentialed	71.4%	5	# credentialed	-		# credentialed	-		# credentialed	
		11	# exited		7	# exited							# exited
<b>Measurable Skills Gain</b>													
WIOA Adult Program - 70.2%	18.8%	3	# gained	30.0%	6	# gained	-		# gained	-		# gained	
		16	# exited		20	# exited							# exited
WIOA Dislocated Worker Program - 69.8%	18.2%	2	# gained	18.2%	2	# gained	-		# gained	-		# gained	
		11	# exited		11	# exited							# exited
<b>40% Minimum Training Expenditure Requirement</b>													
41.27%	WIOA Adult Program	42.5%	\$ 3,366.84	Training Expenditures	50.9%	\$ 22,262.84	Training Expenditures	-		# Training Expenditures	-		# Training Expenditures
			\$ 7,923.64	Total Expenditures		\$ 43,696.63	Total Expenditures						
	WIOA Dislocated Worker Program	47.4%	\$ 9,981.90	Training Expenditures	29.0%	\$ 10,011.90	Training Expenditures	-		# Training Expenditures	-		# Training Expenditures
			\$ 21,062.00	Total Expenditures		\$ 34,504.20	Total Expenditures						
<b>Total Contract Expenditures</b>													
36.33%	WIOA Adult Program	12.1%	\$ 8,024.74	Expenditures	66.8%	\$ 44,202.13	Expenditures	-		# Expenditures	-		# Expenditures
			\$ 66,155.00	Total Contract		\$ 66,155.00	Total Contract						
	WIOA Dislocated Worker Program	14.2%	\$ 21,998.24	Expenditures	23.3%	\$ 36,064.60	Expenditures	-		# Expenditures	-		# Expenditures
			\$ 154,797.68	Total Contract		\$ 154,797.68	Total Contract						

Adult Program Carry-Over funding expenditure met. Required by December 31, 2020: \$4,277.83 Expended by December 31, 2020: \$44,202.13

Dislocated Worker Program Carry-Over funding expenditure met. Required by December 31, 2020: \$1,255.37 Expended by December 31, 2020: \$36,064.60

## George Washington Planning District 16 Data

		2nd Quarter PY 20
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		70
Total Participants Served		47
Percent of Planned		67%
Planning District 16 Total New Clients Enrolled this Quarter		5
	WIOA Adult	30
	WIOA Dislocated Worker	17
Spotsylvania County New Clients Enrolled this Quarter		3
	WIOA Adult	10
	WIOA Dislocated Worker	5
Stafford County New Clients Enrolled this Quarter		1
	WIOA Adult	7
	WIOA Dislocated Worker	5
Caroline County New Clients Enrolled this Quarter		1
	WIOA Adult	2
	WIOA Dislocated Worker	1
King George County New Clients Enrolled this Quarter		0
	WIOA Adult	5
	WIOA Dislocated Worker	2
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Adult	6
	WIOA Dislocated Worker	4

Rappahannock Community College																
	1st Quarter PY 20 7/1/20 - 9/30/20				2nd Quarter PY 20 10/1/20 - 12/31/20				3rd Quarter PY 20 1/1/21 - 3/31/21				4th Quarter PY 20 4/1/21 - 6/30/21			
<b>Customer Summary Information</b>																
Planned Number of Participants for PY	83				83											
Total Participants Served	51				72											
Percent of Planned	61%				87%				-				-			
New Clients Enrolled this Quarter	10				11											
WIOA Adult	50				61											
WIOA Dislocated Worker	1				1											
<b>Follow Up Information</b>																
Total Follow-Ups Required	73				57											
Total Follow-Ups Completed	73				57											
Total Follow-Up Not Completed	0				0				0				0			
<b>Employment 2nd Quarter after Exit</b>																
WIOA Adult Program - 82.6%	95.8%	23	# employed	82.4%	14	# employed	-		# employed	-		# employed				
		24	# exited		17	# exited			# exited			# exited				
WIOA Dislocated Worker Program - 85%	100.0%	2	# employed	100.0%	1	# employed	-		# employed	-		# employed				
		2	# exited		1	# exited			# exited			# exited				
<b>Employment 4th Quarter after Exit</b>																
WIOA Adult Program - 85%	82.6%	19	# employed	87.0%	20	# employed	-		# employed	-		# employed				
		23	# exited		23	# exited			# exited			# exited				
WIOA Dislocated Worker Program - 90%	100.0%	1	# employed	100.0%	2	# employed	-		# employed	-		# employed				
		1	# exited		2	# exited			# exited			# exited				
<b>Median Earnings 2nd Quarter after Exit</b>																
WIOA Adult Program	\$6,000.00	Not Available		\$6,000.00		\$6,000.00		\$6,000.00		\$6,000.00		\$6,000.00				
WIOA Dislocated Worker Program	\$8,700.00	Not Available		\$8,700.00		\$8,700.00		\$8,700.00		\$8,700.00		\$8,700.00				
<b>Credential Attainment within Four Quarters after Exit</b>																
WIOA Adult Program - 74%	86.4%	19	# credentialed	100.0%	21	# credentialed	-		# credentialed	-		# credentialed				
		22	# exited		21	# exited			# exited			# exited				
WIOA Dislocated Worker Program - 70%	0.0%	0	# credentialed	50.0%	1	# credentialed	-		# credentialed	-		# credentialed				
		1	# exited		2	# exited			# exited			# exited				
<b>Measurable Skills Gain</b>																
WIOA Adult Program - 70.2%	29.2%	7	# gained	45.9%	17	# gained	-		# gained	-		# gained				
		24	# exited		37	# exited			# exited			# exited				
WIOA Dislocated Worker Program - 69.8%	-	0	# gained	-	0	# gained	-		# gained	-		# gained				
		0	# exited		0	# exited			# exited			# exited				
<b>40% Minimum Training Expenditure Requirement</b>																
89.60%	WIOA Adult Program	91.7%	\$ 26,351.90	Training Expenditures	93.8%	\$ 72,409.37	Training Expenditures	-		Training Expenditures	-		Training Expenditures			
			\$ 28,739.60	Total Expenditures		\$ 77,190.09	Total Expenditures			Total Expenditures			Total Expenditures			
	WIOA Dislocated Worker Program	0.0%	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	-		Training Expenditures	-		Training Expenditures		
				\$ 1,812.30	Total Expenditures		\$ 3,624.60	Total Expenditures			Total Expenditures			Total Expenditures		
<b>Total Contract Expenditures</b>																
26.92%	WIOA Adult Program	16.8%	\$ 28,739.60	Expenditures	45.2%	\$ 77,190.09	Expenditures	-		Expenditures	-		Expenditures			
			\$170,694.64	Total Contract		\$ 170,694.64	Total Contract			Total Contract			Total Contract			
	WIOA Dislocated Worker Program	1.4%	2.8%	\$ 1,812.30	Expenditures	2.8%	\$ 3,624.60	Expenditures	-		Expenditures	-		Expenditures		
				\$129,546.31	Total Contract		\$ 129,546.31	Total Contract			Total Contract			Total Contract		
Adult Program Carry-Over funding expenditure met. Required by December 31, 2020: \$51,878.06 Expended by December 31, 2020: \$77,190.09																
Dislocated Worker Program Carry-Over funding expenditure <b>not</b> met. Required by December 31, 2020: \$7,007.34 Expended by December 31, 2020: \$3,624.60																

