



Bay Consortium Workforce Development Board, Inc.

Wednesday, February 5, 2020

10:15 am

West Point Library

721 Main Street

West Point, VA 23181

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Draft Agenda

Bay Consortium Workforce Development Board, Inc.
Wednesday, February 5, 2020
West Point Library
721 Main Street
West Point, VA 23181

- I. Call to order
- II. Welcome
- III. Roll Call
- IV. Approval of Minutes—November 6, 2019 Meeting
- V. Public Comment
- VI. Executive Committee Report
- VII. One-Stop Committee Report
 - A. WIOA Personally Identifiable Information Policy
 - B. WIOA Priority of Service Policy
- VIII. P&A Committee Report
 - A. Quarterly Reports
- IX. Labor Market Committee Report
- X. Board Development Committee Report
- XI. Youth Council Report
 - A. WIOA Youth Work Incentive Policy
 - B. WIOA Work Experience Procedure Policy
- XII. Old Business
- XIII. New Business
 - A. PY 19-20 Budget
 - B. Funds Transfer Impact Analysis
 - C. ABE RFP
 - D. Local Plan
- XIV. Executive Director's Update
- XV. Other Items for Discussion
- XVI. Public Comment
- XVII. Adjournment

Draft Board Minutes
Bay Consortium Workforce Development Board, Inc.
Wednesday November 6, 2019
Fredericksburg Career Works Center
10304 Spotsylvania Ave
Fredericksburg, VA 22408
10:00 A.M.

The Bay Consortium Workforce Development Board, Inc. met Wednesday, November 6, 2019 in Fredericksburg, VA.

Call to Order: Dennis Parsons, Chairman, called the meeting to order at 10:00 A.M.

Welcome and Speakers: During this time Dennis Parsons introduced the speakers, Rob Wittman, Congressman, and David Cooper, Brisben Center. Rob Wittman spoke on the workforce and education needs in the area, as well as the acts that he has put forward to further workforce training and education. David Cooper spoke about the Brisben Center, a homeless center in the City of Fredericksburg, and their work with training their clients in self sufficient jobs.

Roll Call: Dennis Parsons requested the roll call with the following members recorded as present:

Louis Belcher, Middlesex County
Meg Bohmke, Stafford County Board of Supervisors
Melvin Carter, United Auto Workers Local 2123
Jean Fraysse, Agreements By You
Josh Gemerek, BayAging
Tracy Harrington, Department of Aging and Rehabilitative Services
Ken Knull, Yankee Point Marina
Marjorie Lampkin, Rappahannock Community College
David Mann, Mann Printing
Rebecca Mann, Rappahannock Goodwill Industries
Martha O'Keefe, Germanna Community College
Jason Perry, Rappahannock Community College
Danielle Robinson, Middle Peninsula Adult Education
Cherlanda Sidney-Ross, Department of Social Services

The following members were represented by an alternate or proxy:

Vanesa Livingtone, Department of Social Services, alternate Brittany Coleman
Deborah Warf, Virginia Employment Commission, alternate to Marjorie Clift-Bowman
Jason Perry, Rappahannock Community College, proxy to Marjorie Lampkin
Steve Goodall, WestRock, proxy to David Mann

The following members were neither represented by an official alternate or proxy:

Nikole Cox, Department of Social Services
Russ Culver, Marus Enterprises
Bridgett Landess, Union First Market Bank
Bill Leyden, Elevator Constructors Local 52
Martha O'Keefe, Germanna Community College
Kelvin Pettit, Accomack-Northampton Electric Co-Op
Percy Pollard, Pollard Consulting Services

A quorum was present.

Others present were: Megan Bergen, Karenn Klatz, Bob Ehrhart, Caris Dennehy, Jackie Davis, Kristina Allen, Steven Golas, and Katlyn Moss.

Dennis Parsons introduced Caris Dennehy, a Youth Work Experience at the Fredericksburg Workforce Center, to the Board members.

Approval of Minutes: A motion was made to approve the August 9, 2019 minutes. The motion was seconded and carried by a unanimous vote.

Public Comment: There was no public comment.

Executive Committee: Dennis Parsons presented members with the current audit, stating that it had once again come back clean.

One Stop Committee: Rebecca Mann gave the committee update. She presented members with the Case Management, Case Notes, and IEP/ISS Update and Review Policy update for approval. A motion was made to approve the Case Management, Case Notes, and IEP/ISS Update and Review Policy update, which was seconded and approved.

Labor Market Committee: Jackie Davis gave the committee update. She discussed the two eligible training providers up for approval, Richmond Adult Technical Center and MD Tech Solutions. A motion was made to approve Richmond Adult Technical Center and MD Tech Solutions as eligible training providers, which was seconded and approved.

Performance and Accountability: David Mann gave the committee report. He noted that in the Quarterly Reports at the committee meeting, the 40% Minimum Training Expenditure

Requirement was reported as 0% due to reporting issues, however Steven Golas had reported the actual numbers to the committee, where all contractors were meeting the 40% Minimum Training Expenditure Requirement.

Board Development: Josh Gemerek gave the committee report. He noted that April Rounds had changed work positions and would no longer be able to be on the Workforce Board. He also noted that Caroline County still needed a representative and Jackie Davis was working with her contact to get him on the Workforce Board. Josh Gemerek also noted that they had discussed moving the Eastern Shore board meeting from August to November in an effort to save costs, and it would be further discussed at the next committee meeting.

Youth Council: Marjorie Lampkin noted that the Youth Council did not meet. She explained that the Youth Council had agreed to rotate meeting locations, but since then, attendance had dropped, so meetings would be returned to Warsaw.

Old Business: Meg Bohmke asked about the enrollment numbers for the George Washington area. Jackie Davis explained that the percentage of planned participants was not a worry at this time in the year.

New Business: Dennis Parsons presented members with the updated PY 19-20 Budget with the inclusion of the Economic Equity Grant for approval. A motion was made to approve the amended budget, which was seconded and approved, with Marjorie Lampkin and Jason Perry abstaining.

Executive Director's Update: Jackie Davis gave the update. She let members know that she had been meeting with regional partners, Chamber of Commerce's, and Resource Councils. She also noted that she had been working on MOUs and IFAs. She had met with every Department of Social Services in the Bay WDB service area. She had sat on a Good Jobs Here Panel for GoVA. Steve Goodall discussed the possibility of having the February Board meeting at WestRock. Jackie Davis mentioned that she should be speaking the following week at Haynesville Correctional Center. She also noted that Steven Golas may have lined up an Incumbent Worker Training in the area. Ken Knull asked her about her takeaway from these meetings, and Jackie Davis noted that by meeting with everyone, she was finding avenues of helping others that would not have been obvious without meeting new partners. Meg Bohmke asked about Haynesville Correctional Center. Dennis Parsons asked about the availability of mentorships at area jails and correctional centers. Marjorie Clift-Bowman and Rebecca Mann let him know that Virginia Cares provided that service in the Fredericksburg area.

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

Public Comment: There was no public comment.

There being no further business, Dennis Parsons called the meeting to end at 11:05 A.M.

Respectfully submitted,
Katlyn Moss

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

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

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

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

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

Public Input: There was no public input.

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

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

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

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

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

Old Business: There was no old business.

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

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

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

Public Input: There was no public input.

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

Respectfully submitted,
Katlyn Moss

Bay Consortium Workforce Development Board, Inc.
One-Stop Committee Meeting
Draft Minutes
Tuesday, January 14, 2020
10:00 a.m.

The One-Stop Committee met Tuesday, January 14, 2020 at the Fredericksburg Workforce Center.

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

Roll Call: Present in person were Debbye Warf, Rebecca Mann, and Tracy Harrington Calling in was Nikole Cox. Not present was Cherlanda Sidney-Ross. In addition, present was Jackie Davis and Kristina Allen, WDB Staff. A quorum was present.

Public Input: There was no public input.

Approval of Minutes: There was a motion to approve the October 15, 2019 minutes. The motion was seconded and approved.

New Business: Jackie Davis reviewed the Personally Identified Information Policy and Priority of Service verification update with members. A motion was made to approve the Personally Identified Information Policy and Priority of Service verification, which was seconded and approved.

Old Business: There was no old business.

Other Items for Discussion: Jackie Davis let members know about monthly technical assistance calls being available on the second Monday of the month. There was discussion about the lack of a common intake form. A discussion regarding future meeting dates for the committee and Board took place.

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

Respectfully submitted,

Kristina Allen

Bay Consortium Workforce Development Board

Policy Number: 19-01
Effective Date: February 6, 2019
Revised Date: February 5, 2020
Title: WIOA Personally Identifiable Information (PII) Policy

PURPOSE

The purpose of this policy is to provide guidance on compliance with the requirements of handling and protecting personally identifiable information (PII).

REFERENCES

- U. S. Department of Labor (DOL), Employment and Training Administration (ETA), Training and Employment Guidance Letter (TEGL) 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII) (June 28, 2012)
- VWL 19-05

POLICY and PROCEDURES

As part of their WIOA activities, BCWDB WIOA funded contractors (including WIOA service providers) may have in their possession large quantities of PII relating to their organization and staff; partner organizations and their staff; and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources. All parties in possession of PII are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of PII.

