



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

**Executive Committee**

**Wednesday, January 25, 2023**

**Northern Neck Planning District Commission**

**457 Main Street, Warsaw, VA 22572**

**11:00 a.m.**



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**Draft Agenda**  
**Bay Consortium Workforce Development Board, Inc.**  
**Executive Committee**  
**Wednesday, January 25, 2023**  
**11:00 am**

- I. Call to Order:**
- II. Welcome and Introductions:**
- III. Roll Call:**
- IV. Approval of Minutes – October 26, 2022:**
- V. Public Comment:**
- VI. Standing Committees:**
  - A. One-Stop Committee:**
    - i. Portal Utilization Policy**
  - B. Performance and Accountability Committee:**
  - C. Labor Market Committee:**
    - i. Strategic Plan Review:**
  - D. Board Development Committee:**
  - E. Youth Council:**
- VII. Old Business:**
- VIII. New Business**
  - A. Strategic Plan:**
  - B. Portal Utilization:**
  - C. [Local Plan](#)**
  - E. Budget:**
  - F: [Audit](#)**
  - G: RFP for Talent Pipeline Initiative:**
  - H: Funds Transfer:**
- IX. Executive Director’s Update:**
- X. Other Items for Discussion:**
- XI. Public Comment:**
- XII. Adjournment:**

**Executive Committee**  
**Wednesday, October 26, 2022**  
**11:00 am**

The Executive Committee met on Wednesday, October 26, 2022 at 11:00 a.m. at the Northern Neck Planning District Commission.

- I. Call to Order:** Greg Moon called the meeting to order at 11:01 a.m.
- II. Roll Call:** Present was Greg Moon, Josh Gemerek, LaMont Brown, Marjorie Lampkin, and Vanesa Livingstone. Also present was Jackie Davis, Steven Golas, Kristina Allen, and Lauren Fallin. Not present was Deborah Warf, Ashley Forbes, and Shawn Hildebrand. We have a quorum.
- III. Approval of Minutes – July 27, 2022:** The minutes from the July 27, 2022 meeting were motioned to be approved, the motion was seconded.
- IV. Public Comment:** There was no public comment.
- V. Standing Committees:**
  - A. One-Stop Committee:** Traffic is increasing significantly in the workforce offices as fraud has been increasing.
  - B. Performance and Accountability Committee:** There has been improvement in numbers for Youth measures, Dislocated Workers measures, and Adult measures.
  - C. Labor Market Committee:**
    - i. Strategic Plan Review:** The Labor Market Committee is going to be meeting together and working on how to update the Strategic Plan.
  - D. Board Development Committee:** The Board Development Committee went over the updated Strategic Plan Review and discussed the upcoming Board meeting.
  - E. Youth Council:** The Youth Council met and had a quorum. They discussed the summer Youth event.
- VI. Old Business:** There was no old business discussed.
- VII. New Business:** There is an upcoming Board meeting in Stafford, VA on November 2, 2022 from 11:00 am – 12:00 pm at Cyber Bytes Foundation, and there will be a retreat before the meeting from 9:00 am – 11:00 am at Cyber Bytes Café. There will also be a networking dinner the night before, on November 1<sup>st</sup>.
- VIII. Executive Director’s Update:** Jackie Davis informed the Executive Committee of the upcoming Business Appreciation Event planned for November 18<sup>th</sup> in partnership with the Northern Neck Technical Center that will target businesses in the Northern Neck sub-area. Events like this will be planned for each of the sub-areas in the region by JoAnn Murchison.

The Bay Consortium Workforce Development Board (BCWDB) was awarded the GOVA grant they submitted in September. At the State level, leadership at Department of Housing and Community Development (DHCD) recommended that the Board shift focus to the upcoming Talent Pathways Initiative (TPI) since our GOVA grant mirrored the TPI. JoAnn Murchison will be leading this initiative which includes a series of in-person business lead roundtables and an index of trainings available throughout the area.

We have been given notice about the Governor's planned restructuring of the public workforce system. The Governor's office will be setting up a meeting of which they will be requesting Board leadership to attend because of the role the Board will play in the restructuring.

The updated Local Plan is due February 1, 2023 to the state, Steven Golas and Lauren Fallin will be working together to complete the updates to the Local Plan to be submitted to the Board at its next meeting. Once this is complete the Local Plan will be used to help guide the Strategic Plan that has an expiration of June 30, 2023. The Labor Market Committee has been given a timeline that they will be working with to make sure we have an updated Strategic Plan to present to the Board at its May 2023 meeting.

The Board has purchased virtual reality equipment from Transfr as part of the Youth Initiative to assist with career pathway exploration activities. The equipment comes with an exploration component and a more in-depth component that measures interest. Giles Scott will be working with closely with the various youth clubs and the local K-12 school systems to introduce the virtual reality career pathways exploration component to the youth in the local area.

Jackie Davis informed the Executive Committee that the Board is working on a special project with Stafford County with details to come at the February Board meeting.

We are also working on a potential job readiness project in partnership with the local Departments of Social Services in the region. We are also in the early stages of a potential Incumbent Worker Training project in the local area. We also are continuing to explore possible locations for a Virginia Career Works Center located in the Middle Peninsula.

Jackie Davis informed the Executive Committee about the upcoming Board meeting, networking dinner, and Board retreat at Cyber Bytes for November 1- 2, 2023.

**IX. Other Items for Discussion:** There were no other topics for discussion.

**X. Public Comment:** There was no public comment.

**XI. Adjournment:** There being no further discussion, the meeting was adjourned at 11:43 a.m.

Respectfully submitted,  
Lauren Fallin

**One-Stop Committee**  
**Tuesday, January 10, 2023**  
**10:00 A.M.**

The One Stop Committee met Tuesday, January 10, 2023 via Zoom.

- I. Call to Order:** Tracy Harrington called the meeting to order 10:05 a.m.
- II. Roll Call:** Present was Stephen Cox, Tracy Harrington, Tina Stratton-Taylor, alternate for Scott Hall. Jessica Weber, JoAnn Murchison, Jackie Davis, Steven Golas, and Lauren Fallin. Not present was Deborah Warf, Hosey Burgess, and Tina Lance.
- III. Public Input:** There was no public input.
- IV. Approval of Meeting Minutes from October 11, 2022 Meeting:** Stephen Cox made a motion to approve the meeting minutes from October 11, 2022, and Tracy Harrington seconded the motion.
- V. New Business**  
**Portal Implementation:** 100% of clients that come into Virginia Career Works Centers must use the portal. Jessica Weber has made a developed the Portal Utilization Policy. The Utilization Policy will be reviewed by the One Stop Committee, Executive committee, and the Board. After the Board's approval it will be presented to the Partners. The goal of the portal is to allow job seekers to register for services. The portal reduces client paperwork, increases efficiency by sharing client information across providers, and streamline client access to services through a single online source to request program services without having to use multiple systems. The portal also increases data transparency and management of co-enrollment of clients. The portal is a system of documentation that supports service referrals. It helps better plan, coordinate, and establish referral control processes for Virginia Career Works services. Steve Cox suggested we send out the policy to everyone and get a vote on whether to approve or disapprove the policy and provide feedback by January 18<sup>th</sup>. Jessica Weber will be sending out a poll for everyone to provide their votes and feedback.
- VI. Old Business:** There was no old business to be discussed.
- VII. One Stop Manager Update:** Jessica Weber provided an update on the center visitor data through December 2022. All centers across the board have seen an increase in traffic except for Fredericksburg, which has a slight decrease. Seasonal layoffs are driving traffic increases. She also reviewed the survey system used at Virginia Career Works Centers. Most dissatisfaction comes from not being able to access unemployment insurance. There has been increased utilization of the Resource Room, Unemployment Insurance, WIOA, and Veteran services. There are trends in more interest in workshops – next quarter will include stronger partnerships with community colleges and the return of digital literacy focused staff. We are bringing the referral process into the digital age, focusing on increasing efficiencies to increase traffic capacity.
- VIII. Business Services Report:** JoAnn Murchison informed the Committee that the BCWDB has been awarded the Talent Pipeline Initiative from GOVA that will focus on aquaculture in Northern Neck and Middle Peninsula, cybersecurity in The Fredericksburg Region and manufacturing throughout the region. She also informed the Committee has about the upcoming presentations in the Eastern Shore

and Lancaster County in February, and is having a discussion with the Chamber of Commerce in Fredericksburg.