## Northern Neck Planning District 17 Data

		2nd Quarter PY 20
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		43
Total Participants Served		27
Percent of Planned		63%
Planning District 17 Total New Clients Enrolled this Quarter		5
	WIOA Adult	27
	WIOA Dislocated Worker	0
Lancaster County New Clients Enrolled this Quarter		1
	WIOA Adult	6
	WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Adult	4
	WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter		1
	WIOA Adult	8
	WIOA Dislocated Worker	0
Westmoreland County New Clients Enrolled this Quarter		2
	WIOA Adult	9
	WIOA Dislocated Worker	0

## Middle Peninsula Planning District 18 Data

2nd Quarter PY 20

### Customer Summary Information

Planned Number of Participants for PY	40
Total Participants Served	19
Percent of Planned	48%
Planning District 18 Total New Clients Enrolled this Quarter	4
WIOA Adult	18
WIOA Dislocated Worker	1
Essex County New Clients Enrolled this Quarter	3
WIOA Adult	8
WIOA Dislocated Worker	1
King and Queen County New Clients Enrolled this Quarter	0
WIOA Adult	1
WIOA Dislocated Worker	0
King William County New Clients Enrolled this Quarter	0
WIOA Adult	2
WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter	0
WIOA Adult	0
WIOA Dislocated Worker	0
Middlesex County New Clients Enrolled this Quarter	1
WIOA Adult	7
WIOA Dislocated Worker	0

Eastern Shore Community College													
		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21		
<b>Customer Summary Information</b>													
Planned Number of Participants for PY		45			45								
Total Participants Served		27			39								
Percent of Planned		60%			87%			-			-		
New Clients Enrolled this Quarter		7			12								
WIOA Adult		24			35								
WIOA Dislocated Worker		3			4								
<b>Follow Up Information</b>													
Total Follow-Ups Required		41			35								
Total Follow-Ups Completed		41			35								
Total Follow-Up Not Completed		0			0			0			0		
<b>Employment 2nd Quarter after Exit</b>													
WIOA Adult Program - 82.6%		100.0%		12	# employed	87.5%	14	# employed	-	# employed	-	# employed	
				12	# exited		16	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 85%		100.0%		2	# employed	100.0%	3	# employed	-	# employed	-	# employed	
				2	# exited		3	# exited		# exited		# exited	
<b>Employment 4th Quarter after Exit</b>													
WIOA Adult Program - 85%		71.4%		5	# employed	94.1%	16	# employed	-	# employed	-	# employed	
				7	# exited		17	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 90%		100.0%		2	# employed	100.0%	3	# employed	-	# employed	-	# employed	
				2	# exited		3	# exited		# exited		# exited	
<b>Median Earnings 2nd Quarter after Exit</b>													
WIOA Adult Program		\$6,000.00	Not Available		\$6,000.00	Not Available		\$6,000.00			\$6,000.00		
WIOA Dislocated Worker Program		\$8,700.00	Not Available		\$8,700.00	Not Available		\$8,700.00			\$8,700.00		
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Adult Program - 74%		50.0%		3	# credentialed	58.8%	10	# credentialed	-	# credentialed	-	# credentialed	
				6	# exited		17	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 70%		100.0%		2	# credentialed	33.3%	1	# credentialed	-	# credentialed	-	# credentialed	
				2	# exited		3	# exited		# exited		# exited	
<b>Measurable Skills Gain</b>													
WIOA Adult Program - 70.2%		22.7%		5	# gained	56.0%	14	# gained	-	# gained	-	# gained	
				22	# exited		25	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 69.8%		33.3%		1	# gained	66.7%	2	# gained	-	# gained	-	# gained	
				3	# exited		3	# exited		# exited		# exited	
<b>40% Minimum Training Expenditure Requirement</b>													
23.04%	WIOA Adult Program		17.7%		\$ 4,320.00	Training Expenditures	28.3%	\$ 14,785.20	Training Expenditures	-	Training Expenditures	-	Training Expenditures
					\$ 24,462.16	Total Expenditures		\$ 52,269.07	Total Expenditures		Total Expenditures		
	WIOA Dislocated Worker Program		10.5%		\$ 1,120.00	Training Expenditures	7.4%	\$ 1,305.75	Training Expenditures	-	Training Expenditures	-	Training Expenditures
					\$ 10,653.79	Total Expenditures		\$ 17,558.48	Total Expenditures		Total Expenditures		
<b>Total Contract Expenditures</b>													
34.40%	WIOA Adult Program		22.0%		\$ 24,956.39	Expenditures	46.9%	\$ 53,141.34	Expenditures	-	Expenditures	-	Expenditures
					\$ 113,313.88	Total Contract		\$ 113,313.88	Total Contract		Total Contract		
	WIOA Dislocated Worker Program		11.7%		\$ 11,114.02	Expenditures	19.4%	\$ 18,395.07	Expenditures	-	Expenditures	-	Expenditures
					\$ 94,622.95	Total Contract		\$ 94,622.95	Total Contract		Total Contract		
Adult Program Carry-Over funding expenditure met. Required by December 31, 2020: \$13,580.62 Expended by December 31, 2020: \$53,141.34													
Dislocated Worker Program Carry-Over funding expenditure <b>not</b> met. Required by December 31, 2020: \$18,784.07 Expended by December 31, 2020: \$18,395.07													



## Eastern Shore Planning District 22 Data

		2nd Quarter PY 20
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		45
Total Participants Served		37
Percent of Planned		82%
Planning District 22 Total New Clients Enrolled this Quarter		12
	WIOA Adult	34
	WIOA Dislocated Worker	3
Accomack County New Clients Enrolled this Quarter		7
	WIOA Adult	24
	WIOA Dislocated Worker	1
Northampton County New Clients Enrolled this Quarter		5
	WIOA Adult	10
	WIOA Dislocated Worker	2