Federal regulations require that PII and other sensitive information be protected. All WIOA funded agencies (including WIOA service providers) must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with WIOA funds and must comply with all of the following:

- Ensure PII is not transmitted to unauthorized users and all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted.
- Take the necessary steps to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure.
- Ensure that any PII is obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
- Acknowledge that all PII data shall be stored in an area that is physically safe from access by unauthorized persons at all times. Accessing, processing, and storing of PII data on personally owned equipment, at off-site locations (i.e. employee's home, personal email), is strictly prohibited unless approved by ETA.

- Ensure all employees and other personnel who will have access to sensitive, confidential, proprietary, and/or private data (1) are advised of the confidential nature of the information and of the safeguards required to protect the information; and (2) are advised that, per Federal and state laws, civil and criminal sanctions may be imposed for noncompliance.
- Have in place policies and procedures under which all employees and other personnel acknowledge (1) their understanding of the confidential nature of the data; (2) the requirements with which they are required to comply when handling such data; and (3) that they may be liable to civil and/or criminal sanctions for noncompliance with statutory nondisclosure requirements.
- Must not extract information from data supplied by the VAWC system for any purpose not stated in the contract with the BCWDB.
- Access to any PII must be restricted to only those employees who need it in their official capacity to perform duties in connection with the scope of work in the grant or agreement with the BCWDB.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on mobile or portable devices only if the data are encrypted.
- Must permit the BCWDB, Federal and or state staff to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the WIOA funded agency is complying with the confidentiality requirements described in this policy.
- Must retain data received only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, the grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.
- Protected PII is the most sensitive information encountered in the course of grant work, and it is important that it stays protected. WIOA service providers are required to protect PII when transmitting information, but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well.

Outlined below are some recommendations to help protect PII:

- Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for grant purposes only.
- Whenever possible, use unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to each individual record. Once the SSN is entered for performance tracking, the unique identifier would be used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.
- Use appropriate methods for destroying sensitive PII in paper files (i.e., shredding) and securely deleting sensitive electronic PII.
- Do not leave records containing PII open and unattended
- Store documents containing PII in locked cabinets when not in use.

- Immediately report any breach or suspected breach of PII to the BCWDB.

DATA BREACH

In the event that a BCWDB or contracted WIOA service provider suspects, discovers, or is notified of a data security incident or potential breach of security relating to personal information, the BCWDB shall as soon as possible, but no later than twenty-four (24) hours from the incident, notify the WIOA Title I Administrator and Grant Recipient. The WIOA Title I Administrator will notify the DOLETA Federal Project Officer assigned to Virginia about data security incident or potential breach. Timely notice (within 24 hours) of a breach will be provided to Bay Consortium Workforce Development Board members and Chief Local Elected Officials.

- The notification shall include the following:
- Approximate date of the incident;
- Description of cause of the security event and how it was discovered;
- Number of individuals affected and the type of PII involved;
- Steps taken/to be taken to remedy the event.

The BCWDB or contracted WIOA Service provider shall also comply with notification requirements outlined in §18.2-186.6. of the Code of Virginia.

WIOA Title I Administrator

Academic and Workforce Programs Virginia Community College System

300 Arboretum Place, Suite 200

Richmond, VA 23236

Telephone: (804) 819-5387

Fax: (804) 786-8430

Email: wioa@vccs.edu

DEFINITIONS

For purposes of this policy, following are definitions of terms related to PII.

- PII – the Office of Management and Budget (OMB) defines PII as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- Sensitive Information – any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.
- Protected PII and non-sensitive PII - DOL has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the “risk of harm” that could result from the release of the PII.

1. Protected PII is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information and computer passwords.
2. Non-sensitive PII, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII. For example, the disclosure of a name, business e-mail address, or business address most likely will not result in a high degree of harm to an individual. However, a name linked to a social security number, a date of birth, and mother's maiden name could result in identity theft.

Bay Consortium Workforce Development Board

Policy Number: 02-02

Effective Date: November 2, 2002

Revised Date: February 5, 2020

Title: WIOA Priority of Service

PURPOSE

To create a Priority of Service Policy that establishes a process and priority ranking system which gives priority for services to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with WIOA adult funds.

REFERENCES

- WIOA Section 134(b)(3)(E)
- Jobs for Veterans Act (JVA) of 2002
- 20 CFR Parts 676, 677, and 678 - Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule
- TEGL 19-16 (Guidance on delivering services under the Adult and Dislocated Worker Programs under WIOA Title I and individuals served by the ES program, as amended by WIOA Title III under the WIOA Final Rule.
- VBWD Policy 600-01
- VWL 18-04

BACKGROUND

WIOA mandates, under the Adult Formula funds, priority of service be given to those who are veterans and their eligible spouses, those who are basic skills deficient, those who receive public assistance, and those who are low income individuals, therefore all services under the umbrella of individualized services shall be first granted to those cohorts identified above.

DEFINITIONS

For the purpose of this policy, the following definitions apply.

A. Basic Skills Deficient

An individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. (1)

B. Eligible Spouse of a Veteran ("covered person") (2)

Those who meet one of the criteria below are eligible for priority of services in WIOA Adult, Dislocated and Youth programs are those spouses of:

1. Any veteran who died of a service-connected disability;
2. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - A service member missing in action;
 - A service member captured in line of duty by a hostile force; or
 - A service member forcibly detained or interned in line of duty by a foreign government or power;
3. Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs; or
4. Any veteran who died while a disability was in existence.

C. Low-Income

An individual that meets one of the four criteria below qualifies as low-income:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program (Food Stamps), temporary assistance for needy families' program, supplemental security income program, or state or local income-based public assistance.
2. In a family with total family income that does not exceed the higher of the following:
 - the poverty line; or
 - 70 percent of the Lower Living Standard Income Level.
3. A homeless individual; or
4. An individual with a disability, whose own income does not exceed the income requirement, but is a member of a family whose total income does. (3)

D. Public Assistance

An individual that receives federal, state, or local government cash payments. (4)

E. Veteran

For the purpose of providing Priority of Service in the WIOA Adult Program and WIOA Dislocated Worker Program eligibility, "veteran" is defined as a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service also includes full-time duty in the National Guard or Reserve component, other than full time duty for training purposes.(5)

LOCAL POLICY

It should be noted that the term "priority of service" refers to a preferential ranking. It conveys the idea that higher consideration should be applied to a given population, such as recipients of public assistance, low-income individuals and Veterans and eligible spouses, including widows and widowers, when providing individualized and training services. (6)

A. Veteran

Federal Law requires that priority treatment be given to covered persons under the Jobs for Veterans Act. This means that priority of service applies for veterans and some spouses who meet the eligibility requirements for participation in any DOL-funded training program. Priority of service for the covered person applies to all services and activities provided within the center, not just individualized and training services. Veteran priority applies to all Department of Labor funded job training programs. Each veteran discharged, other than those dishonorably discharged, are eligible for priority of service, along with their spouses, if they meet the definition in the section “Definitions” (B) of this policy. Military earnings are not to be included when calculating income for veterans or transitioning service members.

B. Adult Program

Adults who fall under one of the following categories listed below must be given priority in regards to individualized and training services.

1. Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater;
2. SNAP, TANF or SSI recipient within the last 6 months;
3. Be Low Income Home Energy Assistance Program, Subsidized Child Care Benefits, or Refugee Assistance recipient;
4. Homeless; or
5. **Individuals with a felony conviction (Dishonorable Discharge is excluded from this category);**
6. An individual with a disability whose own income meets the income requirement of item (1) above, but who is a member of a family whose income does not meet the requirement.

C. Priority of Service Client Sequence

As described in Training and Employment Guidance Letter (TEGL) 03-2015, below is the order of priority. The Service Provider shall document and record each determination of a participant receiving or not receiving services, due to priority of service. The facts used to make the decision must be recorded and made available upon request.

1. Veterans and eligible spouses who meet WIOA Adult low-income priority (section B), or individuals who are basic skills deficient;
2. Those who meet WIOA Adult low-income priority;
3. Veterans and eligible spouses who do not fall under the WIOA low income priority;
4. Those who are not veterans, eligible spouses or WIOA low income. An individual who does not provide income verification automatically falls within this category.

COMPLIANCE

The Service Provider shall track the results of who received and who did not receive training services due to priority of service criteria. Information used to make the determination needs to be addressed in the data. This information shall be given Board

Staff upon request, for monitoring purposes. **A Priority of Service Verification Form (Attachment A) will be completed, a copy placed in applicant's file and a copy filed in a separate notebook for monitoring purposes.**

- (1) WIOA § 3(5)
- (2) 38 U.S.C. 101(2)
- (3) WIOA § 3(36)
- (4) WIOA § 3(50)
- (5) WIOA § 3(53); TEGL 10-09, Revision 2
- (6) WIOA § 134(c)(3)(E); TEGL 03-15

Attachment A

Priority of Service Verification Form

Purpose: This form is to be used to document the Priority of Service category of a Title I Adult participant.