- IX. Other Topics for discussion:** February 1<sup>st</sup> are the Joint Board and CLEO meeting at Wind Vineyards in Tappahannock at 10:00 a.m. We are planning on talking about the updating of the strategic plan at the meeting. DARS is reaching out to businesses for job shadowing opportunities.
- X. Adjournment:** With no further discussion, Tracy Harrington adjourned the meeting at 10:46 a.m.

Respectfully submitted,  
Lauren Fallin

# Bay Consortium Workforce Development Board

**Policy Number:** 22-02

**Effective Date:** February 1, 2023

**Title:** BCWDB Workforce Portal Utilization Policy

## PURPOSE

The Virginia Board of Workforce Development’s (VBWD) strategic plan includes the goal to “Increase awareness, accessibility, and usage of the Virginia Career Works Job Seeker Workforce Services Referral Portal (“Portal”) to connect workers to sustainable jobs and provide actionable information to decision makers within Virginia’s workforce development system.”

This policy provides guidance for leveraging and utilizing the Portal to improve efficiency, transparency, and outcomes for all workforce partners in the Bay Consortium region.

## BACKGROUND

A primary goal of the Portal is to allow job seekers to register for services and to identify appropriate referrals for workforce programs and services. The business value of the Portal to the Commonwealth includes:

- Reduce redundancy of client paperwork
- Increase efficiency by sharing client information across providers
- Increase data transparency to better allocate funding
- Increase management of co-enrollment of clients
- Enable self-service access to workforce resources by clients
- Streamline client access to services through a single online source to request program services without having to use multiple systems

The foundation of the Portal is the Workforce Data Trust established by State code (*see section on References for additional information*) and requires a central repository of data from all workforce programs and services be established and available for performance reporting and sharing information between workforce partners.

## REFERENCES

- *Code of Virginia, Section 2.2-435.8.* Defining the use of the Virginia Workforce Data Trust.
- *Code of Virginia, Section 2.2-2472.* Powers and duties of the Board; Virginia Workforce System created.

## DEFINITIONS

*Data Trust* - As defined by State code, the Virginia Workforce Data Trust is a centralized workforce data repository maintained by the Secretary of Labor of the Commonwealth and integrates related workforce organizations, systems, data elements, and functionality.

*System of Record* - Technology platform supporting the individual Workforce Innovation & Opportunity Act (WIOA) programs including VOS for Titles I and III, AWARE for Title IV, etc.



*Target Portal Utilization Rate* - The proportion of active/new clients requesting services as reported by the program systems of record compared to the number of active/new clients registered the portal.

**POLICY**

To fully realize the benefits of the Portal, there is a need to ensure consistent and comprehensive usage of the portal across all American Job Centers (AJC) in the Bay Consortium region.

A phased implementation (Attachment A) shall begin January 1, 2023. The Bay Consortium Workforce Development Board (BCWDB) must complete an implementation plan that will lead to full adoption and utilization of the Portal no later than June 30, 2023. This implementation plan, includes a client onboarding process with action and timelines, and shall be completed and submitted to the Director of the VBWD no later than February 28, 2023.

Beginning July 1, 2023 all new AJC clients shall be onboarded through the Portal and all subsequent referrals shall be recorded and tracked through the Portal.

Below is the proposed BCWDB implementation plan (Attachment A) for Portal utilization:

Attachment A

Activity	To-do items	Target Date	Bay Consortium Region Targets
<b>Step 1. Staff Communication</b>	The COVID-19 pandemic has created a greater need for workforce programs to quickly and easily connect client with critical workforce development resources and other state services. The Portal serves as an uniform virtual tool to connect.		
A1. Staff orientation of the portal	The Portal has gone through several reiterations and the Portal will be introduced or re-presented to affiliated agencies. Agency leadership will have the opportunity to review the established Portal and discuss within their organizational structure.	October 23, 2022-December 2022  Completed	Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations).  Based on staff size and access the following are anticipated to be completed in this order:  Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula *Any future Center locations
B1. Affiliated Agency Messaging	Each affiliated agency that is participating in the Portal will have the opportunity to submit the display information they want to offer on the Bay specific Portal menu of services. The option will remain open for updates and items to be added with a designated review and processing period.	January 1-January 31, 2023  Ongoing update option	
C1. Staff Professional User selection	Agency affiliates will select their designated Staff Professional Users, and all will complete the VCW Referral Portal Professional Center Access Request, read and watch the Article: Managing Referrals. In addition, at least 1 triage staff person will be designated from the Center staff at each Bay location to have overarching access to the Portal for quality review and dissemination of referrals.	Initial Paperwork Submission Deadline to One-Stop Manager: January 13, 2023  Processing Period: January 1, 2023-March 1, 2023	

Activity	To-do items	Target Date	Bay Consortium Region Targets
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<b>Step 2. Staff Training</b>	The portal is a centralized place to capture client information and share relevant information with agency-specific systems. This reduces duplicative paperwork required by the various state agencies and dramatically increases service efficiency by sharing information with professionals who are serving the same clients. In addition, one unified system increases transparency and generates data for ongoing program improvements.		
<b>A2. Training Development</b>	It is understood, while general training resource are available, Centers should develop training that incorporates the overall workflow of the Center-Virginia Workforce Connection, Skills Learning databases, etc. training elements will include: A. Recorded video Pictorial guide with narrative (translated into SPANISH) B. Confirm all locations for loading of C. Portal connectivity (computers, lobbies, tablets, phone) and test access to ensure display matches training material	Development Period for One-Stop Manager: February 1, 2023- February 30, 2023  Presentations scheduled for March 2023 for Staff Professional Users	Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations).  Based on staff size and access the following are anticipated to be completed in this order:  Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula *Any future Center locations
<b>B2. Close-the-loop Training</b>	Triage staff will be provided the initial training these are the key leadership individuals at the 3 regional Center locations: Center Navigator Program Specialist Eastern Shore Workforce Services Manager WIOA Youth Influencer	March 1-12, 2023	
<b>C2. Professional User Training</b>	Presentations scheduled for Staff Professional Users for a target 1.5 hour training offer sessions in-person, virtual, and hybrid in each particular regional Center location. <i>Particular cross training to highlight client data shared with Geographic Solutions Eligibility System.</i>	March 12-31, 2023	
<b>D2. Center Staff Training</b>	All Center staff will be trained on assisting clients to establish and navigate the Portal.	April 2023	
<b>E2. Staff Training Access</b>	The Center will have adapted an interface to host communal staff meeting notes, training materials, and general messaging. And commit to launching a training program in the case of the establishment of additional physical Center locations.	May 2023 establishment and ongoing access	

<b>Activity</b>	<b>To-do items</b>	<b>Target Date</b>	<b>Bay Consortium Region Targets</b>
<b>Step 3. Client Communication</b>	When clients create an account, the portal asks them for basic information. The language is simplified to avoid bureaucratic jargon. The Portal captures the client’s information and barriers to personalize service recommendations. As clients provide more data, portal recommendations grow more accurate. Once the client completes the user profile setup, the client can review a selection of service options to add to their “My Journey” page. Each referral and service option guides clients to explore different program resources.		