SkillSource Group																
	1st Quarter PY 20 7/1/20 - 9/30/20				2nd Quarter PY 20 10/1/20 - 12/31/20				3rd Quarter PY 20 1/1/21 - 3/31/21				4th Quarter PY 20 4/1/21 - 6/30/21			
<b>Customer Summary Information</b>																
Planned Number of Participants for PY	39				39											
Total Participants Served	22				25											
Percent of Planned	56%				64%				-				-			
New Clients Enrolled this Quarter	3				3											
WIOA Youth	22				25											
<b>Follow Up Information</b>																
Total Follow-Ups Required	29				22											
Total Follow-Ups Completed	29				22											
Total Follow-Up Not Completed	0				0				0				0			
<b>Employment 2nd Quarter after Exit</b>																
WIOA Youth - 77.3%	77.8%	7	# employed	66.7%	2	# employed	-		# employed	-		# employed				
		9	# exited		3	# exited			# exited			# exited				
<b>Employment 4th Quarter after Exit</b>																
WIOA Youth - 62.8%	-	0	# employed	88.9%	8	# employed	-		# employed	-		# employed				
		0	# exited		9	# exited			# exited			# exited				
<b>Credential Attainment within Four Quarters after Exit</b>																
WIOA Youth - 70%	-	0	# credentialed	100.0%	4	# credentialed	-		# credentialed	-		# credentialed				
		0	# exited		4	# exited			# exited			# exited				
<b>Measurable Skills Gain</b>																
WIOA Youth - 69.1%	19.0%	4	# gained	40.0%	10	# gained	-		# gained	-		# gained				
		21	# exited		25	# exited			# exited			# exited				
<b>20% Work Experience Expenditure Requirement</b>																
41.59%	WIOA Youth	38.9%	\$ 8,835.75	Training Expenditures	41.6%	\$ 14,922.59	Training Expenditures	-		Training Expenditures	-		Training Expenditures			
			\$ 22,689.87	Total Expenditures		\$ 35,877.22	Total Expenditures			Total Expenditures			Total Expenditures			
<b>Total Contract Expenditures</b>																
37.46%	WIOA Youth	23.7%	\$ 22,689.87	Expenditures	37.5%	\$ 35,877.22	Expenditures	-		Expenditures	-		Expenditures			
			\$ 95,773.09	Total Contract		\$ 95,773.09	Total Contract			Total Contract			Total Contract			
Youth Program Carry-Over funding expenditure met. Required by December 31, 2020: \$16,567.13 Expended by December 31, 2020: \$35,877.22																

<b>George Washington Planning District 16 Data</b>	
	<b>2nd Quarter PY 20</b>
<b>Customer Summary Information</b>	
Planned Number of Participants for PY	39
Total Participants Served	25
Percent of Planned	64%
Planning District 16 Total New Clients Enrolled this Quarter	3
WIOA Youth	25
Spotsylvania County New Clients Enrolled this Quarter	0
WIOA Youth	8
Stafford County New Clients Enrolled this Quarter	1
WIOA Youth	8
Caroline County New Clients Enrolled this Quarter	0
WIOA Youth	1
King George County New Clients Enrolled this Quarter	1
WIOA Youth	3
City of Fredericksburg New Clients Enrolled this Quarter	1
WIOA Youth	5

Rappahannock Community College													
		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21		
<b>Customer Summary Information</b>													
Planned Number of Participants for PY		45			45								
Total Participants Served		34			34								
Percent of Planned		76%			76%			-			-		
New Clients Enrolled this Quarter		1			0								
WIOA Youth		34			34								
<b>Follow Up Information</b>													
Total Follow-Ups Required		8			8								
Total Follow-Ups Completed		8			8								
Total Follow-Up Not Completed		0			0			0			0		
<b>Employment 2nd Quarter after Exit</b>													
WIOA Youth - 77.3%		50.0%	1	# employed	50.0%	1	# employed	-		# employed	-		# employed
			2	# exited		2	# exited			# exited			# exited
<b>Employment 4th Quarter after Exit</b>													
WIOA Youth - 62.8%		50.0%	1	# employed	100.0%	2	# employed	-		# employed	-		# employed
			2	# exited		2	# exited			# exited			# exited
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Youth - 70%		-	0	# credentialed	50.0%	1	# credentialed	-		# credentialed	-		# credentialed
			0	# exited		2	# exited			# exited			# exited
<b>Measurable Skills Gain</b>													
WIOA Youth - 69.1%		5.9%	1	# gained	5.6%	1	# gained	-		# gained	-		# gained
			17	# exited		18	# exited			# exited			# exited
<b>20% Work Experience Expenditure Requirement</b>													
22.67%	WIOA Youth		20.9%	\$ 5,132.45	Training Expenditures	22.7%	\$ 8,973.00	Training Expenditures	-		Training Expenditures	-	Training Expenditures
				\$ 24,553.70	Total Expenditures		\$ 39,582.19	Total Expenditures			Total Expenditures		Total Expenditures
<b>Total Contract Expenditures</b>													
27.17%	WIOA Youth		16.9%	\$ 24,553.70	Expenditures	27.2%	\$ 39,582.19	Expenditures	-		Expenditures	-	Expenditures
				\$ 145,708.29	Total Contract		\$ 145,708.29	Total Contract			Total Contract		Total Contract
Youth Program Carry-Over funding expenditure met. Required by December 31, 2020: \$31,429.21 Expended by December 31, 2020: \$39,582.19													

## Northern Neck Planning District 17 Data

		2nd Quarter PY 20
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		24
Total Participants Served		22
Percent of Planned		92%
Planning District 17 Total New Clients Enrolled this Quarter		0
	WIOA Youth	22
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	2
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Richmond County New Clients Enrolled this Quarter		0
	WIOA Youth	9
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	8

## Middle Peninsula Planning District 18 Data

		2nd Quarter PY 20
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		21
Total Participants Served		7
Percent of Planned		33%
Planning District 18 Total New Clients Enrolled this Quarter		0
	WIOA Youth	7
Essex County New Clients Enrolled this Quarter		0
	WIOA Youth	7
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	0
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		0
	WIOA Youth	0