Participant Name: _____

Application Date: _____

Please check only one category that applies:

	1. Veterans or eligible spouses who are also recipients of public assistance, low income individuals or basic skills deficient.
	2. Individuals who are recipients of public assistance, other low-income individuals or individuals who are basic skills deficient.
	3. Veterans and eligible spouses who are not recipients of public assistance, not low-income individuals, or who are not basic skills deficient.
	4. Priority populations as established by the BCWDB WIOA Priority of Service Policy (Local Policy-Section B)
	5. All other populations not included in WIOA Priority Groups.

I verify that I have followed the “Priority of Service” Policy:

Staff Signature: _____

Date: _____

Bay Consortium Workforce Development Board, Inc.
Performance and Accountability Committee Meeting
Draft Notes
Thursday, January 16, 2020
10:00 A.M.

The Performance and Accountability Committee met Thursday, January 16, 2020 at the Northern Neck Planning District Office.

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

Roll Call: Present were David Mann, Steve Goodall, and Vanesa Livingstone. Present via phone was Meg Bohmke. Not present was Jason Perry, Bridgett Landess, and Russ Culver. In addition, present were Jackie Davis, Steven Golas and Katlyn Moss, WDB Staff. A quorum was not present.

Public Input: There was no public input.

Approval of Minutes: Since a quorum was not present, minutes from the October 17, 2019 meeting were tabled until a future meeting.

New Business: Steven Golas went over the quarterly reports. Jackie Davis discussed the Economic Equity grant that Rappahannock Community College had received. Meg Bohmke asked about the low Stafford Youth enrollment numbers. Steven Golas noted that Fredericksburg Workforce Center was working on moving from paper customer surveys to online Survey Monkey.

Old Business: Jackie Davis reviewed the Strategic Priorities with members, noting that while they had received two grants, they needed to apply for more.

Other Items for Discussion: Jackie Davis discussed either modifying the One Stop Operator contract or reissuing an RFP for services. The committee suggested just making a modification and rolling the contract over another year as long as the provider agreed.

There being no further business, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Katlyn Moss

Performance Reports

Rappahannock Goodwill Industries															
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20		
Customer Summary Information															
Planned Number of Participants for PY	100				100										
Total Participants Served	58				72										
Percent of Planned	58%				72%				-				-		
New Clients Enrolled this Quarter	8				14										
WIOA Adult	38				49										
WIOA Dislocated Worker	20				23										
Follow Up Information															
Total Follow-Ups Required	88				80										
Total Follow-Ups Completed	88				80										
Total Follow-Up Not Completed	0				0				0				0		
Employment 2nd Quarter after Exit															
WIOA Adult Program - 72.5%	83.3%	5	# employed	87.5%	14	# employed	-		# employed	66.7%	4	# employed			
		6	# exited		16	# exited			# exited		6	# exited			
WIOA Dislocated Worker Program - 85%	71.4%	5	# employed	90.9%	10	# employed	-		# employed	-	5	# employed			
		7	# exited		11	# exited			# exited		5	# exited			
Employment 4th Quarter after Exit															
WIOA Adult Program - 79%	62.5%	10	# employed	100.0%	6	# employed	-		# employed	-		# employed			
		16	# exited		6	# exited			# exited			# exited			
WIOA Dislocated Worker Program - 85%	85.7%	18	# employed	100.0%	5	# employed	-		# employed	-		# employed			
		21	# exited		5	# exited			# exited			# exited			
Median Earnings 2nd Quarter after Exit															
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00			\$5,750.00					
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00			\$8,150.00					
Credential Attainment within Four Quarters after Exit															
WIOA Adult Program - 65.5%	80.0%	12	# credentialed	100.0%	5	# credentialed	-		# credentialed	-		# credentialed			
		15	# exited		5	# exited			# exited			# exited			
WIOA Dislocated Worker Program - 70%	71.4%	15	# credentialed	100.0%	4	# credentialed	-		# credentialed	-		# credentialed			
		21	# exited		4	# exited			# exited			# exited			
Measurable Skills Gain															
WIOA Adult Program - Baseline%	32.4%	11	# gained	3.0%	1	# gained	-		# gained	-		# gained			
		34	# exited		33	# exited			# exited			# exited			
WIOA Dislocated Worker Program - Baseline%	30.8%	4	# gained	0.0%	0	# gained	-		# gained	-		# gained			
		13	# exited		12	# exited			# exited			# exited			
40% Minimum Training Expenditure Requirement															
50.71%	WIOA Adult Program	65.1%	\$20,336.61	Training Expenditures	60.3%	\$59,859.87	Training Expenditures	-		Training Expenditures	-		Training Expenditures		
			\$31,219.63	Total Expenditures			\$99,201.58			Total Expenditures			Total Expenditures		
	WIOA Dislocated Worker Program	6.1%	\$ 1,098.15	Training Expenditures	31.6%	\$15,766.40	Training Expenditures	-		Training Expenditures	-		Training Expenditures		
			\$17,873.62	Total Expenditures			\$49,943.93			Total Expenditures			Total Expenditures		

George Washington Planning District 16 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Spotsylvania County New Clients Enrolled this Quarter		5
	WIOA Adult	31
	WIOA Dislocated Worker	11
Stafford County New Clients Enrolled this Quarter		6
	WIOA Adult	17
	WIOA Dislocated Worker	13
Caroline County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	7
King George County New Clients Enrolled this Quarter		1
	WIOA Adult	10
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		2
	WIOA Adult	12
	WIOA Dislocated Worker	5

Rappahannock Community College													
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
Customer Summary Information													
Planned Number of Participants for PY	72			72									
Total Participants Served	82			100									
Percent of Planned	114%			139%			-			-			
New Clients Enrolled this Quarter	7			16									
WIOA Adult	77			94									
WIOA Dislocated Worker	5			6									
Follow Up Information													
Total Follow-Ups Required	64			87									
Total Follow-Ups Completed	64			87									
Total Follow-Up Not Completed	0			0			0			0			
Employment 2nd Quarter after Exit													
WIOA Adult Program - 72.5%	75.0%	3	# employed	72.7%	8	# employed	-		# employed	-		# employed	
		4	# exited		11	# exited			# exited				
WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	100.0%	1	# employed	-		# employed	-		# employed	
		1	# exited		1	# exited			# exited				
Employment 4th Quarter after Exit													
WIOA Adult Program - 79%	71.4%	10	# employed	66.7%	2	# employed	-		# employed	-		# employed	
		14	# exited		3	# exited			# exited				
WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	-	0	# employed	-		# employed	-		# employed	
		1	# exited		0	# exited			# exited				
Median Earnings 2nd Quarter after Exit													
WIOA Adult Program	\$5,750.00	Not Available	\$5,750.00	Not Available	\$5,750.00	Not Available	\$5,750.00		\$5,750.00			\$5,750.00	
WIOA Dislocated Worker Program	\$8,150.00	Not Available	\$8,150.00	Not Available	\$8,150.00	Not Available	\$8,150.00		\$8,150.00			\$8,150.00	
Credential Attainment within Four Quarters after Exit													
WIOA Adult Program - 65.5%	100.0%	7	# credentialed	100.0%	2	# credentialed	-		# credentialed	-		# credentialed	
		7	# exited		2	# exited			# exited				
WIOA Dislocated Worker Program - 70%	100.0%	1	# credentialed	-	0	# credentialed	-		# credentialed	-		# credentialed	
		1	# exited		0	# exited			# exited				
Measurable Skills Gain													
WIOA Adult Program - Baseline%	40.0%	16	# gained	27.5%	11	# gained	-		# gained	-		# gained	
		40	# exited		40	# exited			# exited				
WIOA Dislocated Worker Program - Baseline%	66.7%	2	# gained	50.0%	1	# gained	-		# gained	-		# gained	
		3	# exited		2	# exited			# exited				
40% Minimum Training Expenditure Requirement													
45.22%	WIOA Adult Program	75.0%	\$38,212.60	Training Expenditures	59.9%	\$39,366.10	Training Expenditures	-		Training Expenditures	-		Training Expenditures
			\$50,917.76	Total Expenditures		\$65,700.35	Total Expenditures			Total Expenditures			
45.22%	WIOA Dislocated Worker Program	3.7%	\$ 568.70	Training Expenditures	2.5%	\$ 568.70	Training Expenditures	-		Training Expenditures	-		Training Expenditures
			\$15,189.72	Total Expenditures		\$22,605.84	Total Expenditures			Total Expenditures			

Northern Neck Planning District 17 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Lancaster County New Clients Enrolled this Quarter		1
	WIOA Adult	16
	WIOA Dislocated Worker	1
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Adult	16
	WIOA Dislocated Worker	1
Richmond County New Clients Enrolled this Quarter		2
	WIOA Adult	20
	WIOA Dislocated Worker	1
Westmoreland County New Clients Enrolled this Quarter		3
	WIOA Adult	22
	WIOA Dislocated Worker	1

Middle Peninsula Planning District 18 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Essex County New Clients Enrolled this Quarter		2
	WIOA Adult	10
	WIOA Dislocated Worker	2
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	1
King William County New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	2
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	2
Middlesex County New Clients Enrolled this Quarter		2
	WIOA Adult	11
	WIOA Dislocated Worker	0