A3. Online Access	The Portal is accessible through the Bay Consortium website (baywib.org).	Completed	<p>Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations).</p> <p>Based on staff size and access the following are anticipated to be completed in this order:</p> <p>Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula *Any future Center locations</p>
B3. Establish Outreach Entry Avenues to the Portal	<p>The Portal is envisioned to be convenient and accessible the following access points have been identified through current marketing and outreach for the Portal link to be added, mainly as a QR code:</p> <ul style="list-style-type: none"> <li>A. Added to organizational tagline as an access link to the center</li> <li>B. Center general flyer</li> <li>C. 1 large front door poster for each</li> <li>D. Center highlighting our online registration</li> <li>E. Business cards and signature lines on emails</li> <li>F. Slideshow for Resource Room computers with steps and some print out instructions-languages such as SPANISH, DARI, etc.</li> </ul>	<p>March 12-31, 2023 Establish marketing drafts</p> <p>Include in Staff Training April 2023 for setting up</p> <p>Items needed for Soft Launch</p>	
C3. Soft Launch of public enrollment	All Centers will have the signage posted concerning the Portal. Lobby and Resource Rooms will have all computers and tablets with links to the portal.	End of April 2023	
D3. Regional Public awareness campaign	Center announcements on social media (Facebook, Instagram, Youtube, Twitter, etc.)	May-July 2023	

Activity	To-do items	Target Date	Bay Consortium Region Targets
<b>Step 4. Staff Process Reflection</b>	The Portal is a system of documentation that supports service referrals. The Portal provides the Bay Consortium with the ability to better plan, coordinate, and establish referral control processes for Virginia Career Works services to ensure timely response, transparency, appropriate access, and approved authorized staff.		
A4. Establish Metrics	The following Leadership divisions will approve formal metrics, policy and procedure for the Bay Consortium Portal implementation.	<p>January 2023</p> <p>One-Stop Committee</p> <p>Executive Committee</p> <p>Board Approval</p>	<p>Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations).</p> <p>Based on staff size and access the following are anticipated to be</p>
B4. Affiliated Agency Feedback	Affiliated agency leadership will have the opportunity to review Portal progress by sharing of Metrics goal status and also share user feedback.	Ongoing-Monthly	

C4. Ongoing Staff Messaging	Staff will receive monthly and quarterly reminders of the Portal by sharing of Metrics goal status during interagency staff meetings. Should metrics fall well below target marks.	Ongoing-Monthly and Quarterly	completed in this order:  Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula
D4. Leadership Feedback	Affiliate Agencies will have the opportunity to review Portal metrics and review feedback during quarterly Board Meetings.	Quarterly	*Any future Center locations
D4. MyJourney Report	The Bay Consortium uses a number of databases both free and fee-based. An annual report of progress is both a requirement to measure investment but also review growth, assess barriers, and overcome challenges. The report will include user feedback gathered by quarterly surveys to a sample of users through engagement virtually through a personal survey. The Center also uses a Customer Satisfaction Survey tool and will track comments and feedback an incorporate into reporting.	June 30, 2023 and annually in June thereafter	

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## Performance and Accountability Committee

Tuesday, January 17, 2023

10:00 A.M.

- I. **Call to Order:** Jennifer Bowhey called the meeting to order at 10:07 a.m.
- II. **Roll Call:** Present was Jennifer Bowhey, Beverly Davis, Gary Wilson, and Brittany Metts. Also present was Sherry Davis, Elizabeth Batista Cardenas, Jackie Davis, Lauren Fallin, and Steven Golas.
- III. **Public Input:** There was no public input.
- IV. **Approval of Meeting Notes from October 18, 2022 Meeting:** A motion was made by Gary Wilson to approve the minutes from the October 18, 2022 meeting, which was seconded by Jennifer Bowhey.
- V. **New Business**
  - A. **Performance Reports:** There has been outstanding improvement in Youth Measures, Dislocated Workers Measures, and Adult Measures.
- VI. **Old Business:** There was no old business to be discussed.
- VII. **Other Topics for discussion:** We will be having an upcoming Joint Board CLEO meeting on February 1, 2023 at Wind Vineyards at 10:00 a.m.
- VIII. **Adjournment:** There being no further business to discuss, there was a motion to adjourn the meeting by Gary Wilson, and it was seconded by Jennifer Bowhey and the meeting was adjourned at 10:19 a.m.

Respectfully submitted,  
Lauren Fallin

## 2<sup>nd</sup> Quarter BCWDB Quarterly Reports

Rappahannock Goodwill Industries WIOA Adult and Dislocated Worker																			
		1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23								
<b>Customer Summary Information</b>																			
Planned Number of Participants for PY		81			81														
Total Participants Served		43			57														
Percent of Planned		53%			70%			-			-								
New Clients Enrolled this Quarter		12			14														
WIOA Adult		38			52														
WIOA Dislocated Worker		5			5														
<b>Follow Up Information</b>																			
Total Follow-Ups Required		46			49														
Total Follow-Ups Completed		46			49														
Total Follow-Up Not Completed		0			0			0			0								
<b>Employment 2nd Quarter after Exit</b>																			
WIOA Adult Program - 86.6%		84.6%		11	# employed	100.0%		6	# employed	-		-	# employed	-		-	# employed		
				13	# exited							6	# exited					-	# exited
WIOA Dislocated Worker Program - 88.6%		100.0%		3	# employed	100.0%		3	# employed	-		-	# employed	-		-	# employed		
				3	# exited							3	# exited					-	# exited
<b>Employment 4th Quarter after Exit</b>																			
WIOA Adult Program - 85.5%		75.0%		3	# employed	75.0%		3	# employed	-		-	# employed	-		-	# employed		
				4	# exited							4	# exited					-	# exited
WIOA Dislocated Worker Program - 90%		83.3%		5	# employed	100.0%		1	# employed	-		-	# employed	-		-	# employed		
				6	# exited							1	# exited					-	# exited
<b>Median Earnings 2nd Quarter after Exit</b>																			
WIOA Adult Program		\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	-		\$6,100.00	-		\$6,100.00	-				
WIOA Dislocated Worker Program		\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	-		\$8,900.00	-		\$8,900.00	-				
<b>Credential Attainment within Four Quarters after Exit</b>																			
WIOA Adult Program - 81.1%		100.0%		4	# credentialed	61.5%		8	# credentialed	-		-	# credentialed	-		-	# credentialed		
				4	# exited							13	# exited					-	# exited
WIOA Dislocated Worker Program - 70%		80.0%		4	# credentialed	66.7%		2	# credentialed	-		-	# credentialed	-		-	# credentialed		
				5	# exited							3	# exited					-	# exited
<b>Measurable Skills Gain</b>																			
WIOA Adult Program - 70.2%		13.5%		5	# gained	38.1%		16	# gained	-		-	# gained	-		-	# gained		
				37	# exited							42	# exited					-	# exited
WIOA Dislocated Worker Program - 69.8%		0.0%		0	# gained	50.0%		1	# gained	-		-	# gained	-		-	# gained		
				2	# exited							2	# exited					-	# exited
<b>40% Minimum Training Expenditure Requirement</b>																			
71.41%		WIOA Adult Program		74.6%	\$ 54,401.07	Training Expenditures	76.8%		\$ 116,775.96	Training Expenditures	-		-	Training Expenditures	-		-	Training Expenditures	
						\$ 72,920.85			Total Expenditures				\$ 152,133.01	Total Expenditures					-
		WIOA Dislocated Worker Program		16.5%		\$ 1,456.72	Training Expenditures	29.3%		\$ 5,671.84	Training Expenditures	-		-	Training Expenditures	-		-	Training Expenditures
						\$ 8,827.70	Total Expenditures							\$ 19,350.02	Total Expenditures				
<b>Total Contract Expenditures</b>																			
37.12%		WIOA Adult Program		26.0%	\$ 74,323.80	Expenditures	54.1%		\$ 154,938.91	Expenditures	-		-	Expenditures	-		-	Expenditures	
						\$ 286,203.42			Total Contract				\$ 286,203.42	Total Contract					-
		WIOA Dislocated Worker Program		5.2%		\$ 9,750.98	Expenditures	11.3%		\$ 21,196.58	Expenditures	-		-	Expenditures	-		-	Expenditures
						\$ 188,351.79	Total Contract							\$ 188,351.79	Total Contract				