## Eastern Shore Community College

		1st Quarter PY 20 7/1/20 - 9/30/20		2nd Quarter PY 20 10/1/20 - 12/31/20		3rd Quarter PY 20 1/1/21 - 3/31/21		4th Quarter PY 20 4/1/21 - 6/30/21			
<b>Customer Summary Information</b>											
Planned Number of Participants for PY		23		23							
Total Participants Served		7		7							
Percent of Planned		30%		30%		-		-			
New Clients Enrolled this Quarter		0		0							
WIOA Youth		7		7							
<b>Follow Up Information</b>											
Total Follow-Ups Required		27		14							
Total Follow-Ups Completed		27		14							
Total Follow-Up Not Completed		0		0		0		0			
<b>Employment 2nd Quarter after Exit</b>											
WIOA Youth - 77.3%		92.9%		75.0%		-		-			
		13 # employed		3 # employed							
		14 # exited		4 # exited							
<b>Employment 4th Quarter after Exit</b>											
WIOA Youth - 62.8%		25.0%		100.0%		-		-			
		1 # employed		1 # employed							
		4 # exited		1 # exited							
<b>Credential Attainment within Four Quarters after Exit</b>											
WIOA Youth - 70%		100.0%		100.0%		-		-			
		1 # credentialed		1 # credentialed							
		1 # exited		1 # exited							
<b>Measurable Skills Gain</b>											
WIOA Youth - 69.1%		0.0%		16.7%		-		-			
		0 # gained		1 # gained							
		6 # exited		6 # exited							
<b>20% Work Experience Expenditure Requirement</b>											
34.06%		WIOA Youth		38.7%		34.1%		-		-	
				\$ 5,485.74 Training Expenditures		\$ 9,248.31 Training Expenditures					
				\$ 14,191.87 Total Expenditures		\$ 27,150.81 Total Expenditures					
<b>Total Contract Expenditure Requirement</b>											
24.27%		WIOA Youth		12.7%		24.3%		-		-	
				\$ 14,768.65 Training Expenditures		\$ 28,247.45 Training Expenditures					
				\$ 116,389.36 Total Expenditures		\$ 116,389.36 Total Expenditures					

Youth Program Carry-Over funding expenditure met. Required by December 31, 2020: \$21,800.24 Expended by December 31, 2020: \$28,247.45

## Eastern Shore Planning District 22 Data

2nd Quarter PY 20

### Customer Summary Information

Planned Number of Participants for PY	23
Total Participants Served	7
Percent of Planned	30%
Planning District 22 Total New Clients Enrolled this Quarter	0
WIOA Youth	7
Accomack County New Clients Enrolled this Quarter	0
WIOA Youth	5
Northampton County New Clients Enrolled this Quarter	0
WIOA Youth	2



## 2nd Quarter PY 2020

	Negotiated Level	Actual	% of Negotiated Level	Status
<b>Adult Measures</b>				
Employment 2nd Quarter after Exit	82.6	83.0	100%	E
Employment 4th Quarter after Exit	85.0	91.1	107%	E
Median Earnings 2nd Quarter after Exit	\$6,000.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	74.0	83.3	113%	E
Measurable Skills Gain	70.2	45.1	64%	FTM
<b>Dislocated Workers Measures</b>				
Employment 2nd Quarter after Exit	85.0	85.0	100%	M
Employment 4th Quarter after Exit	85.0	91.7	108%	E
Median Earnings 2nd Quarter after Exit	\$8,700.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	70.0	58.3	83%	FTM
Measurable Skills Gain	69.8	28.6	41%	FTM
<b>Youth Measures</b>				
Employment 2nd Quarter after Exit	77.3	66.7	86%	FTM
Employment 4th Quarter after Exit	62.8	91.7	146%	E
Credential Attainment within 4 Quarters after Exit	70.0	85.7	122%	E
Measurable Skills Gain	69.1	24.5	35%	FTM

## **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)**

WIOA Wagner-Peyser Services Contracts		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20		
<b>Rappahannock Goodwill Industries - Planning District 16 - George Washington Region*</b>							
87.58%	WIOA Wagner-Peyser	31.5%	\$ 34,458.67	Wagner-Peyser Expenditures	87.6%	\$ 95,692.00	Wagner-Peyser Expenditures
			\$ 109,258.36	Total Contract		\$ 109,258.36	Total Contract
<b>The SkillSource Group - Planning District 16 - George Washington Region* &amp; **</b>							
53.02%	WIOA Wagner-Peyser	9.9%	\$ 1,971.69	Wagner-Peyser Expenditures	53.0%	\$ 10,603.93	Wagner-Peyser Expenditures
			\$ 20,000.00	Total Contract		\$ 20,000.00	Total Contract
<b>Job Assistance Center - Planning District 17 - Northern Neck Region*</b>							
94.30%	WIOA Wagner-Peyser	46.9%	\$ 19,251.62	Wagner-Peyser Expenditures	94.3%	\$ 38,701.40	Wagner-Peyser Expenditures
			\$ 41,040.51	Total Contract		\$ 41,040.51	Total Contract
<b>Job Assistance Center - Planning District 18 - Middle Peninsula Region*</b>							
86.09%	WIOA Wagner-Peyser	37.6%	\$ 20,273.32	Wagner-Peyser Expenditures	86.1%	\$ 46,395.60	Wagner-Peyser Expenditures
			\$ 53,890.03	Total Contract		\$ 53,890.03	Total Contract
<b>Job Assistance Center - Planning District 22 - Eastern Shore Region*</b>							
82.30%	WIOA Wagner-Peyser	24.7%	\$ 9,740.14	Wagner-Peyser Expenditures	82.3%	\$ 32,499.60	Wagner-Peyser Expenditures
			\$ 39,489.54	Total Contract		\$ 39,489.54	Total Contract
*Wagner-Peyser Program Closeout Not Finalized (7/1/2020-12/31/2020)							
**Invoices only current through November 2020							

Wagner Peyser Metrics		
Virginia Career Works - Bay Consortium		
Office - Rappahannock Goodwill Industries		
10/01/2020 - 12/31/2020		
<b>Individuals</b>		
Enrolled WP (PIRL)	Distinct Users	Services Provided
159	3782	8445
<b>Employers</b>		
New Registrations	Employers Served	Services Provided
4	43	360
<b>Job Orders and Matching</b>		
Job Orders	Job Openings	Job Notifications
12	11	7211
<b>Staff Efforts</b>		
Outreach Emails	Outreach Calls	Referrals Sent
7126	224	15
<b>Other</b>		
Placements	Job Fairs/Hiring Events	Workshops
10	3	9

Wagner Peyser Metrics		
Virginia Career Works - Bay Consortium		
Office - SkillSource Group		
10/1/2020 - 12/31/2020		
<b>Individuals</b>		
Enrolled WP (PIRL)	Distinct Users	Services Provided
5	5	12
<b>Employers</b>		
New Registrations	Employers Served	Services Provided
N/A	N/A	N/A
<b>Job Orders and Matching</b>		
Job Orders	Job Openings	Job Notifications
N/A	N/A	N/A
<b>Staff Efforts</b>		
Outreach Emails	Outreach Calls	Referrals Sent
58	116	6
<b>Other</b>		
Placements	Job Fairs/Hiring Events	Workshops
0	0	7