Eastern Shore Community College																
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20			
Customer Summary Information																
Planned Number of Participants for PY	51				51											
Total Participants Served	51				52											
Percent of Planned	100%				102%				-				-			
New Clients Enrolled this Quarter	16				1											
WIOA Adult	44				45											
WIOA Dislocated Worker	7				7											
Follow Up Information																
Total Follow-Ups Required	35				54											
Total Follow-Ups Completed	35				54											
Total Follow-Up Not Completed	0				0				0				0			
Employment 2nd Quarter after Exit																
WIOA Adult Program - 72.5%	88.9%	8	# employed	100.0%	9	# employed	-		# employed	-		# employed				
		9	# exited		9	# exited			# exited							
WIOA Dislocated Worker Program - 85%	-	0	# employed	100.0%	3	# employed	-		# employed	-		# employed				
		0	# exited		3	# exited			# exited							
Employment 4th Quarter after Exit																
WIOA Adult Program - 79%	50.0%	3	# employed	62.5%	5	# employed	-		# employed	-		# employed				
		6	# exited		8	# exited			# exited							
WIOA Dislocated Worker Program - 85%	-	0	# employed	100.0%	3	# employed	-		# employed	-		# employed				
		0	# exited		3	# exited			# exited							
Median Earnings 2nd Quarter after Exit																
WIOA Adult Program	\$5,750.00	Not Available	\$5,750.00	Not Available	\$5,750.00	Not Available	\$5,750.00		\$5,750.00			\$5,750.00				
WIOA Dislocated Worker Program	\$8,150.00	Not Available	\$8,150.00	Not Available	\$8,150.00	Not Available	\$8,150.00		\$8,150.00			\$8,150.00				
Credential Attainment within Four Quarters after Exit																
WIOA Adult Program - 65.5%	83.3%	5	# credentialed	100.0%	8	# credentialed	-		# credentialed	-		# credentialed				
		6	# exited		8	# exited			# exited							
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	100.0%	3	# credentialed	-		# credentialed	-		# credentialed				
		0	# exited		3	# exited			# exited							
Measurable Skills Gain																
WIOA Adult Program - Baseline%	17.9%	7	# gained	53.3%	16	# gained	-		# gained	-		# gained				
		39	# exited		30	# exited			# exited							
WIOA Dislocated Worker Program - Baseline%	0.0%	0	# gained	20.0%	1	# gained	-		# gained	-		# gained				
		5	# exited		5	# exited			# exited							
40% Minimum Training Expenditure Requirement																
47.26%	WIOA Adult Program	61.3%	\$23,590.00	Training Expenditures	47.1%	\$28,690.00	Training Expenditures	-		Training Expenditures	-		Training Expenditures			
			\$38,502.98	Total Expenditures		\$60,966.66	Total Expenditures			Total Expenditures						
47.26%	WIOA Dislocated Worker Program	56.7%	\$ 7,653.45	Training Expenditures	47.8%	\$11,544.25	Training Expenditures	-		Training Expenditures	-		Training Expenditures			
			\$13,504.97	Total Expenditures		\$24,169.72	Total Expenditures			Total Expenditures						

Eastern Shore Planning District 22 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Accomack County New Clients Enrolled this Quarter		1
	WIOA Adult	33
	WIOA Dislocated Worker	6
Northampton County New Clients Enrolled this Quarter		0
	WIOA Adult	18
	WIOA Dislocated Worker	5

SkillSource Group													
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
Customer Summary Information													
Planned Number of Participants for PY	54			54									
Total Participants Served	31			37									
Percent of Planned	57%			69%			-			-			
New Clients Enrolled this Quarter	9			6									
WIOA Youth	31			37									
Follow Up Information													
Total Follow-Ups Required	16			18									
Total Follow-Ups Completed	16			18									
Total Follow-Up Not Completed	0			0			0			0			
Employment 2nd Quarter after Exit													
WIOA Youth - 66%	100.0%	1	# employed	-	0	# employed	-		# employed	-		# employed	
		1	# exited		0	# exited			# exited			# exited	
Employment 4th Quarter after Exit													
WIOA Youth - 62.8%	87.5%	7	# employed	75.0%	6	# employed	-		# employed	-		# employed	
		8	# exited		8	# exited			# exited			# exited	
Credential Attainment within Four Quarters after Exit													
WIOA Youth - 70%	87.5%	7	# credentialed	50.0%	4	# credentialed	-		# credentialed	-		# credentialed	
		8	# exited		8	# exited			# exited			# exited	
Measurable Skills Gain													
WIOA Youth - Baseline %	8.0%	2	# gained	16.7%	4	# gained	-		# gained	-		# gained	
		25	# exited		24	# exited			# exited			# exited	
20% Work Experience Expenditure Requirement													
23.90%	WIOA Youth	31.4%	\$ 9,457.68	Training Expenditures	23.9%	\$20,925.64	Training Expenditures	-		Training Expenditures	-		Training Expenditures
			\$ 30,091.26	Total Expenditures		\$87,562.56	Total Expenditures			Total Expenditures			

George Washington Planning District 16 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Spotsylvania County New Clients Enrolled this Quarter		2
	WIOA Youth	18
Stafford County New Clients Enrolled this Quarter		1
	WIOA Youth	8
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	4
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	3
City of Fredericksburg New Clients Enrolled this Quarter		3
	WIOA Youth	12

Rappahannock Community College													
		1st Quarter PY 19 7/1/19 - 9/30/19		2nd Quarter PY 19 10/1/19 - 12/31/19		3rd Quarter PY 19 1/1/20 - 3/31/20		4th Quarter PY 19 4/1/20 - 6/30/20					
Customer Summary Information													
Planned Number of Participants for PY		42		42									
Total Participants Served		37		39									
Percent of Planned		88%		93%		-		-					
New Clients Enrolled this Quarter		5		2									
WIOA Youth		37		39									
Follow Up Information													
Total Follow-Ups Required		10		10									
Total Follow-Ups Completed		10		10									
Total Follow-Up Not Completed		0		0		0		0					
Employment 2nd Quarter after Exit													
WIOA Youth - 66%		100.0%	2	# employed	75.0%	3	# employed	-	# employed	-	# employed		# employed
			2	# exited		4	# exited		# exited		# exited		# exited
Employment 4th Quarter after Exit													
WIOA Youth - 62.8%		50.0%	1	# employed	50.0%	1	# employed	-	# employed	-	# employed		# employed
			2	# exited		2	# exited		# exited		# exited		# exited
Credential Attainment within Four Quarters after Exit													
WIOA Youth - 70%		50.0%	1	# credentialed	100.0%	2	# credentialed	-	# credentialed	-	# credentialed		# credentialed
			2	# exited		2	# exited		# exited		# exited		# exited
Measurable Skills Gain													
WIOA Youth - Baseline %		21.7%	5	# gained	35.3%	6	# gained	-	# gained	-	# gained		# gained
			23	# exited		17	# exited		# exited		# exited		# exited
20% Work Experience Expenditure Requirement													
27.28%	WIOA Youth		33.7%	\$10,421.52	Training Expenditures	27.3%	\$18,445.35	Training Expenditures	-	Training Expenditures	-	Training Expenditures	
				\$30,923.03	Total Expenditures		\$67,626.52	Total Expenditures		Total Expenditures		Total Expenditures	

Northern Neck Planning District 17 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	4
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Richmond County New Clients Enrolled this Quarter		0
	WIOA Youth	9
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	9

Middle Peninsula Planning District 18 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Essex County New Clients Enrolled this Quarter		1
	WIOA Youth	11
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	1
King William County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Youth	2

Eastern Shore Community College																
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20			
Customer Summary Information																
Planned Number of Participants for PY	35				35											
Total Participants Served	22				30											
Percent of Planned	63%				86%				-				-			
New Clients Enrolled this Quarter	5				7											
WIOA Youth	22				30											
Follow Up Information																
Total Follow-Ups Required	17				21											
Total Follow-Ups Completed	17				21											
Total Follow-Up Not Completed	0				0				0				0			
Employment 2nd Quarter after Exit																
WIOA Youth - 66%	85.7%	6	# employed	100.0%	2	# employed	-	# employed	-	# employed	-	# employed				
		7	# exited		2	# exited		# exited		# exited		# exited				
Employment 4th Quarter after Exit																
WIOA Youth - 62.8%	100.0%	3	# employed	80.0%	4	# employed	-	# employed	-	# employed	-	# employed				
		3	# exited		5	# exited		# exited		# exited		# exited				
Credential Attainment within Four Quarters after Exit																
WIOA Youth - 70%	100.0%	3	# credentialed	75.0%	3	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed				
		3	# exited		4	# exited		# exited		# exited		# exited				
Measurable Skills Gain																
WIOA Youth - Baseline %	0.0%	0	# gained	50.0%	7	# gained	-	# gained	-	# gained	-	# gained				
		19	# exited		14	# exited		# exited		# exited		# exited				
20% Work Experience Expenditure Requirement																
64.09%	WIOA Youth	75.7%	\$32,292.97	Training Expenditures	64.1%	\$36,692.46	Training Expenditures	-		Training Expenditures	-		Training Expenditures			
			\$42,640.78	Total Expenditures		\$57,251.03	Total Expenditures			Total Expenditures			Total Expenditures			