## George Washington Planning District 16 Data

		2nd Quarter PY 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		81
Total Participants Served		49
Percent of Planned		60%
Planning District 16 Total New Clients Enrolled this Quarter		11
	WIOA Adult	44
	WIOA Dislocated Worker	5
Spotsylvania County New Clients Enrolled this Quarter		3
	WIOA Adult	23
	WIOA Dislocated Worker	2
Stafford County New Clients Enrolled this Quarter		4
	WIOA Adult	9
	WIOA Dislocated Worker	1
Caroline County New Clients Enrolled this Quarter		0
	WIOA Adult	2
	WIOA Dislocated Worker	1
King George County New Clients Enrolled this Quarter		1
	WIOA Adult	3
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		3
	WIOA Adult	7
	WIOA Dislocated Worker	0

## Rappahannock Community College WIOA Adult and Dislocated Worker

		1st Quarter PY 22 7/1/22 - 9/30/22		2nd Quarter PY 22 10/1/22 - 12/31/22		3rd Quarter PY 22 1/1/23 - 3/31/23		4th Quarter PY 22 4/1/23 - 6/30/23			
<b>Customer Summary Information</b>											
Planned Number of Participants for PY		62		62							
Total Participants Served		27		31							
Percent of Planned		44%		50%		-		-			
New Clients Enrolled this Quarter		7		4							
	WIOA Adult	27		31							
	WIOA Dislocated Worker	0		0							
<b>Follow Up Information</b>											
Total Follow-Ups Required		46		42							
Total Follow-Ups Completed		46		42							
Total Follow-Up Not Completed		0		0		0		0			
<b>Employment 2nd Quarter after Exit</b>											
	WIOA Adult Program - 86.6%	88.2%	15	# employed	88.9%	8	# employed	-	# employed	-	# employed
			17	# exited		9	# exited		# exited		# exited
	WIOA Dislocated Worker Program - 88.6%	100.0%	1	# employed	-	0	# employed	-	# employed	-	# employed
			1	# exited		0	# exited		# exited		# exited
<b>Employment 4th Quarter after Exit</b>											
	WIOA Adult Program - 85.5%	69.2%	9	# employed	89.5%	17	# employed	-	# employed	-	# employed
			13	# exited		19	# exited		# exited		# exited
	WIOA Dislocated Worker Program - 90%	-	0	# employed	-	0	# employed	-	# employed	-	# employed
			0	# exited		0	# exited		# exited		# exited
<b>Median Earnings 2nd Quarter after Exit</b>											
	WIOA Adult Program	\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	\$6,100.00		
	WIOA Dislocated Worker Program	\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	\$8,900.00		
<b>Credential Attainment within Four Quarters after Exit</b>											
	WIOA Adult Program - 81.1%	92.3%	12	#	84.6%	11	#	-	#	-	#
			13	# exited		13	# exited		# exited		# exited
	WIOA Dislocated Worker Program - 70%	-	0	#	100.0%	1	#	-	#	-	#
			0	# exited		1	# exited		# exited		# exited
<b>Measurable Skills Gain</b>											
	WIOA Adult Program - 70.2%	45.8%	11	# gained	92.3%	24	# gained	-	# gained	-	# gained
			24	# exited		26	# 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>											
55.63%	WIOA Adult Program	65.1%	\$ 27,667.21	Training Expenditures	56.1%	\$ 44,484.61	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 42,485.63	Total Expenditures		\$ 79,238.53	Total Expenditures		Total Expenditures		
	WIOA Dislocated Worker Program	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 466.58	Total Expenditures		\$ 721.58	Total Expenditures		Total Expenditures		
<b>Total Contract Expenditures</b>											
30.83%	WIOA Adult Program	28.3%	\$ 43,233.71	Expenditures	52.9%	\$ 80,734.64	Expenditures	-	Expenditures	-	Expenditures
			\$ 152,605.54	Total Contract		\$ 152,605.54	Total Contract		Total Contract		
	WIOA Dislocated Worker Program	0.9%	\$ 1,031.51	Expenditures	1.6%	\$ 1,851.44	Expenditures	-	Expenditures	-	Expenditures
			\$ 115,236.60	Total Contract		\$ 115,236.60	Total Contract		Total Contract		Total Contract



## Northern Neck Planning District 17 Data

		2nd Quarter PY 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		40
Total Participants Served		16
Percent of Planned		40%
Planning District 17 Total New Clients Enrolled this Quarter		3
	WIOA Adult	16
	WIOA Dislocated Worker	0
Lancaster County New Clients Enrolled this Quarter		1
	WIOA Adult	3
	WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	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 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		22
Total Participants Served		9
Percent of Planned		41%
Planning District 18 Total New Clients Enrolled this Quarter		1
	WIOA Adult	9
	WIOA Dislocated Worker	0
Essex County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	0
King and Queen County New Clients Enrolled this Quarter		1
	WIOA Adult	1
	WIOA Dislocated Worker	0
King William County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	0

**Eastern Shore Community College WIOA Adult and Dislocated Worker**

		1st Quarter PY 22 7/1/22 - 9/30/22		2nd Quarter PY 22 10/1/22 - 12/31/22		3rd Quarter PY 22 1/1/23 - 3/31/23		4th Quarter PY 22 4/1/23 - 6/30/23			
<b>Customer Summary Information</b>											
Planned Number of Participants for PY		54		54							
Total Participants Served		31		35							
Percent of Planned		57%		65%		-		-			
New Clients Enrolled this Quarter		4		4							
WIOA Adult		26		30							
WIOA Dislocated Worker		5		5							
<b>Follow Up Information</b>											
Total Follow-Ups Required		13		15							
Total Follow-Ups Completed		13		15							
Total Follow-Up Not Completed		0		0		0		0			
<b>Employment 2nd Quarter after Exit</b>											
WIOA Adult Program - 86.6%	100.0%	4	# employed	83.3%	5	# employed	-	# employed	-	# employed	
		4	# exited		6	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 88.6%	-	0	# employed	-	0	# employed	-	# employed	-	# employed	
		0	# exited		0	# exited		# exited		# exited	
<b>Employment 4th Quarter after Exit</b>											
WIOA Adult Program - 85.5%	83.3%	5	# employed	81.8%	9	# employed	-	# employed	-	# employed	
		6	# exited		11	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 90%	-	0	# employed	-	0	# employed	-	# employed	-	# employed	
		0	# exited		0	# exited		# exited		# exited	
<b>Median Earnings 2nd Quarter after Exit</b>											
WIOA Adult Program	\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00		\$6,100.00		
WIOA Dislocated Worker Program	\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00		\$8,900.00		
<b>Credential Attainment within Four Quarters after Exit</b>											
WIOA Adult Program - 81.1%	83.3%	5	# credentialed	75.0%	3	# credentialed	-	# credentialed	-	# credentialed	
		6	# exited		4	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	-	0	# credentialed	-	# credentialed	-	# credentialed	
		0	# exited		0	# exited		# exited		# exited	
<b>Measurable Skills Gain</b>											
WIOA Adult Program - 70.2%	36.0%	9	# gained	41.4%	12	# gained	-	# gained	-	# gained	
		25	# exited		29	# exited		# exited		# exited	
WIOA Dislocated Worker Program - 69.8%	0.0%	0	# gained	0.0%	0	# gained	-	# gained	-	# gained	
		3	# exited		3	# exited		# exited		# exited	
<b>40% Minimum Training Expenditure Requirement</b>											
87.81%	WIOA Adult Program	89.0%	\$44,537.87	Training Expenditures	88.0%	\$ 61,604.93	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$50,056.48	Total Expenditures			\$ 69,998.60		Total Expenditures		
	WIOA Dislocated Worker Program	85.1%	\$ 3,899.45	Training Expenditures	85.7%	\$ 5,820.16	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 4,584.04	Total Expenditures			\$ 6,790.75		Total Expenditures		
<b>Total Contract Expenditures</b>											
48.76%	WIOA Adult Program	61.6%	\$50,582.09	Expenditures	51.3%	\$ 71,043.68	Expenditures	-	Expenditures	-	Expenditures
			\$82,058.21	Total Contract			\$ 138,558.51		Total Contract		
	WIOA Dislocated Worker Program	6.4%	\$ 5,088.54	Expenditures	33.7%	\$ 7,801.58	Expenditures	-	Expenditures	-	Expenditures
			\$79,650.85	Total Contract			\$ 23,150.85		Total Contract		