Wagner Peyser Metrics		
Virginia Career Works - Bay Consortium		
Office - Job Assistance Center		
10/01/2020 - 12/31/2020		
<b>Individuals</b>		
Enrolled WP (PIRL)	Distinct Users	Services Provided
74 (24 MP, 19 NN, 31 ES)	1736	2599
<b>Employers</b>		
New Registrations	Employers Served	Services Provided
11	68 (24 MP, 24 NN, 20 ES)	145
<b>Job Orders and Matching</b>		
Job Orders	Job Openings	Job Notifications
194	219	689
<b>Staff Efforts</b>		
Outreach Emails	Outreach Calls	Referrals Sent
729	326	411
<b>Other</b>		
Placements	Job Fairs/Hiring Events	Workshops
11	2 (1 MP, 1 NN)	2

Economic Equity Initiative Contract Expenditures													
		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21		
91.72%	EEI Program	47.2%	\$ 40,799.02	EEI Expenditures	91.7%	\$ 79,349.40	EEI Expenditures	-		EEI Expenditures	-		EEI Expenditures
			\$ 86,510.00	Total Contract			\$ 86,510.00		Total Contract				Total Contract
<b>Target Number of Participants</b>													
	EEI Program	22.5%	9	# participants	27.5%	11	# participants	-		# participants	-		# participants
			40	Total		40	Total			Total			Total
<b>Employment 2nd Quarter after Exit</b>													
	EEI Program	9.1%	2	# participants	18.2%	4	# participants	-		# participants	-		# participants
			22	# exited		22	# exited			# exited			# exited
<b>Employment 4th Quarter after Exit</b>													
	EEI Program	0.0%	0	# participants	0.0%	0	# participants	-		# participants	-		# participants
			28	# exited		28	# exited			# exited			# exited
<b>Credential Attainment within Four Quarters after Exit</b>													
	EEI Program	6.7%	2	# credentialed	13.3%	4	# credentialed	-		# credentialed	-		# credentialed
			30	Total		30	Total			Total			Total
<b>Training Completion</b>													
	EEI Program	13.3%	4	# credentialed	16.7%	5	# credentialed	-		# credentialed	-		# credentialed
			30	Total		30	Total			Total			Total

## Customer Survey

### Center Open by Appointment Only - Eastern Shore Sub-Area 22 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>	32	4	7	13	3	17	2	1
<b>Were your needs met?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	40	1						
<b>Was the Staff Knowledgeable?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	40	1						
<b>If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?</b>	<b>Yes</b>	<b>No</b>	N/A					
<i>Number of Visitors</i>	40	1	0					
<b>How helpful was the Staff during your visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>	<b>Additional Comments:</b> 1. <b>Helpful</b> 2. <b>Pleasant</b> 3. <b>Nice</b> 4. <b>Friendly</b> 5. <b>No help with claim at all &amp; a waste of time</b> 6. <b>Explained claim process so I could understand</b> 7. <b>Patient</b> 8. <b>Cordial</b>		
<i>Number of Visitors</i>	1	2	7	2	29			
<b>How would you rate your overall visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>			
<i>Number of Visitors</i>	1	2	7	2	29			

**Center Open by Appointment Only – No George Washington Sub-Area 16 Customer Surveys Completed by Customers**

**Center Closed – No Northern Neck Sub-Area 17 Customer Survey Results**

**Center Closed – No Middle Peninsula Sub-Area 18 Customer Survey Results**

## Success Stories

### *Rappahannock Goodwill Industries Adult/Dislocated Worker Success Story – George Washington*

MM started the eligibility process for the WIOA program in the midst of the Covid-19 pandemic. MM wanted to obtain a CDL Class A license and wished to go over the road as a truck driver. MM met with the WIOA staff virtually, enabling them to complete his eligibility and individual employment plan while staff was working remotely. MM's training was delayed during the height of the pandemic, but he started at CDS Tractor Trailer Training in the beginning of June 2020. CDS had implemented a new class structure due to Covid-19, and MM completed the first portion of his course virtually.

However, there was a bump in the road to MM's success, as the Virginia DMV locations were closed to the public during the pandemic. This delayed his training until the DMV finally opened to appointments only towards the end of July 2020. With his appointment scheduled for a few weeks out, MM waited patiently and reviewed what he had learned in the virtual portion of his course. WIOA staff assisted MM with finding online video tutorials and practice test for his learner's permit and the maneuvers he would be completing in the trucks when he was able to finally attend the in-person portion of his training.

MM was nervous about his learner's test, but WIOA staff supported him by talking him through some of the practice test questions he was having difficulty with. MM called the WIOA staff directly after he successfully passed the learner's permit test, and was excited to finally get his learners and start his in-person training.

MM began the in-person portion of his training immediately, attending as much as the small class sizes scheduling allowed. He even attended extra training hours, when the school allowed. WIOA staff supported him throughout the weeks he was attending training, making sure that he had the tools and support he needed.

Despite the pandemic, MM passed his training course in early August 2020. The WIOA staff sent him numerous job openings and assisted him with his resume. MM interviewed at several companies and attended an orientation for a company who stated they would hire him. Unfortunately, due to the company suddenly downsizing, the position fell through. With the encouragement of WIOA staff and the same perseverance shown during his mid-pandemic training, MM interviewed with Western Express and was hired on immediately.

MM has been successfully employed at Western Express since mid-October 2020. He checks in with WIOA staff periodically to update them on his accomplishments. MM is young and just starting his career, but looks forward to the economic impact his decision to get his CDL Class A will afford to him for his future.



***Rappahannock Community College  
Adult/Dislocated Worker Success Story - Northern Neck***

B. came into RCC in April 2019. She was a single mother of two, received SNAP benefits and worked part-time. She was a registered medication aide but had difficulty with lifting patients. She also had a certificate for medical billing and coding but was unable to secure a job for this. She decided that she would like to become a certified medical assistant, which would enhance her current skills. She applied for WIOA and met priority of service requirements to include low income, public assistance and basic skills deficient. I enrolled her in WIOA. Some time went by, and B. registered for medical assistant training through AlliedRX. She completed the class and passed her exam in January 2020. Then along came COVID. She lost her part-time job and became very discouraged. However, in October 2020, things turned around for B. She passed her NHA exam on October 6, 2020 and started a new job with Concentra Health Services on October 12, 2020. One of the requirements of the job was the medical assistant certification. She works as a COVID screener for Amazon, who contracted with Concentra Health Services for this service. She works full time and earns \$21.00 an hour. She hopes that this job will lead to other positions with Concentra Health Services. She is doing well and enjoying the job.