Eastern Shore Planning District 22 Data

		2nd Quarter PY 19 10/1/19 - 12/31/19
Customer Summary Information		
Accomack County New Clients Enrolled this Quarter		4
	WIOA Youth	22
Northampton County New Clients Enrolled this Quarter		3
	WIOA Youth	11

2nd Quarter PY 2019

	Proposed Negotiated Level	Actual	% of Negotiated Level	Status
Adult Measures				
Employment 2nd Quarter after Exit	72.50	86.10	119%	E
Employment 4th Quarter after Exit	79.00	76.50	97%	FTM
Median Earnings 2nd Quarter after Exit	5750.00	-	-	NA
Credential Attainment within 4 Quarters after Exit	65.50	100.00	153%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	
Dislocated Workers Measures				
Employment 2nd Quarter after Exit	85.00	93.30	110%	E
Employment 4th Quarter after Exit	85.00	100.00	118%	E
Median Earnings 2nd Quarter after Exit	8150.00	-	-	NA
Credential Attainment within 4 Quarters after Exit	70.00	100.00	143%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	
Youth Measures				
Employment 2nd Quarter after Exit	66.00	83.30	126%	E
Employment 4th Quarter after Exit	62.80	73.30	117%	E
Credential Attainment within 4 Quarters after Exit	70.00	64.30	92%	FTM
Measurable Skills Gain	Baseline	Baseline	Baseline	

BCWDB Performance Measure Definitions

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

Employment 2nd Quarter after Exit

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

Employment 4th Quarter after Exit

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

Median Earnings 2nd Quarter after Exit

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

Credential Attainment within Four Quarters after Exit

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

Measurable Skills Gain

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

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

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

Customer Survey

George Washington Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other					
<i>Number of Visitors</i>	0	68	18	12	102	84	0	0					
Were your needs met?	Yes	No											
<i>Number of Visitors</i>	140	0											
Was the Staff Knowledgeable?	Yes	No											
<i>Number of Visitors</i>	140	0											
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A										
<i>Number of Visitors</i>	20	0	0										
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)						4	5 (Excellent)	Additional Comments: 1. Very helpful staff. 2. Thank you for everything. 3. They helped me so much.		
<i>Number of Visitors</i>	0	0	0						0	140			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)								
<i>Number of Visitors</i>	0	0	0	0	140								

Northern Neck Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	0	160	1	45	30	13	1	132
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	18	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	18	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	18	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: 1. Keep up the good work! 2. Everyone was so respectful and all my needs were taken care of. 3. Everybody was very nice and helpful! 4. Staff was great!		
<i>Number of Visitors</i>	0	0	0	3	15			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	0	4	14			

Middle Peninsula Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	0	31	0	0	0	0	0	0
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	8	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	9	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	9	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: <ol style="list-style-type: none"> 1. Keep up the good work! 2. Everyone was so respectful and all my needs were taken care of. 3. Everybody was very nice and helpful! 4. Staff was great! 		
<i>Number of Visitors</i>	0	0	0	3	9			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	0	4	9			

Eastern Shore Area Customer Survey Results

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	0	9	4	20	10	14	12	0
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	31	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	31	0						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Visitors</i>	31	0	0					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: <ol style="list-style-type: none"> 1. Good information. 2. Polite Staff. 3. Useful stuff for testing what job I fit. 4. A couple of good medical trainings. 5. Helpful. 		
<i>Number of Visitors</i>	0	0	5	6	20			
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)			
<i>Number of Visitors</i>	0	0	3	4	20			

Success Stories

Rappahannock Goodwill Industries Success Story – George Washington

SS immigrated to the United States over twenty years ago to provide a better life for his children. He worked in the hustle and bustle of New York City as a cab driver for many years, before moving his family south to Virginia so his children could further their educational goals and aspirations in the Virginia school and university systems.

SS worked for several years in odd jobs—including Lyft and Uber. Before finding the WIOA program, he had been unemployed for a period and found himself disheartened by his employment prospects. He attended a WIOA orientation at the recommendation of a friend and was found eligible for WIOA services as a low-income adult.

SS wanted to take his driving experience and become a CDL Class A driver because he knew it would afford him the opportunities and help him reach his life goals. He shared with the WIOA team that all he wanted to do was help his kids reach their goals and make them as proud as they were making him with their achievements.

Concerned about the assessment portion of WIOA eligibility, SS worked hard—with the help of his son—to study and brush up on his math and reading skills before taking the Test of Adult Basic Education (TABE). Once he had taken his assessment and the WIOA staff determined his priority of service and ability to benefit from the program, SS sat down with the WIOA Career Services Specialist to create smart and attainable goals for his Individual Employment Plan (IEP).

SS chose CDS Tractor Trailer Training as his provider and started his course at the beginning of June 2019. He had completed his training and received his certificate of completion and license by mid-August 2019. The Career Services Specialist sat down with SS and reviewed some job listing and revised his resume to fit with the jobs he was interested in and his new skills.

He got a job immediately with a company but found it wasn't a good fit due to the amount of time he was away from home and his responsibilities there. SS then found another job right way with a local grocery store chain that allowed him to be home each evening while maintaining the great pay he had with the previous position.

SS's persistence, positive attitude, collaborative spirit, and drive throughout the WIOA process and his training program are what allowed him to be completely successful in his endeavors. He expressed repeatedly to the WIOA team he was immensely happy with his new driving position and with the WIOA process overall.

Rappahannock Community College Success Story - Northern Neck

In April, 2019, B. was determined eligible for adult services and met the priority of service guidelines. He was enrolled in GMAW welding training because of being a Carry-On Trailer employee. He earned his welding credential, and his wages increased from \$12 hour to \$18 hour. In October, B. enrolled in SMAW and earned that credential. He is enrolled in FCAW, which begins 1/6/20. He now produces 7 trailers a day and earns \$22 hour. His next goal is to make 8 trailers a day, which will earn him \$25 hour. He is always so appreciative for what WIOA and RCC have helped him accomplish.

Rappahannock Community College Success Story – Middle Peninsula

LC became a WIOA participant in February on 2019 enrolling in the Workforce Welding program. LC was unemployed and the father of four, ages 4-10 yrs. LC attended welding classes at the Westmoreland Workforce Training Center. LC has successfully completed certifications in

Shielded Metal Arc Welding, Gas Metal Arc Welding, and Flex Cored Arc Welding. Early in his training, LC expressed an interest in working for Carry On-Trailers as a welder. LC was patient and diligent in waiting for position openings as he continued to increase his resume with welding credentials. LC was hired in November 2019 as a welder with Carry On-Trailers. Though LC continues to have some barriers such as transportation, he is planning on completing two more welding classes to further his qualifications as a welder. LC continues to express gratitude to the Workforce department and WIOA funding through each interaction with his case manager and instructors.

Eastern Shore Community College Success Stories – Eastern Shore

Story #1

KK was an unemployed person with no work experience when she applied for WIOA funding for training. KK had already done some research on the medical assisting program and after meeting with the advisor for the training made the decision to enroll for training. After meeting WIOA eligibility requirements KK applied for and was granted admission at Eastern Shore Community College and passed the required placement testing. KK has since successfully completed the Medical Assistant training and went on to pass the medical assistant national certification examination through the National Center for Competency Testing. What is amazing is KK did not actively seek employment there, but was called personally by her internship supervisor and urged to apply. Her internship supervisor was so impressed with KK's work ethic and skill level during her internship she knew she wanted to make her a permanent part of the staff. KK is now working full-time as a medical assistant on her first job ever and she loves it! KK is an exemplary example of how the WIOA program was designed to work.

Story #2

TK, a dislocated worker laid off from Bayshore Concrete needed to find employment quickly to continue to support his family. TK was aware that there he did not have any skills for the jobs that were being advertised locally and understood that he would need to make a decision because his unemployment and finally run out along with his savings which were quickly being depleted. TK was referred to WIOA by a staff member at the local Virginia Employment Commission for a skills upgrade and training. Tom met with WIOA staff and decided that CDL training was the best option to meet the needs of his family. The problem was there were no CDL classes available at Eastern Shore Community College for several months. TK did not have several months to wait so he so he decided to go to CDS to take the CDL training. TK successfully completed the training is employed full-time at a local poultry plant as a live-haul driver with a dedicated route, is earning a good salary, and is able to return home each night to be with his family.

SkillSource Group Youth Success Story – George Washington

JJ was nearly 21 when he came to the SkillSource Young Adult Program in November 2018. He came after a friend mentioned he was enrolled in a training program through WIOA. JJ's Case Manager (CM) found him to be very likeable, persistent, and very goal-oriented for his future. He enrolled in the WIOA Youth program and was determined to complete a CDL (Commercial Driving License) certification. Upon enrollment, he was residing with his girlfriend and her father, with no immediate family support regarding his financial or educational goals. He was working at a family restaurant, to help out financially with rent, monthly bills, and a baby on the way.