## Eastern Shore Planning District 22 Data

		2nd Quarter PY 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		54
Total Participants Served		29
Percent of Planned		54%
Planning District 22 Total New Clients Enrolled this Quarter		4
	WIOA Adult	26
	WIOA Dislocated Worker	3
Accomack County New Clients Enrolled this Quarter		2
	WIOA Adult	21
	WIOA Dislocated Worker	1
Northampton County New Clients Enrolled this Quarter		2
	WIOA Adult	5
	WIOA Dislocated Worker	2

Rappahannock Goodwill Industries WIOA Youth													
		1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23		
<b>Customer Summary Information</b>													
Planned Number of Participants for PY		32			32								
Total Participants Served		11			16								
Percent of Planned		34%			50%			-			-		
New Clients Enrolled this Quarter		5			5								
WIOA Youth		11			16								
<b>Follow Up Information</b>													
Total Follow-Ups Required		6			8								
Total Follow-Ups Completed		6			8								
Total Follow-Up Not Completed		0			0			0			0		
<b>Employment 2nd Quarter after Exit</b>													
WIOA Youth - 78.1%	100.0%	2	# employed	-	0	# employed	-	# employed	-	# employed	-	# employed	
		2	# exited		0	# exited		# exited		# exited		# exited	
<b>Employment 4th Quarter after Exit</b>													
WIOA Youth - 81.1%	100.0%	1	# employed	87.5%	7	# employed	-	# employed	-	# employed	-	# employed	
		1	# exited		8	# exited		# exited		# exited		# exited	
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed	
		0	# exited		0	# exited		# exited		# exited		# exited	
<b>Measurable Skills Gain</b>													
WIOA Youth - 69.1%	22.2%	2	# gained	21.4%	3	# gained	-	# gained	-	# gained	-	# gained	
		9	# exited		14	# exited		# exited		# exited		# exited	
<b>20% Work Experience Expenditure Requirement</b>													
41.86%	WIOA Youth	45.2%	\$ 7,643.94	Training Expenditures	41.9%	\$ 13,177.76	Training Expenditures	-	Training Expenditures	-	Training Expenditures		
			\$ 16,896.04	Total Expenditures		\$ 31,480.32	Total Expenditures		Total Expenditures		Total Expenditures		
<b>Total Contract Expenditures</b>													
16.21%	WIOA Youth	8.6%	\$ 17,765.76	Expenditures	16.2%	\$ 33,406.79	Expenditures	-	Expenditures	-	Expenditures		
			\$206,040.09	Total Contract		\$ 206,040.09	Total Contract		Total Contract		Total Contract		

<b>George Washington Planning District 16 Data</b>	
	<b>2nd Quarter PY 22</b>
<b>Customer Summary Information</b>	
Planned Number of Participants for PY	32
Total Participants Served	15
Percent of Planned	47%
Planning District 16 Total New Clients Enrolled this Quarter	5
WIOA Youth	15
Spotsylvania County New Clients Enrolled this Quarter	0
WIOA Youth	5
Stafford County New Clients Enrolled this Quarter	4
WIOA Youth	7
Caroline County New Clients Enrolled this Quarter	0
WIOA Youth	1
King George County New Clients Enrolled this Quarter	0
WIOA Youth	1
City of Fredericksburg New Clients Enrolled this Quarter	1
WIOA Youth	1

Rappahannock Community College WIOA Youth												
	1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23		
<b>Customer Summary Information</b>												
Planned Number of Participants for PY	27			27								
Total Participants Served	18			20								
Percent of Planned	67%			74%			-			-		
New Clients Enrolled this Quarter	9			2								
WIOA Youth	18			20								
<b>Follow Up Information</b>												
Total Follow-Ups Required	8			6								
Total Follow-Ups Completed	8			6								
Total Follow-Up Not Completed	0			0			0			0		
<b>Employment 2nd Quarter after Exit</b>												
WIOA Youth - 78.1%	80.0%	4	# employed	100.0%	2	# employed	-	# employed	-	# employed		
		5	# exited		2	# exited		# exited		# exited		
<b>Employment 4th Quarter after Exit</b>												
WIOA Youth - 81.1%	100.0%	1	# employed	50.0%	2	# employed	-	# employed	-	# employed		
		1	# exited		4	# exited		# exited		# exited		
<b>Credential Attainment within Four Quarters after Exit</b>												
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	-	# credentialed	-	# credentialed		
		0	# exited		0	# exited		# exited		# exited		
<b>Measurable Skills Gain</b>												
WIOA Youth - 69.1%	23.1%	3	# gained	73.3%	11	# gained	-	# gained	-	# gained		
		13	# exited		15	# exited		# exited		# exited		
<b>20% Work Experience Expenditure Requirement</b>												
23.99%	WIOA Youth	20.3%	\$ 5,154.25	Training Expenditures	24.0%	\$ 11,105.20	Training Expenditures	-		-		-
			\$ 25,352.49	Total Expenditures		\$ 46,290.54	Total Expenditures					
<b>Total Contract Expenditures</b>												
38.35%	WIOA Youth	21.0%	\$ 25,944.24	Expenditures	38.4%	\$ 47,276.79	Expenditures	-		-		-
			\$123,264.82	Total Contract		\$ 123,264.82	Total Contract					

## Northern Neck Planning District 17 Data

		2nd Quarter PY 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		14
Total Participants Served		11
Percent of Planned		79%
Planning District 17 Total New Clients Enrolled this Quarter		1
	WIOA Youth	11
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	2
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Youth	5
Richmond County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	4



## Middle Peninsula Planning District 18 Data

		2nd Quarter PY 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		13
Total Participants Served		9
Percent of Planned		69%
Planning District 18 Total New Clients Enrolled this Quarter		1
	WIOA Youth	9
Essex County New Clients Enrolled this Quarter		0
	WIOA Youth	2
King and Queen County New Clients Enrolled this Quarter		1
	WIOA Youth	1
King William County New Clients Enrolled this Quarter		0
	WIOA Youth	5
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Youth	1