***Rappahannock Community College  
Adult/Dislocated Worker Success Story – Middle Peninsula***

CC came to our offices seeking financial assistance to participate in CDL training as she expressed interest in bettering her employment possibilities and beginning a career. CC completed the 10th grade and later achieved her GED. CC is 27 years old and has no dependents. CC worked two to three days a week as a car driver for the school system averaging 15 hours a week. Though she was low income, CC did not receive any public assistance. CC had held previous jobs as a cashier, fast food cook, and flag holder.

Two days before CDL classes began, CC informed the case manager that she had no experience driving standard transmission, which proved not to be a barrier in her training. CC completed CDL training and gained employment within two months of obtaining her credentials. CC is employed as a truck driver with a regional company and makes a salary of \$170.00 per day. CC is very appreciative of the WIOA program and the financial assistance she received and often verbalized her appreciation to the case manager.

***Eastern Shore Community College  
Adult/Dislocated Worker Success Stories – Eastern Shore***

***Story #1***

NY is an Adult who recently completed the practical nursing program. NY enrolled in the practical nursing as a certified medical assistant seeking to broaden her medical skill set. NY decided that more was needed for her and decided to enroll to become an LPN. NY went through the 1-year program and finished with good grades and was one of best students in the program. After completion of the program, NY took the NCLEX examination for licensure and passed on her first try. NY received a promotion at work to become an LPN and is now making more money. NY thanked the Case Manager for his help assisting her with enrolling in the program and that it would not be possible without WIOA.

## *Story #2*

SS is a Dislocated Worker who was laid off in June of 2019 after a layoff from Eastern Shore Community College. SS decided to complete the geographic information systems (GIS) training at Tidewater Community College. SS completed her training at TCC in three semesters with a 3.5/4.0 GPA and obtained her Geographic Information Systems certification. SS is currently working at a local radio station and is currently looking for more opportunities to use her newly obtained certification.

### *SkillSource Group Youth Success Story – George Washington*

KR was 22 years old when she entered The Bay Consortium's WIOA Youth program after being incarcerated for 3 months for forgery. She stated she was attempting to keep her roommate and herself from being evicted due to high rent. Her desire to make up for this transgression was portrayed while incarcerated, where she served in the jail kitchen, participated in yoga, and obtained a life coach. She knew she had made an awful mistake and wanted to get back on track with her desire to get into the medical field. She co-enrolled with the WIOA Adult and Youth Programs to gain the benefit of training as well as supportive services from both. She displayed the right attitude, a great personality, and was excited to have some support. She was given positive feedback from her Probation Officer and, when she applied, she was going to be dismissed from probation very soon.

She went immediately into skills training. The Training Program Director stated that she was "an ambitious and committed student" who was on the right path. She finished training, and then ran into a hitch. To be able to take the State Certified Nursing exam, she was instructed to get a letter from her Probation Officer, and write one herself, stating the details of her arrest and circumstances which led to committing the crime. She submitted both letters and waited. She was finally notified that she needed additional paperwork from the court, and another personal essay. KR and her case manager submitted new paperwork. KR was disheartened, wondering when she could take the test and start working as a CNA. She began working two part time jobs for income and attended the Youth Program's financial literacy workshops. She worked with her case manager on her resume, hoping to begin applying for CNA positions soon.

After one more month went by, her case manager began calling the testing center and asking questions. KR also emailed the testing center several times, however it appeared as if no forward steps were being taken. The case manager finally reached someone who was extremely helpful. The Testing Site official reviewed KR's file and directed the case manager to have KR call the local program site manager. She once again was asked information and told she would receive an email soon. KR received an email the following week that she could now sign up for the exam. She was so excited she texted and emailed both the Youth and Adult case managers.

In the interim, KR volunteered at a multi-employer job fair held at the workforce center and she is very responsive with both of her case managers. She is currently reviewing material on the website for the exam, hoping to pass with flying colors. She has already applied to three medical facilities and has been interviewed by two of them. She recently signed up to work with the United Way's tax program beginning in January 2021. The United Way is one of the WIOA Youth Program's work experience

sites and she is one of three young adults getting ready to start this exciting opportunity. KR wants to save money to get her own apartment and begin to work towards her LPN sometime in the future.

KR still mentions her “mistake” often with tears, understanding the vital part it played in delaying her ability to reach her goal. However, she is very grateful for the funding, guidance, and general support of the WIOA Youth and Adult programs. She is very enthusiastic about taking her certification test in January and has already participated in an interview for the young adult program’s Facebook page. She is happy to let others know she is now where she should be.

***Rappahannock Community College  
Youth Success Story – Northern Neck***

NH came to RCC without a high-school diploma. She enrolled in the Adult Education/GED program and was very faithful in her attendance and dedicated to earning her GED. NH also wanted to earn a CNA certification so that she could go to work immediately and hopefully continue her education while working. She is a very goal oriented person and always looked to her goals as motivation to continue even when obstacles arose. NH passed her GED early in 2020 and was just enrolling in the CNA course when the COVID-19 restrictions went into place. This put NH on hold for continuing toward her goal, but it did not deter her. She patiently waited until face-to-face instruction was once again permitted and she started her CNA course in September of 2020. She has now completed the classroom and the clinical parts of the course. She is scheduled to take the CNA State Board testing on January 18 and will begin working as a CNA once she receives her State License.

***Rappahannock Community College  
Youth Success Story – Middle Peninsula***

DD enrolled in the WIOA Youth program with no prospects of employment and was seeking a pathway to success. He expressed the hope of earning a welding credential so that he could find a job and move into a place of his own. He was enrolled in the Welding program at RCC. It became quickly apparent that DD was going to excel. His hard work during the program allowed him to earn several welding credentials (SMAW, GMAW, FCAW, and GTAW). DD applied for a job at the Newport News Shipyard and was hired at a starting pay rate of \$20 per hour. He is also continuing his welding education through the Newport News Shipyard Welding School. DD is working toward renting a place of his own and is very happy in his job. With his motivation and strong work ethic, he will continue to quickly move along his career pathway and gain increased skills and positions within the welding field.

***Eastern Shore Community College  
Youth Success Stories – Eastern Shore***

**Story #1**

FF is a high school senior who has done a complete turnaround in her behavior, her outlook on school, and getting along with others. Before enrolling in the WIOA program FF was in jeopardy of not graduating due to missing critical classroom instruction because she had to spend so much time in in-school suspension for fighting with classmates, for disrespecting her teachers, the bus driver, and cafeteria staff. Since enrolling in the WIOA program FF has had someone to talk to about her future which was one source of anxiety for her. FF has learned about tutoring, career opportunities, the college

application process, and FAFSA. FF wants to find a part-time job. FF has also thrived this academic year as opposed to previous years when she was on the fringes of being expelled from school. To date FF has been accepted to a college in Delaware and is waiting to hear from the other colleges where she applied. FF's new outlook has given her the desire to be a contributing member of society.