JJ has only completed 10th grade. He asked if the WIOA Youth program could help with completing his GED, stating he wanted to have more opportunities for jobs. The CM enrolled him in classes with Adult Basic Education. JJ passed his first GED subject test easily early on, with 3 more to go. Concurrently enrolled in the CDL program, he was going to class every day while studying nightly for his next GED subject test. He had previously been in trouble with the law and was an offender; the CM discovered this after JJ was enrolled. He had a court date on June 5, 2019. After many conversations with his lawyer, the CM found out that a condition of JJ's community probation was that he obtain his GED. Since he had not yet completed, the Judge needed information that JJ was in the process of obtaining his GED. With the support of his CM, Project Director and JJ's attorney, along with letters from Adult Ed, SkillSource and his CDL training provider showing ambition and performance, the Judge provided JJ an additional 2 months to obtain his GED certificate.

JJ worked a part-time night shift at a distribution center to help provide for his new baby girl, born in April, and to pay attorney's fees. Passing the other GED tests continued to be a challenge. Math was the hardest of the obstacles; *"a lot harder than backing up a monster truck"*, as JJ stated. After 2 fails and with 2 days to go on the test deadline, JJ stayed up all night studying practice questions, passed, and received his GED Certificate on 9/11/19.

Attendance at court on 9/18/19 resulted in all previous charges dropped. He was in his last stretch. The next few months did not go smoothly, with various setbacks and delays, and many communications between JJ and his CM. He attended Financial Literacy workshops at the Virginia Career Works Fredericksburg Center on both budget and credit, showing he had an interest in continuing to better himself personally and professionally.

Given his schedule of working overnight and day classes, he took a bit longer to grasp technical maneuvers required to pass his CDL test. On 11/8/19 he passed the test and drove directly to the DMV. He brought the license directly to his Case Manager and the CM immediately texted the Project Director, who both shared their elation for JJ and the WIOA Youth Program!

While working with his CM and other resources along the way, JJ has secured a full-time position with Merchants Grocery in Culpeper, VA. He drives regionally so he can be home on the weekends. He enjoys a nearly \$20/hour wage (approximately \$41,600 annually), and has moved to a new home, providing a good foundation for his family. JJ recently told his CM that although very difficult at times, looking back, it was all worth it. Happy New Year JJ!

Rappahannock Community College Youth Success Story – Northern Neck

FR dropped out of high school as she felt that "the school was disinterested in giving her the assistance that she needed to get her education." She took classes online through a high school program for one month. She then enrolled in the RCC Adult Education Program. It was at that point that the WIOA Case Manager began working with her. She obtained her GED within a few months of beginning the Adult Education Program. She had a strong desire to make a better

future for herself and her daughter. She enrolled in the Pre-Nursing Program at RCC. While completing that program, she became pregnant with her second child. She experienced a lot of sickness during her pregnancy and her doctor worked closely with her but was unsuccessful in helping with her all-day “morning” sickness. Despite the challenge, she completed the program. She also attained her Certified Nursing Assistant state license. She currently is working 50-60 hours per week to support her two children. She is saving money in the hopes that she can cut back her hours and return to pursue her LPN.

Rappahannock Community College Youth Success Story – Middle Peninsula

DL is a 19-year-old young man who desires a skill that can allow him to become self-sufficient. He showed a strong interest in welding. A welding instructor and the case manager gave him a tour of the welding facility and he knew that it was the career field for him. The case manager reviewed the soft skills necessary to be successful and found that DL possessed many of them. DL enrolled in SMAW and successfully completed the course. He is scheduled to test tomorrow but his instructor has confidence in his ability to pass. He is excited about moving forward to the next welding class. His long-term goal is to work for the Newport News Shipyard.

Eastern Shore Community College Youth Success Stories – Eastern Shore

Story #1

B & T are twins attached at the hip. Where you see one you generally see the other. In past years, they both have struggles academically and with regular school attendance. This year, as seniors in high school, they have made the positive turn towards self-awareness and are excited about the next step in their lives. Both students have maintained really good grades this year and they are attending school regularly. If they miss school, they have self-advocated for their missing assignments, which in the past was too much out of their comfort zone. The twins are extremely shy and most times will not speak up when they need to ask for help or have a question. The light turned on, and they want to achieve their goal to graduate. By taking baby steps-little by little, they are making progress as indicated by their grades and SOL pass rates. In addition, they passed the Wise Financial CTE test, which is not an easy test to pass. T had to retake the class, but in doing so, she was better prepared to pass the test. T also has passed the WorkKeys for Business Writing. All in all, they are very close to achieving their goal of graduating on time and attending ESCC to pursue degrees in Early Childhood Education.

Story #2

Sis, the single parent of a very busy toddler recently completed the Long-Term Care Assistant (C.N.A.) training. Sis excelled in her training program both in the classroom setting and in the clinical setting. At the C.N.A. graduation ceremony Sis was awarded the best bedside manner honor which was voted on by the patients themselves. Although Sis has applied to complete the state board examination, she has not been awarded a test date. Sis has applied for several jobs as a C.N.A. One job that Sis had not considered until graduation night was as a C.N.A. in a group home for individuals with developmental disabilities. When the owner shared her brochure, Sis was immediately interested. The future is looking very bright for Sis!

Bay Consortium Workforce Development Board, Inc.
Labor Market Committee Meeting
Draft Meeting Minutes
Wednesday, January 8, 2020
11:00 a.m.

The Labor Market Committee met Wednesday, January 8, 2019 at the Fredericksburg Workforce Center.

Call to Order: Melvin Carter called the Labor Market meeting to order at 11:00 a.m.

Roll Call: Present Percy Pollard, Martha O’Keefe, Melvin Carter and Jean Fraysse. Not present were Louis Belcher. In addition, was present Jackie Davis and Kristina Allen. A quorum was present.

Approval of Minutes: The notes from the October 9, 2019 meeting were approved.

Public Input: There was no public input.

New Business: Jackie Davis went over strategic priorities. Melvin Carter suggested meet and greets for new members and a new member orientation. Also, topics for discussion were training and apprenticeships using funding from partners and blending funds.

Old Business: There was no old business.

Other Topics: A discussion regarding a future meeting date for the committee and Board took place.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Kristina Allen

Bay Consortium Workforce Development Board, Inc.
Board Development Committee Meeting
Draft Minutes
Monday, January 27, 2020
2:00 P.M.

The Board Development Committee met Monday, January 27, 2020 at the Bay Transit Middle Peninsula Regional Transit Facility at 2:00 P.M.

Call to Order: Joshua Gemerek called the meeting to order at 2:00 pm.

Roll Call: Present were Josh Gemerek and Jackie Davis, WDB Staff. A quorum was not present.

Public Input: There was no public input.

New Business: The Committee began reviewing the Board Manual to be presented at the May meeting. There was discussion about revisions, and asking input from other Committees. It was suggested that staff reach out to the other Committees for input before the next Board Development Committee.

The Board Development Committee reviewed the second letter that is sent to Board Members who miss three consecutive meetings to make revisions. This letter will be revised at the next Board Development meeting.

There was a discussion about at Board membership. There are three new members who will be invited to the Board meeting in February.

There was a brief discussion about the Eastern Shore Board meeting to be held in August 2020.

The meeting ended at 3:00 P.M.

Respectfully submitted,
Jackie Davis

Bay Consortium Workforce Development Board, Inc.
Youth Council Meeting
Draft Minutes
Monday, January 27, 2020
10:00 a.m.

The Youth Council met Monday, January 27, 2020, at the Northern Neck Planning District Office.

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

Roll Call: Present were Marjorie Lampkin, Faranda Ferguson, Butch Gross, and Hutt Williams. Not present were Lorraine Justice, Steve Smith, David Ferguson, and Tina Taylor. 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 April 23, 2019 meeting, which was seconded and approved.

Public Input: There was no public input.

New Business: Steve Golas reviewed the quarterly reports. Jackie Davis presented members with the WIOA Youth Incentive Policy, noting that it come from a monitoring visit and suggested for consistency. A motion was made to approve the WIOA Youth Incentive Policy, which was seconded and approved. Steven Golas presented members with the WIOA Work Experience Procedure Policy, which also came from a monitoring visit. Members suggested that wording be added to note that participants would have a cap of 20 work experience hours per week since the limit already existed. A motion was made to approve the WIOA Work Experience Procedure Policy with the addition of the cap on hours, which was seconded and approved.

Old Business: Jackie Davis reviewed the Strategic Plans and Committee Assignments with members.

Other Topics: Members discussed the next meeting location, agreeing that meeting in Warsaw seemed to be the best way to achieve a quorum. Butch Gross offered the Northern Neck Technical Center meeting space, to which everyone agreed.

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

Respectfully submitted,
Katlyn Moss

Bay Consortium Workforce Development Board

Policy Number: 20-01

Effective Date: February 5, 2020

Title: WIOA Youth Incentive Policy

PURPOSE

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

REFERENCE

- Reference P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.
- 20 CFR § 681.640,650
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

YOUTH INCENTIVE

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of BCWDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check or other documentable means (i.e. gift card without fees). Under no circumstances may a client be given cash. These rewards are intended to provide an incentive for the youth's continued participation in an activity by recognizing good performance.