Eastern Shore Community College WIOA Youth														
	1st Quarter PY 22 7/1/22 - 9/30/22				2nd Quarter PY 22 10/1/22 - 12/31/22				3rd Quarter PY 22 1/1/23 - 3/31/23				4th Quarter PY 22 4/1/23 - 6/30/23	
<b>Customer Summary Information</b>														
Planned Number of Participants for PY	25				25									
Total Participants Served	11				12									
Percent of Planned	44%				48%				-				-	
New Clients Enrolled this Quarter	2				1									
WIOA Youth	11				12									
<b>Follow Up Information</b>														
Total Follow-Ups Required	4				6									
Total Follow-Ups Completed	4				6									
Total Follow-Up Not Completed	0				0				0				0	
<b>Employment 2nd Quarter after Exit</b>														
WIOA Youth - 78.1%	-	0	# employed	100.0%	3	# employed	-		# employed	-		# employed		
		0	# exited		3	# exited			# exited			# exited		
<b>Employment 4th Quarter after Exit</b>														
WIOA Youth - 81.1%	-	0	# employed	100.0%	3	# employed	-		# employed	-		# employed		
		0	# exited		3	# exited			# exited			# exited		
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	-		# credentialed	-		# credentialed		
		0	# exited		0	# exited			# exited			# exited		
<b>Measurable Skills Gain</b>														
WIOA Youth - 69.1%	0.0%	0	# gained	41.7%	5	# gained	-		# gained	-		# gained		
		8	# exited		12	# exited			# exited			# exited		
<b>20% Work Experience Expenditure Requirement</b>														
51.93%	WIOA Youth	56.3%	\$ 6,503.54	Training Expenditures	51.9%	\$ 9,433.36	Training Expenditures	-		Training Expenditures	-		Training Expenditures	
			\$11,560.84	Total Expenditures		\$18,165.39	Total Expenditures			Total Expenditures			Total Expenditures	
<b>Total Contract Expenditure Requirement</b>														
26.54%	WIOA Youth	16.7%	\$12,037.90	Training Expenditures	26.5%	\$19,112.39	Training Expenditures	-		Training Expenditures	-		Training Expenditures	
			\$72,027.08	Total Expenditures		\$72,027.08	Total Expenditures			Total Expenditures			Total Expenditures	

## Eastern Shore Planning District 22 Data

		2nd Quarter PY 22
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		25
Total Participants Served		12
Percent of Planned		48%
Planning District 22 Total New Clients Enrolled this Quarter		1
	WIOA Youth	12
Accomack County New Clients Enrolled this Quarter		0
	WIOA Youth	9
Northampton County New Clients Enrolled this Quarter		1
	WIOA Youth	3

<b>2nd Quarter PY 2022</b>			
	<b>Negotiated Level</b>	<b>Actual</b>	<b>% of Negotiated Level</b>
<b>Adult Measures</b>			
Employment 2nd Quarter after Exit	86.6	90.5	105%
Employment 4th Quarter after Exit	85.5	85.3	100%
Median Earnings 2nd Quarter after Exit	\$6,100.00	NA	-
Credential Attainment within 4 Quarters after Exit	81.1	73.3	90%
Measurable Skills Gain	70.2	53.6	76%
<b>Dislocated Workers Measures</b>			
Employment 2nd Quarter after Exit	88.6	100.0	113%
Employment 4th Quarter after Exit	90.0	100.0	111%
Median Earnings 2nd Quarter after Exit	\$8,900.00	NA	-
Credential Attainment within 4 Quarters after Exit	70.0	75.0	107%
Measurable Skills Gain	69.8	20.0	29%
<b>Youth Measures</b>			
Employment 2nd Quarter after Exit	78.1	100.0	128%
Employment 4th Quarter after Exit	81.1	80.0	99%
Credential Attainment within 4 Quarters after Exit	70.0	100.0	143%
Measurable Skills Gain	69.1	43.9	64%

## **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)**

## **Success Stories**

### **Rappahannock Goodwill Industries Rappahannock Goodwill Industries Success Story – George Washington**

BB was referred to the WIOA Adult program from a local One Stop Partner agency. BB entered the WIOA Adult program unemployed and experiencing homelessness. After entering the WIOA Adult program, BB set a goal to obtain a CDL Class A license. Once BB started training, the WIOA Case Manager (CM) was notified from the training provider that BB was having attendance issues and falling asleep in class.

The WIOA CM contacted BB to provide support and resources to help her overcome the barriers that were impacting her ability to complete training and reaching her goals. BB broke down crying and explained her situation. Not having family support and enduring homelessness with no employment made it impossible to meet her most basic needs and she was enduring hunger often. Mourning the death of her child, living out of her car, shelters not having availability, showering at the gym and with no income to eat a minimum of one meal a day was overwhelming.

In June 2022, the CM attempted to contact BB on several occasions with no success. BB finally reached out to the CM from a local hospital. She reported that the police found her unresponsive, and she was taken to the hospital. As it turned out, BB's sister was picking her up after a few days of hospitalization. BB was allowed to stay with her sister until she was well enough to return to training.

BB was assisted with resume assistance, job leads, resource coordination, motivational support and access to the Workforce Center Resource Room as needed Monday – Friday. Through the WIOA Adult program's Supportive Services, BB was assisted with shelter for a few weeks at a local hotel during the scorching summer months. During that time, BB was able to concentrate on the CDL training and obtained an evening job. BB returned to living out of her car after exceeding her stay at the hotel. Unfortunately, she did not earn enough to pay the daily rate to remain at the hotel.

In July 2022, BB completed her training and obtained the CDL Class-A license. BB continued working in the evenings and living out of her car while in job search. In November 2022, BB obtained employment as CDL Class A Truck Driver working interstate for Western Express earning approximately \$4,000 a month. BB's perseverance along with WIOA supports led to this successful outcome.

### **Rappahannock Community College Rappahannock Community College Success Story - Northern Neck**

CC came to RCC in April 2021. He expressed interest in upgrading his CDL license from B to A. He applied to WIOA and was determined eligible. In May 2021, he started his training but found that the training provider was over-enrolling students and seriously under-staffed. After months of frustration, he agreed to change to a different provider. He enrolled in a refresher class in which he had difficulty passing. Then his learner's permit expired. New federal regulations required that CC enroll in an entirely new class, including classroom. Because of his determination, he enrolled in another class and started again. Finally, in October 2022, CC

passed his test and got his CDL-A license. He is employed and doing well and appreciates all that we have done for him.

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

AA came to RCC in June 2022 and expressed interest in CDL training, which is a common request. However, A's situation was much different from any I had ever seen and was amazing, to say the least. He had a heart transplant on February 14th 2022 and a kidney transplant on February 15th 2022. In June, he was ready to prepare for employment. He applied to WIOA and was determined eligible. He started his CDL training in July. During training, he got COVID and, of course, had to make his usual checkup visits with his doctors. He passed his training and received his CDL license in September 2022. Right now, AA is doing some volunteer work and will continue until February when his year is done (as advised by his physicians). AA is doing great and is always thankful for the assistance we provided.

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

***Story #1***

CC is an Adult who just completed the Commercial Driver License program through Eastern Shore Community College's workforce program. CC was employed but wanted to upgrade his skills from bus monitor to driver for the company bus, which would significantly increase his salary. CC enrolled in the CDL full-time class and completed all the requirements to take the over-the-road exam. He passed the test on the first try and obtained his CDL license. CC is now driving for his company and is a full-time employee.

***Story #2***

MM's company relocated, making him a dislocated worker. Though offered the option to move out of state with the company to maintain employment, he felt it was in the best interest of his family to refuse the offer. He found himself unemployed and without immediate prospects for work in his area for persons with his specific skill set. With a heavy heart, MM visited Eastern Shore Community College for career counseling. After completing an interest assessment and discussing training options and locations, MM determined that CDL training was an employment avenue he wanted to explore. He read over the materials and felt it was a short enough training to get him back to work quickly and provide a wage that was sufficient to support his family financially. MM completed the training, earned his CDL, and went to work shortly after completion. MM's family was happy with his decision to stay local, and MM was thankful too.