## **Story #2**

CC is an out of school youth who recently completed the hair braiding training. CC came into the program wanting to learn a skill to earn a little extra income to take care of her family. CC has always been interested in hair and when she was the training advertised made the decision to sign up. CC knew how to do basic braids, but wanted to learn how to do different braid styles on different types of hair and from there promote her new skills and earn money for it. CC completed the two-month training program and created several great styles on her live models for the final exam fashion show. After completion of the program, CC got an offer to work in a salon as a certified braider and is scheduled to begin this month. This job will help CC reach her goal to earn extra income and express her creativity.

	One-Stop Operator		
	Proposer 1	Proposer 2	Proposer 3
	Reviewer 1	92	95
Reviewer 2	90	93	100
Reviewer 3	83	78	93
Average	88.33	88.67	96.67

	George Washington Adult/Dislocated			George Washington Youth		
	Proposer 1	Proposer 2	Proposer 3	Proposer 1	Proposer 2	Proposer 3
	Reviewer 1	92	95	99	93	97
Reviewer 2	81	95	98	63	89	100
Reviewer 3	85	73	93	83	90	93
Average	86.00	87.67	96.67	79.67	92.00	97.33

	Northern Neck Adult/Dislocated			Northern Neck Youth	
	Proposer 1	Proposer 2	Proposer 3	Proposer 1	Proposer 2
	Reviewer 1	93	95	96	96
Reviewer 2	87	95	92	98	98
Reviewer 3	85	73	87	84	84
Average	88.33	87.67	91.67	92.67	92.67

	Middle Peninsula Adult/Dislocated			Middle Peninsula Youth	
	Proposer 1	Proposer 2	Proposer 3	Proposer 1	Proposer 2
	Reviewer 1	93	95	96	93
Reviewer 2	88	95	96	78	98
Reviewer 3	85	73	87	83	84
Average	88.67	87.67	93.00	84.67	92.67

	Eastern Shore Adult/Dislocated			Eastern Shore Youth	
	Proposer 1	Proposer 2	Proposer 3	Proposer 1	Proposer 2
	Reviewer 1	92	95	97	93
Reviewer 2	88	90	98	73	90
Reviewer 3	85	73	84	83	85
Average	88.33	86.00	93.00	83.00	90.67

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

**Labor Market Committee Meeting**

**Draft Meeting Minutes**

**Wednesday, January 7, 2021**

**11:00 a.m.**

The Labor Market Committee met Wednesday, January 6, 2021 via Zoom.

**Call to Order:** Jean Fraysse called the Labor Market meeting to order at 11:00 a.m.

**Roll Call:** Present was David Mann, Greg Moon, and Jean Fraysse. Not present was Melvin Carter, Meg Bohmke, and Louis Belcher. In addition, was present Jackie Davis, Steven Golas, and Katlyn Moss. A quorum was present.

**Approval of Minutes:** The minutes from the October 15, 2020 meeting were tabled until next meeting.

**Public Input:** There was no public input.

**New Business:** Jackie Davis and Katlyn Moss presented members with Cyber Bytes Academy for the Eligible Training Provider List. Cyber Bytes Academy is a computer information and security school located in Stafford County. A motion was made to approve Cyber Bytes Academy and send to the full Board for approval, which was seconded and approved.

**Old Business:** Jackie Davis went over the strategic plan information. Jean Fraysse asked for a timeline on completion of the plan. Jackie Davis stated that the final discussion would be taking place on January 7. It would then be submitted in it's final form to the Executive Committee to be presented to the Board for public comment at the February Board meeting.

**Other Topics:** Jackie Davis mentioned that the next Board meeting would take place on February 3, 2021 at 11 a.m. via Zoom, and it would be a joint meeting with the CLEO Board.

There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,  
Katlyn Moss

**Youth Council  
Draft Minutes  
Monday, January 25, 2021  
10:00 a.m.**

The Youth Council met Monday, January 25, 2021, via Zoom.

**Call to Order:** Marjorie Lampkin called the Youth Council Meeting to order at 10 a.m.

**Roll Call:** Present were Hutt Williams, Tina Taylor, and Lori Strumpf. Not present were Steve Smith, David Ferguson, and Roger Gross. In addition, present were Jackie Davis, Steven Golas, and Katlyn Moss, WDB Staff.

**Approval of Minutes:** A motion was made to approve the minutes from the October 26, 2020 meeting with corrections made, which was seconded and approved.

**Public Input:** There was no public input.

**New Business:** Steven Golas went over the quarterly reports. He noted that Rappahannock Community College had not enrolled any new clients on the Northern Neck or Middle Peninsula this quarter and their Skill Gains were very low. He noted that Rappahannock Community College would be hiring two Youth Specialist for the Northern Neck and Middle Peninsula. He noted that Eastern Shore Community College had no new enrollments as well. He stated that he had requested corrective action plans for all of the underperforming categories. Jackie Davis reviewed the Request for Proposals (RFPs) with members, discussing with members the decision of the proposers remaining anonymous.

- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Youth Services in the George Washington Sub-Area 16, which was seconded and approved with Lori Strumpf abstaining.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Northern Neck Sub-Area 17, which was seconded and approved with Marjorie Lampkin and Hutt Williams abstaining.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Middle Peninsula Sub-Area 18, which was seconded and approved with Marjorie Lampkin and Hutt Williams abstaining.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Eastern Shore Sub-Area 22, which was seconded and approved with Tina Taylor abstaining.

**Old Business:** Jackie Davis discussed the new for new membership, specifically a new parent representative.

**Other Topics:** There were no other topics for discussion.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,  
Katlyn Moss

## **Strategic Priorities**

### Strategic Priority Number One: Funding – Performance and Accountability

Goal: Maximize funding opportunities to support strategic priorities

Objectives:

1. Diversify streams of revenue to support the strategic priorities
  - a. Grant opportunities
2. Support professional grant writing to supplement existing revenue
  - a. What efforts have been done to support grant writing
3. Monitor funds for correlation with goals
  - a. Monthly reports for VCCS
4. Evaluation – Review Quarterly reports, annual budgets, and grant revenue
  - a. Quarterly Reports for all funding streams to include budgets and goal monitoring

### Strategic Priority Number Two: Program Development and Implementation – One Stop

Goal: Lead workforce system of partners to provide comprehensive programs and services

Objectives:

1. Provide responsive and innovative employer services
  - a. Number of employers reached
  - b. Service provided to employers
2. Provide responsive and innovative training and support services for jobseekers
  - a. Number of jobseekers reached
  - b. Services provided to job seekers
3. Ensure WIOA compliance through technical assistance, tracking and documentation
  - a. Technical Assistance provided
    - i. Who provided the assistance
    - ii. Who received the assistance
4. Evaluation – Review quantity and quality of services provided to job seekers and employers
  - a. Job Seeker/Employer Satisfaction reports

### Strategic Priority Number Three: Business and Community Engagement –Board Development

Goal: Enhance outreach and connectivity to business and community partners

Objectives:

1. Enhance connections with regional employers through ongoing outreach and resource promotion
  - a. Number of employers reached
  - b. Marketing – flyers, emails, newsletter?
2. Enhance communication and collaboration with local elected officials
  - a. Board of supervisors meeting
  - b. Meetings with LEO/County Admin.