PROCEDURE

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. Based on funding availability, incentives can be given up to the amounts listed for each goal achieved. If there are questions regarding funding availability, contact the BCWDB staff to discuss funding concerns. If it is jointly determined by the BCWDB and service provider that funding is not available, the BCWDB staff will send confirmation to WIOA Service Providers that incentives have been placed on hold until the beginning of the next program year.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED: up to \$100.00
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: up to \$50.00 total.
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: up to \$25.00 for each set of 3 activities completed not to exceed \$50.00 total.
4. Complete TABE post-test demonstrating attainment of literacy/numeracy gain, evidenced by printed TABE results: up to \$25.00 per post-test, maximum of 2 payments
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: up to \$100.00

Youth incentive awards are limited to a lifetime amount of up to \$500.00 maximum per eligible youth. Exceptions may be granted by the BCWDB staff. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the BCWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

DOCUMENTATION

Case managers must maintain an Incentive Tracking Log provided by BCWDB staff, listing all incentives awarded to each youth. Attainment of goals must be clearly documented in the client's file and in the Virginia Workforce Connection System. The client's receipt of checks, cash equivalents, or a material reward shall be acknowledged by them in the form of a signature documented on the Participant Receipt Form. The Incentive Tracking Log shall include, at a minimum, the client's name, VAWC State ID number, funding stream, specific goal accomplished that is being rewarded, and the amount and type of incentive. The Incentive Tracking Log shall be maintained in the client's folder, with a copy submitted for reimbursement. The Incentive Tracking Log shall be signed by the client receiving the incentive and by the case manager who delivered it to them.

Bay Consortium Workforce Development Board

Policy Number: 20-02
Effective Date: February 5, 2020
Title: WIOA Work Experience Procedure Policy

PURPOSE

To provide policy direction for the implementation of Work Experiences (WEXs) for WIOA eligible adults, dislocated workers and youth.

REFERENCES

- WIOA Sec. 129 (c)(2)(C); 134(c)(2)(A);188(a)(2) and (3)
- 20 CFR 680.170; 680.830; 680.840; 681.600; 683.270 and 280.
- US DOL Wage and Hour Division

BACKGROUND

An internship or work experience for adults and dislocated workers is defined at [20 CFR 680.170] as a planned, structured, time-limited learning experience that takes place in a workplace. An internship or work experience may be paid or unpaid, as appropriate. An internship or work experience may be provided in the private for-profit, non-profit, or public sectors.

For the WIOA youth program, work experience is similarly defined at [20 CFR 681.600] with the additional requirement that youth work experiences must include academic and occupational education.

WEXs are a contractual exchange between the WIOA service provider, WEX employer, and WEX participant. A WEX is not designed to replace an existing employee or position. Wages are provided by the WIOA service provider and paid directly to the participant developing an employer/employee relationship between the service provider and the WEX participant. Labor standards apply in any WEX where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated.

WIOA includes a major focus on providing youth with work experience opportunities. WIOA prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of local area funds on WIOA youth work experiences. WIOA youth program funds spent

on paid and unpaid work experiences, including wages and staff costs must be tracked and reported as part of the local WIOA youth financial reporting.

Note:

- WIOA does not discern between “work experience (WEX)” or “internship”. The definition of both is the same.
- WIOA permits local areas to offer transitional jobs which are limited work experiences, that are subsidized and for those individuals with barriers to employment because of chronic unemployment or inconsistent work history. [20 CFR 680.830] There are limits on the amount of funds local areas may use.

POLICY

WEXs must provide a planned and structured learning experience that will contribute to the achievement of the participant’s employment goals through a measurable training component.

WEX agreements must be signed by all parties prior to the start of the WEX. Work experiences for youth must include academic and occupational education.

A. Participant Eligibility

All WEX participants must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Service Strategy or Individual Employability Plan that documents the participant’s need for and benefit from a WEX.

Individuals who have received funding through an ITA, cohort or other WIOA funded training are also eligible for WEX. Funding for training and WEXs are separate.

B. Employer Eligibility

The WEX Employer:

- Must be registered with the Internal Revenue Service (IRS) and have an account with the Virginia Employment Commission for Unemployment Insurance and carry Workman’s Compensation Insurance; [20 CFR 683.280]
- Must be licensed to operate in the Commonwealth of Virginia and provide their Federal Employer Identification Number (FEIN);
- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [WIOA Sec. 188(a)(2)]

- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a WEX participant or as the result of having a WEX participant; [20 CFR 683.270]
- Shall not allow the WEX activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.270]
- Shall not allow the participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship. [20 CFR 188(a)(3)]

C. WEX Timeframe

There are no regulations governing the amount of time a participant may be placed in a WEX. Typically, WEXs average between 2-10 weeks; **with a cap of 20 work experience hours per week**. When determining the duration of a WEX activity, the following should be considered:

- Objectives of the WEX;
- Length of time necessary for the participant to learn the skills identified in the learning plan;
- The employer having sufficient quantity of meaningful work activities for the participant; and
- Service provider budget.

D. Compensation

Participants enrolled in a paid WEX shall be compensated an hourly wage at not less than the State or local minimum wage, whichever is higher. Participants shall be paid only for the hours worked during the WEX as documented on the participant's WEX time sheet.

WEX participants shall not be paid for:

- Sick leave;
- Vacation breaks;
- Lunch breaks; or
- A holiday recognized by the service provider as a "paid holiday".

WEX participants are not authorized to work overtime.

When determining the hourly wage for a WEX participant, the following considerations should be taken into consideration. This list is not intended to be all inclusive:

- Objectives of the WEX;
- Type of work performed during the WEX;
- Skill set of the participant;
- Skill set required for the WEX; and/or
- Service provider budget.

E. WEX Funding Limits

WEXs are subject to the same maximum dollar limits (\$4,000) as described in BCWDB Individual Training Account Policy 00-02.

PROCEDURES

A. Participant File Documentation

The following WEX documents must be located in the participant file:

- Comprehensive Assessment identifying a WEX as an appropriate service;
- Completed ISS/IEP documenting the WEX services and outcomes;
- WEX Agreement (completed prior to the start of the WEX);
- Learning Plan (completed prior to the start of the WEX);
- Pre- and Post-Assessments;
- Time cards/sheets; and
- Case notes according to BCWDB Case Note Policy 14-01.

B. WEX Agreement

WEX Agreements must contain, at a minimum, the following:

- Clear statement of purpose;
- Identification of all parties including the WEX participant;
- Requirements of the employer, participant and WIOA service provider;
- WEX start and end dates;
- Training job title and responsibilities;
- Required tools, equipment or uniforms, if applicable;
- Supportive services that are needed by the participant, if applicable;
- Detailed computation of the anticipated wages to be earned;
- Concurrence between employer and union when WEX is under a collective bargaining agreement, if applicable;
- A training plan that is incorporated by reference in the body of the contract; and
- Signature and dates of all parties to the agreement.

A single WEX Agreement may be written for group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the Agreement are the same for all participants covered by the Agreement.

C. Modifications

WEX agreements may be modified. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of WEX agreements are not valid.

D. Monitoring

Service providers must ensure regular and on-going monitoring and oversight of the WEX. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the WEX agreement should be dealt with promptly.

The WIOA service provider's oversight of the WEX participant's training and payroll records may be reviewed by Federal, State and local fiscal and program monitors. These entities will have the right to access, examine and inspect any site where any phase of the WEX program is being conducted. The service provider will maintain its records and accounts in such a way as to facilitate the audit. Records must be maintained for five (5) years after the conclusion of the WEX.

DEFINITIONS

Learning Plan – A signed agreement between the worksite supervisor, the participant and the WIOA service provider that describes the goals and project requirements during the WEX.

Pre-Assessment – A documented evaluation of the participant's skills prior to, or at the beginning of the WEX.

Post-Assessment – A documented evaluation of the participant's skills at the end of the WEX. The assessment is intended to show improvement, or lack thereof, during the WEX.

Subsidized Work Experience – A paid, planned, structured learning experience that takes place in a workplace for a limited period of time.

Transitional Jobs – provides limited work experience that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history.

Unsubsidized Work Experience – An unpaid, planned, structured learning experience that takes place in a workplace for a limited period of time.

Work Experience Agreement – A written agreement between the WEX employer, the participant, and the WIOA service provider that outlines the program requirements and expected outcomes.

BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD

Proposed Draft PY19-20 Budget

	APPROVED PY 18-19	Nov Approved PY 19-20	PROPOSED PY 19-20	PY 18-19 \$ Difference	PY 18-19 % Difference	
REVENUE						
WIOA ADMINISTRATIVE	\$ 182,649.23	\$ 138,764.20	\$ 138,764.20	\$ (43,885.03)	-24%	
WIOA ADULT PROGRAM	\$ 475,906.50	\$ 461,581.70	\$ 461,581.70	\$ (14,324.80)	-3%	
WIOA DISLOCATED WORKER PROGRAM	\$ 805,463.00	\$ 526,497.03	\$ 526,497.03	\$ (278,965.97)	-35%	
WIOA YOUTH PROGRAM	\$ 672,471.57	\$ 613,957.98	\$ 613,957.98	\$ (58,513.59)	-9%	
ECONOMIC EQUITY INITIATIVE			\$ 200,000.00	\$ 200,000.00	0%	
RAPID RESPONSE IWT			\$ 26,300.00	\$ 26,300.00	0%	
BRANDING	\$ 25,000.00			\$ (25,000.00)	-100%	
MANAGEMENT FEES (ONE STOP)	\$ 6,214.91	\$ 6,214.91	\$ 6,214.91	\$ -	0%	
TOTAL REVENUE	\$ 2,167,705.21	\$ 1,747,015.82	\$ 1,973,315.82	\$ (194,389.39)	-9%	
	PY 18-19	YTD ACTUAL	NOV Approved	PY 19-20	PY 18-19	PY 18-19
	APPROVED	PY 18-19	PY 19-20	PROPOSED	\$ Difference	% Difference
EXPENSES (WDB/STAFF)						
ADVERTISING	\$ 500.00	\$ 631.00	\$ 500.00	\$ 500.00	\$ -	0.00%
AUDIT EXPENSE	\$ 15,500.00	\$ 13,000.00	\$ 15,500.00	\$ 15,500.00	\$ -	0.00%
DUES AND PUBLICATIONS	\$ 1,000.00	\$ 314.60	\$ 500.00	\$ 500.00	\$ (500.00)	-50.00%
EMPLOYEE FRINGE BENEFITS	\$ 66,319.67	\$ 64,154.97	\$ 58,123.40	\$ 58,123.40	\$ (8,196.27)	-12.36%
EMPLOYEE SALARIES	\$ 221,065.55	\$ 221,065.55	\$ 193,744.66	\$ 193,744.66	\$ (27,320.89)	-12.36%
EQUIPMENT PURCHASE	\$ 2,500.00	\$ 4,794.18	\$ 1,500.00	\$ 1,500.00	\$ (1,000.00)	-40.00%
EQUIPMENT RENTAL	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%
EQUIPMENT REPAIR	\$ 750.00	\$ 831.68	\$ 750.00	\$ 750.00	\$ -	0.00%
INSURANCE	\$ 7,000.00	\$ 6,432.00	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%
OFFICE RENT	\$ 10,000.00	\$ 9,999.96	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
OFFICE SUPPLIES	\$ 2,000.00	\$ 2,860.98	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
PAYROLL TAXES	\$ 20,448.56	\$ 19,815.43	\$ 17,921.38	\$ 17,921.38	\$ (2,527.18)	-12.36%
POSTAGE AND DELIVERY	\$ 500.00	\$ 381.60	\$ 500.00	\$ 500.00	\$ -	0.00%
PRINTING AND REPRODUCTION	\$ 1,000.00	\$ 611.76	\$ 500.00	\$ 500.00	\$ (500.00)	-50.00%
PROFESSIONAL FEES/SERVICES/PT STAFF	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
STAFF TRAINING	\$ 3,000.00	\$ 4,098.10	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	66.67%
STAFF TRAVEL	\$ 12,750.00	\$ 12,973.31	\$ 12,750.00	\$ 12,750.00	\$ -	0.00%
TELEPHONE/COMMUNICATIONS/NETWORK	\$ 7,500.00	\$ 7,515.57	\$ 6,500.00	\$ 6,500.00	\$ (1,000.00)	-13.33%
WDB/CLEO MEMBER TRAVEL/EXPENSES	\$ 15,500.00	\$ 12,289.31	\$ 13,500.00	\$ 13,500.00	\$ (2,000.00)	-12.90%
SUB TOTAL	\$ 392,833.78	\$ 385,270.00	\$ 351,789.44	\$ 351,789.44	\$ (41,044.34)	-10.45%
	PY 18-19	ACTUAL	NOV Approved	PY 19-20	PY 18-19	PY 18-19
	APPROVED	PY 18-19	PY 19-20	PROPOSED	\$ Difference	% Difference
EXPENSES (PROGRAMS)						
SUB AREA 16 Adult/Dislocated	\$ 443,948.84	\$ 386,773.86	\$ 350,309.34	\$ 350,309.34	\$ (93,639.50)	-21.09%
SUB AREA 17 and 18 Adult/Dislocated*	\$ 357,256.02	\$ 338,152.32	\$ 261,754.16	\$ 261,754.16	\$ (95,501.86)	-26.73%
SUB AREA 22 Adult/Dislocated	\$ 219,384.68	\$ 213,252.55	\$ 192,903.93	\$ 192,903.93	\$ (26,480.75)	-12.07%
SUB AREA 16 YOUTH	\$ 252,222.75	\$ 170,709.56	\$ 210,519.14	\$ 210,519.14	\$ (41,703.61)	-16.53%
SUB AREA 17 and 18 YOUTH*	\$ 215,162.87	\$ 139,065.62	\$ 172,693.75	\$ 172,693.75	\$ (42,469.12)	-19.74%
SUB AREA 22 YOUTH	\$ 134,080.50	\$ 79,352.01	\$ 132,198.05	\$ 132,198.05	\$ (1,882.45)	-1.40%
OJT PROJECTS	\$ 20,000.00	\$ -	\$ -	\$ -	\$ (20,000.00)	-100.00%
INCUMBENT WORKER TRAINING	\$ 20,000.00	\$ 7,050.00	\$ 10,000.00	\$ 10,000.00	\$ (10,000.00)	-50.00%
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0.00%
ECONOMIC EQUITY INITIATIVE	\$ -	\$ -	\$ -	\$ 180,000.00	\$ 180,000.00	0.00%
RAPID RESPONSE IWT				\$ 26,300.00	\$ 26,300.00	0.00%
BRANDING	\$ 25,000.00	\$ 24,397.74	\$ -	\$ -	\$ (25,000.00)	-100.00%
SUB TOTAL	\$ 1,737,055.66	\$ 1,408,753.66	\$ 1,380,378.37	\$ 1,586,678.36	\$ (150,377.30)	-8.66%
TOTAL EXPENSES	\$ 2,129,889.44	\$ 1,794,023.66	\$ 1,732,167.81	\$ 1,938,467.80	\$ (191,421.64)	-8.99%
UNOBLIGATED RESERVE	\$37,815.77		\$14,848.01	\$ 34,848.02	\$ (2,967.75)	-7.85%
TOTAL EXPENSES AND RESERVE	\$ 2,167,705.21		\$ 1,747,015.82	\$ 1,973,315.82	\$ (194,389.39)	-8.97%

**Bay Consortium Workforce Development Board, Inc.
Reimbursement For Travel Expenses**

Name _____

Address _____

Telephone Number _____

Date of Travel _____

Place of Departure _____

Time Left _____

Destination _____

Place of Return _____

Time Returned _____

Purpose of Trip _____

EXPENSES (Attach receipts, itemize expenses, identify tolls)

Miles Traveled _____ @ \$0.58 \$ _____

Tolls _____ \$ _____

Parking _____ \$ _____

Meals Breakfast \$ _____ \$ _____ Tip \$ _____

Lunch \$ _____ \$ _____ Tip \$ _____

Dinner \$ _____ \$ _____ Tip \$ _____

Overnight Lodging (Name of Motel, attach receipt) \$ _____

Telephone Call (s) for or to _____ \$ _____

Total Expenditures \$ _____

Mail this form to: Bay Consortium
Workforce Development Board, Inc.
P.O. Box 1117
Warsaw, Virginia 22572

I certify that the above statements are true and that I will not be reimbursed for these expenses by any other agency. **Receipts must accompany this form in order to be reimbursed.**

Signature of Workforce Development Board Member

Date

TRAVEL EXPENDITURE REPORTING POLICY

The Workforce Development Board sets forth instructions regarding the Workforce Development Board Member's policy governing the filing of expenses and statements in connection with official travel for which the Board pays. The Administrative Office will reimburse the Board Members for reasonable business expenses incurred while traveling on official Board business. Travel expense submitted after 90 days must be approved for payment by the Board.

Transportation: The Board Member may be reimbursed for mileage driven from the Board Member's base point or residence at the mileage reimbursement rate established by the Internal Revenue Service Publication 15, Circular E (\$0.58 per mile). The Administrative Office will pay for highway tolls and customary parking fees incurred on business trips. MapQuest or Google Maps must be submitted as mileage documentation for reimbursement. Receipts must be submitted for highway tolls and parking.

Lodging: The Administrative Office will pay for lodging expense. If a spouse accompanies the Board Member, the Board will pay only for the single room cost. Lodging shall be confirmed with the Executive Director.

Telephone: The Administrative Office will pay for telephone calls made for Board business and one "safe arrival" telephone call.

Meals: Meals, excluding alcoholic beverages, may be reimbursed. To qualify for reimbursement for breakfast expenses, the traveler must, out of necessity, leave home before 6:30 a.m. To be reimbursed for dinner expenses, the traveler must be unable to return home by 7:30 p.m. In order to claim meal reimbursement; breakfast, lunch, or dinner; departure and arrival (return) time must be entered on the Reimbursement for Travel Expense Form. Receipts are required.

Reimbursement for meals should not exceed \$35.00 per day. This is not an allowance, rather a reimbursement of expenses actually incurred. If no expense is incurred, no reimbursement is allowed.

Tips: Tips are recognized as a legitimate part of the cost of travel. Meal tips should not exceed a 20 percent rate.

Registration Fees: The Administrative Office will pay for registration fees required for attendance at meetings/conferences/seminars. Conference/Seminar attendance shall be confirmed with the Executive Director.