**Rappahannock Goodwill Industries**  
**Youth Success Story – George Washington**

AJ entered the WIOA Youth program with no paid work experience, disabilities and transportation barriers to employment. He received food service training while in high school. AJ wanted to further explore his interest in the food service industry through participation in a WEX.

AJ participated in a WEX at a small bakery. The repetitive nature of preparing, cooking and decorating processes allowed AJ to learn the production of the products. AJ also kept the pastry display cases full, cleaned the work surfaces and the rest of the kitchen, stocked supplies and stored kitchen items.

After the completion of the WEX, AJ chose to change career paths and to pursue a job in a retail setting. AJ obtained a job at a local Goodwill retail store in October 2022. AJ is learning the entire process from receiving the donated goods at the donation door, to processing the item into the system, to finding just the right place on the rack or shelf in the store front, and seeing the item go home with a new, happy owner.

AJ now enjoys the option of riding the bus or walking to work. AJ has found a job where he can be a help to his community through the Goodwill Mission. He will continue to gain skills by working with his teammates and with the shoppers who come into the store. The WIOA Youth program provided an opportunity for AJ to further enhance his independence and we are very proud of his accomplishments.

**Rappahannock Community College  
Youth Success Story – Northern Neck & Middle Peninsula**

**Northern Neck**

JB enrolled in the program after some unfortunate legal troubles, and dealing with some difficult behavioral issues in previous employment. When I first met with him, he was polite and serious about making some changes. Throughout his enrollment he has worked extremely hard to overcome the issues he'd been facing. Per his instructor, JB is a pleasure to work with in class and has made a habit of showing up early and being eager to learn. Recently, JB has also secured part-time employment while he continues to work through the welding program.

**Middle Peninsula**

DL has been a dedicated participant in the WIOA program since she enrolled. She came in with a clear idea of her goals as well as what support she needed to achieve them. After completing her FAFSA and enrolling in the Cyber Security certificate program offered by Rappahannock Community College, she has worked hard in each of her classes, finishing off her first college semester with a grade point average of 3.0.

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

DD is an OSY who completed Work Experience at Eastern Shore Community College. DD helped in Student Service as a Front Desk Receptionist, student assistant, and filing clerk. DD began the Work Experience with no prior work training and was nervous, but the office staff at Eastern Shore Community College welcomed DD and helped out as much as possible to ease her anxiety. DD gained experience working in an office setting and confidence in a place of employment. DD is seeking employment and has registered to study science at Eastern Shore Community College.



**Labor Market Committee**  
**January 18, 2023**  
**10:00 AM**

The Labor Market Committee met Wednesday, January 18, 2023 via Zoom.

- I. Call to Order:** Shawn Hildebrand called the meeting to order at 10:03 a.m.
- II. Roll Call:** Present was Shawn Hildebrand, Felicia Ainsa, Nick Minor, and Meg Bohmke. Also present was Jackie Davis, Lauren Fallin, Steven Golas, and Kevin Marshall.
- III. Public Input:** There was no public input.
- IV. Approval of October 5, 2022 Minutes:** There was a motion made to approve the minutes from October 5, 2022 minutes by Nick Minor and seconded by Felicia Ainsa. The motion was passed with Meg Bohmke abstaining.
- V. New Business:**
  - A. Individual Training Account Policy Review:** Steven Golas reviewed the Individual Training Account Policy changes with the Committee. There was a motion by Nick Minor to send the Policy to the Executive Committee for review. The motion was seconded by Felicia Ainsa. The motion was passed.
  - B. Strategic Plan:** The committee reviewed the Strategic Plan in preparation for the Executive Committee and Board's review. A draft of the plan will be sent to the Committee to review prior to the plan being sent to the Executive Committee for review.
- VI. Old Business:** There was no old business to discuss.
- VII. Other topics for discussion:** Jackie Davis announced that our next meeting is a Joint Board/CLEO meeting on February 1, 2023 at Wind Vineyards at 10:00 a.m. and the strategic plan will be discussed at the meeting.
- VIII. Adjournment:** With there being no further business to discuss, Shawn Hildebrand adjourned the meeting at 11:14 a.m.

Respectfully submitted,  
Lauren Fallin



# BAY CONSORTIUM WORKFORCE DEVLEOPMENT BOARD

## Strategic Plan



Setting out strategies to bring about the Board's vision, mission, and objectives

July 2023 through June 2026



BAY CONSORTIUM REGION

A proud partner of the American **JobCenter**® network

## Vision and Mission

**VISION:** Ensure the LWDA 13 has a viable and qualified workforce that is capable of supporting existing businesses and attracting new businesses by providing a sustainable and expanding employment base.

**MISSION:** To achieve the purpose of WIOA and Virginia's strategic and operational vision and goals by providing comprehensive, customer-driven workforce services that connect employers, education providers, job seekers, workers, and youth.

## Goals

### Funding

Objective: Maximize funding opportunities to support strategic priorities

Action Items:

1. Diversity streams of revenue to support the goals of the organization
2. Secure professional grant writer on an as needed basis
3. Monitor funds for correlation with goals

### Program Development and Implementation

Objective: Lead workforce system of partners to provide comprehensive programs and services to support the business community and residents of our region

Action Items:

1. Provide responsive and innovative employer services utilizing the Business Services Teams and other resources
2. Provide responsive and innovative training and support services for jobseekers through our Virginia Career Works Centers
3. Ensure compliance for all programs through tracking and documentation
4. Provide streamlined and consistent business and job seeker services across the BCWDB

### Business and Community Outreach

Objective: Enhance outreach, connectivity, visibility, and viability of the BCWDB to become a key resource to the business and community.

Action Items:

1. Create and implement a comprehensive outreach plan to support the goals of the organization that include connection with regional employers, education, and the community stakeholders
2. Improve communication with local government, by enhancing outreach with local social services and human resources departments
3. Coordinate and collaborate with community partners to better align resources

The BCWDB Strategic Plan is the road map to help fulfill the requirements of the Local Plan. To view the local plan please [click here](#)

**Youth Council**  
**Monday, January 20, 2023**  
**10:00 A.M.**

The Youth Council met on Monday, January 20, 2023, via Zoom.

**I. Call to Order:** David Ferguson called the meeting to order at 10:03 a.m.

**II. Roll Call:** Present was David Ferguson, Tina Stratton-Taylor, Sherry Davis, Chris Giles, and Hope Mothershead. Not present was Hutt Williams and Marjorie Lampkin. Also present was Jackie Davis, Steven Golas, Kat Keske, Giles Scott, and Lauren Fallin.

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

**IV. Approval of Meeting Minutes from the October 17, 2022 Meeting:** Hope Mothershead made a motion to approve the meeting minutes from the October 17, 2022 meeting, and Tina Stratton-Taylor seconded the motion, making the motion carried for approval.

**V. New Business**

**A. Performance Reports:** Steven Golas reviewed the performance reports of the 2<sup>nd</sup> quarter of the performance year. Steven noted that we need to increase our total contract expenditures.

**B. Youth Update:** Giles Scott showed the committee a video of Middlesex High School students using the VR equipment, as well as a video of how the VR equipment works, and how we can utilize the equipment to give training for local jobs.

**C. Summer Youth Program:** Giles Scott will be taking lead on the Summer Youth Program. Last year's was focused on Cybersecurity, this year we want to expand into a larger variety of occupations.

**VI. Old Business:** There was no old business to be discussed.

**VII. Other Topics for discussion:** David Ferguson recommended that Samantha Dixon, the new principle of the Northern Neck Technical Center, could be a new member of the Youth Council. Giles Scott expressed that he would like to find out different ways to have events for children and their families to have resource fairs to expose and expand our services to individuals and their families.