3. Coordinate and collaborate with community partners to promote and align resources of all stakeholders without duplicating services
  - a. Stakeholder visits/projects/partner meetings
4. Evaluation – Track business and community outreach by WDB members and staff
  - a. What business community outreach are WDB members engaged with
  - b. Number of business/community engagement projects
    - i. What type of engagement

Strategic Priority Number Four: Marketing – Labor Market

Goal: Enhance visibility and viability of WDB as an important key community resource

Objectives:

1. Align WDB marketing activities with VA Career Works initiative to support strategic priorities
  - a. Our mission is to advance economic stability and growth by preparing and connecting people who want to work with employers who need to hire through its training providers and network of professional partners. Virginia Career Works is Virginia’s vital link between meaningful employment and growing businesses, changing lives; and advancing economic prosperity.
2. Pursue sponsorships and partnerships to support program initiatives
  - a. List sponsorships and partnerships
3. Build rapport with industry and business community through ongoing needs assessment, resource promotion, and service enhancement
  - a.
4. Evaluation – Institute feedback methods to capture community opinion and usage of workforce services
  - a. Customer Satisfaction Survey – paper
  - b. Business Satisfaction Survey - online

<b>Bay Consortium Workforce Development Board, Inc.</b>			
<b>PY 2020-2021 Proposed Budget</b>			
<b>Revenue</b>	<b>Approved PY20-21</b>	<b>Amendment 1-21</b>	<b>Total Proposed PY20-21</b>
WIOA Admin	\$ 136,186.78		\$ 136,186.78
WIOA Adult	\$ 456,270.31		\$ 456,270.31
WIOA Dislocated	\$ 480,439.30		\$ 480,439.30
WIOA Youth	\$ 465,784.42		\$ 465,784.42
Economic Equity Initiative	\$ 113,376.94		\$ 113,376.94
Management Fee (One-Stop)	\$ 6,214.91		\$ 6,214.91
Rapid Response IWT	\$ -		\$ -
RR Business Support Initiative	\$ 30,804.54		\$ 30,804.54
Wagner Peyser Title III	\$ 263,678.44		\$ 263,678.44
VCW Reopening	\$ 52,926.29		\$ 52,926.29
Plan Development	\$ 10,000.00		\$ 10,000.00
GOVA - Workforce Study	\$ 62,500.00		\$ 62,500.00
Wagner Peyser Title III - Walkin	\$ 25,000.00		\$ 25,000.00
Wagner Peyser Title III - #2	\$ -	\$ 124,774.67	\$ 124,774.67
NDWG	\$ -	\$ 215,000.00	\$ 215,000.00
<b>Total Revenue</b>	<b>\$ 2,103,181.93</b>	<b>\$ 339,774.67</b>	<b>\$ 2,442,956.60</b>
<b>Expenses</b>			
<b>Board</b>	<b>Approved PY20-21</b>	<b>Amendment 1-21</b>	<b>Total Proposed PY20-21</b>
Advertising	\$ 500.00		\$ 500.00
Audit	\$ 16,700.00		\$ 16,700.00
Dues/Publications	\$ 500.00		\$ 500.00
Employee Salaries	\$ 193,744.66		\$ 193,744.66
Employee Benefits	\$ 58,123.40		\$ 58,123.40
Employee Taxes	\$ 17,921.38		\$ 17,921.38
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	\$ 6,700.00		\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00		\$ 2,000.00
Professional Development	\$ 5,000.00		\$ 5,000.00
Staff Travel	\$ 15,500.00		\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00	\$ (10,000.00)	\$ 3,500.00
<b>Board Total</b>	<b>\$ 356,439.44</b>	<b>\$ (10,000.00)</b>	<b>\$ 346,439.44</b>
<b>Programs</b>	<b>Approved PY20-21</b>	<b>Amendment 1-21</b>	<b>Total Proposed PY20-21</b>
SUB AREA 16 Adult/Dislocated	\$ 220,952.69		\$ 220,952.69
SUB AREA 17 and 18 Adult/Dislocated*	\$ 300,240.94		\$ 300,240.94
SUB AREA 22 Adult/Dislocated	\$ 207,936.83		\$ 207,936.83
SUB AREA 16 YOUTH	\$ 95,773.10		\$ 95,773.10
SUB AREA 17 and 18 YOUTH*	\$ 145,708.29		\$ 145,708.29
SUB AREA 22 YOUTH	\$ 116,389.36		\$ 116,389.36
INCUMBENT WORKER TRAINING	\$ 10,000.00		\$ 10,000.00
One-Stop Operator	\$ 50,000.00		\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 103,996.88		\$ 103,996.88
RAPID RESPONSE IWT	\$ -		\$ -
RR Business Support Initiative	\$ 30,804.54		\$ 30,804.54
Wagner Peyser Title III	\$ 263,678.44		\$ 263,678.44
VCW Reopening	\$ 52,926.29		\$ 52,926.29
Plan Development	\$ 10,000.00		\$ 10,000.00
GOVA - Workforce Study	\$ 62,500.00		\$ 62,500.00
Wagner Peyser Title III - Walkin	\$ 25,000.00		\$ 25,000.00
VCW One-Stop Support	\$ -	\$ 10,000.00	\$ 10,000.00
Wagner Peyser Title III - #2	\$ -	\$ 124,774.67	\$ 124,774.67
NDWG	\$ -	\$ 215,000.00	\$ 215,000.00
<b>Programs Total</b>	<b>\$ 1,695,907.36</b>	<b>\$ 349,774.67</b>	<b>\$ 2,045,682.03</b>
<b>Expense Total</b>	<b>\$ 2,052,346.80</b>		<b>\$ 2,392,121.47</b>
<b>Unobligated Reserve</b>	<b>\$ 50,835.13</b>	<b>\$ -</b>	<b>\$ 50,835.13</b>
<b>Total</b>	<b>\$ 2,103,181.93</b>		<b>\$ 2,442,956.60</b>
<b>Date Board Approval</b>			
<b>Date CLEO Approval</b>			