**VIII. Adjournment:** With there being no further business to discuss, Hope Mothershead made a motion to adjourn the meeting, and Chris Giles seconded the motion. The meeting was adjourned at 10:24 a.m.

# PY22-23 Proposed Budget Amendment

<b>Bay Consortium Workforce Development Board, Inc.</b>			
<b>PY 2022-2023 Proposed Budget</b>			
<b>Revenue</b>	<b>Approved August 2022</b>	<b>Proposed Changes</b>	<b>January Total Proposed PY22-23</b>
WIOA Admin	\$ 171,395.30		\$ 171,395.30
WIOA Adult	\$ 683,819.28		\$ 683,819.28
WIOA Dislocated	\$ 519,233.17		\$ 519,233.17
WIOA Youth	\$ 791,990.88		\$ 791,990.88
Management Fee (One-Stop)	\$ 6,000.00		\$ 6,000.00
CAREER DWG	\$ 54,167.00		\$ 54,167.00
Locality Support	\$ 58,268.25	\$ 46,299.50	\$ 104,567.75
AJC Security	\$ 51,974.48		\$ 51,974.48
AJC Security - 2		\$ 26,000.00	\$ 26,000.00
GOVA TPI		\$ 250,000.00	\$ 250,000.00
<b>Total Revenue</b>	<b>\$ 2,336,848.36</b>	<b>\$ 322,299.50</b>	<b>\$ 2,659,147.86</b>
<b>Expenses</b>	<b>Approved August 2022</b>	<b>Proposed Changes</b>	<b>January Total Proposed PY22-23</b>
<b>Board</b>			
Advertising	\$ 500.00		\$ 500.00
Audit	\$ 15,000.00		\$ 15,000.00
Dues/Publications	\$ 500.00		\$ 500.00
Employee Salaries	\$ 227,276.65		\$ 227,276.65
Employee Benefits	\$ 68,183.00		\$ 68,183.00
Employee Taxes	\$ 21,023.09		\$ 21,023.09
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	\$ 15,500.00		\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00		\$ 13,500.00
<b>Board Total</b>	<b>\$ 402,232.74</b>	<b>\$ -</b>	<b>\$ 402,232.74</b>
<b>Programs</b>			
SUB AREA 16 Adult/Dislocated	\$ 474,555.21		\$ 474,555.21
SUB AREA 17 and 18 Adult/Dislocated*	\$ 267,842.14		\$ 267,842.14
SUB AREA 22 Adult/Dislocated	\$ 161,709.36		\$ 161,709.36
SUB AREA 16 YOUTH	\$ 206,040.09		\$ 206,040.09
SUB AREA 17 and 18 YOUTH*	\$ 123,264.82		\$ 123,264.82
SUB AREA 22 YOUTH	\$ 72,027.07		\$ 72,027.07
One-Stop Operator	\$ 50,000.00		\$ 50,000.00
Business Services	\$ 108,427.50		\$ 108,427.50
Incumbent Worker Training	\$ 30,000.00		\$ 30,000.00
On-the-Job Training	\$ 30,000.00		\$ 30,000.00
Youth Outreach	\$ 93,642.50		\$ 93,642.50
Youth Initiative	\$ 150,000.00		\$ 150,000.00
AJC Security	\$ 51,974.48		\$ 51,974.48
AJC Security - 2		\$ 26,000.00	\$ 26,000.00
GOVA TPI		\$ 250,000.00	\$ 250,000.00
CAREER DWG	\$ 54,167.00	\$ -	\$ 54,167.00
<b>Programs Total</b>	<b>\$ 1,873,650.17</b>	<b>\$ 276,000.00</b>	<b>\$ 2,149,650.17</b>
<b>Expense Total</b>	<b>\$ 2,275,882.91</b>		<b>\$ 2,551,882.91</b>
<b>Unobligated Reserve</b>	<b>\$ 60,965.45</b>	<b>\$ -</b>	<b>\$ 107,264.95</b>
<b>Total</b>	<b>\$ 2,336,848.36</b>		<b>\$ 2,659,147.86</b>
<b>Date Board Approval</b>			
<b>Date CLEO Approval</b>			

# REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES FOR BAY CONSORTIUM REGIONAL TALENT PIPELINE INITIATIVE

## A. PROJECT DESCRIPTION/SCOPE OF SERVICES

The Bay Consortium Workforce Development Board has received an offer of a GO VIRGINIA Grant from the Department of Housing and Community Development to fund the Bay Consortium Regional Talent Pipeline Initiative. This initiative is to develop a plan to create robust talent pipelines specific to the region's industry clusters. The planning phase will 1) develop industry coalitions directed by industry leaders and engaging workforce system partners to guide and advise 2) complete a quantitative and qualitative situational analysis of workforce needs in the selected clusters 3) complete a gap analysis related to the jobs needed to help clusters grow 4) identify the skills and training to fill jobs 5) develop an asset map that evaluates the region's capacity and 6) identify strategies and supporting highest impact pathways projects for future implementation.

## B. PROPOSAL CONTENTS

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the selection criteria outlined in Section D herein. All information should be submitted succinctly. Proposals shall not include estimates of costs or man-hours to perform desired services.

## C. SELECTION PROCESS

A Management Team consisting of representatives from Spotsylvania County, Stafford County, King George County and the Bay Consortium Workforce Development Board will review and evaluate all SOQ's submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section D herein. The Management Team may ask the top ranked firms to attend a presentation/interview as part of the evaluation process. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest-ranking firm being selected to negotiate a contract with the BCWDB. If a contract satisfactory to both parties cannot be negotiated, the BCWDB will then enter into negotiations with the next highest-ranking firm and so on until an agreement is reached.

## D. SELECTION CRITERIA

The respondents will be evaluated based on the following criteria: 1. Qualification of firm's staff. 2. Familiarity with workforce development in Virginia. 3. Ability to build an Asset map of all CTE Programs, workforce training, degrees, certifications, etc. available throughout the region. 4. Complete a Situational Analysis to determine gaps of skills between job seekers and employers and the gaps between education and employer needs. 5. Capacity of firm to perform the work within the project time-frame. 6. Quality of performance in past and/or similar projects. 7. Knowledge and familiarity of firm's staff with VDHCD GO VIRGINIA Grant procedures and requirements.

#### E. SUBMITTAL

Respondents should submit five (5) copies of the proposals titled Bay Consortium Regional Talent Pipeline Initiative to Jackie S. Davis, Executive Director, P.O. Box 1117, 487 Main Street, Warsaw, Virginia 22572 by Tuesday, February 28, 2023 at Noon. Minority-owned, and female-owned firms are encouraged to respond.

## Funds Transfer

<b>Bay Consortium Workforce Development Board</b>		
<b>Impact Analysis</b>		
<b>Program Year Affected</b>	<b>PY 22-23</b>	
<b>Transfer Amount Requested</b>	<b>\$ 300,000.00</b>	
<b>Funds Expended</b>		
Program Year	Adult	Dislocated
2019-2020	\$ 555,718.69	\$ 344,808.16
2020-2021	\$ 661,407.34	\$ 265,408.03
2021-2022	\$ 693,917.07	\$ 254,388.27
<b>Total</b>	<b>\$ 1,217,126.03</b>	<b>\$ 610,216.19</b>
<b>Participants Served</b>		
Program Year	Adult	Dislocated
2019-2020	226	54
2020-2021	178	30
2021-2022	166	16
<b>Total</b>	<b>404</b>	<b>84</b>
<b>Narrative</b>		
<p>The BCWDB is serving more Adults than Dislocated Workers. The Adult Participants will benefit from this transfer because it will allow services to be continued. The Dislocated Participants will be unaffected because there are ample funds to include the NDWB to cover the program expenditures.</p>		