



Bay Consortium Workforce Development Board, Inc.

Chief Local Elected Officials

Wednesday, May 1, 2019

10:00 am

Westmoreland County Administration Office

111 Polk Street

Montross, VA 22520

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Draft Agenda
Bay Consortium Workforce Development Board, Inc.
Wednesday, May 1, 2019
Westmoreland County Administration Office
111 Polk Street
Montross, VA 22520

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—January 29, 2019 Meeting
- IV. Public Comment
- V. Old Business
- VI. New Business
 - A. Bylaws - Attachment
 - B. New Appointments to the Bay WDB
 - C. Liaison Election
 - D. August Meeting Date and Location*
 - E. PY 19-20 Budget
- VII. Other Topics for Discussion
- VIII. Public Comment
- IX. Adjournment

*Workforce Board Call to Order

Draft Board Minutes
Bay Consortium Workforce Development Board, Inc.
Consortium of Locally Elected Officials (CLEO)
Draft Notes
Tuesday, January 29, 2019
10:00 A.M.

The CLEO met Tuesday, January 29, 2019 at the Richmond County Administration Building.

Call to Order: Morgan Quicke called the meeting to order at 10 a.m.

Roll Call: A roll call was taken and a quorum was present.

Gary Wilson	Caroline County
Edwin Smith, Jr.	Essex County
Angela Freeman	City of Fredericksburg
Bob Ehrhart	King William County
Don Gill	Lancaster County
Michelle Brown	Middlesex County
Luttrell Tadlock	Northumberland County
Morgan Quicke	Richmond County
Meg Bohmke	Stafford County

Approval of Meeting Notes: A motion was made to approve the September 26, 2018 minutes. A motion was made to accept, which was seconded and approved.

Public Comment: There was no public comment.

New Business: Jackie Davis presented members with Vanesa Livingstone's Workforce Board Application. She discussed with members the Workforce Board composition requirements. A motion was made to approve Vanesa Livingstone's nomination, which was seconded and approved. Jackie Davis led a discussion on potentially moving the meeting dates to better serve members attendance. She noted that she would meet with Morgan Quicke and Bob Ehrhart to discuss future meeting dates. Jackie Davis passed out an informational sheet to members describing the roles and responsibilities of both the CLEO Board and the Workforce Board. Jackie Davis discussed the Local Plan update with members. She stated that the changes made were to update the statistical data within the plan. Bob Ehrhart asked that the data source changes be cited. A motion was made to approve the Local Plan for public comment, which was seconded and approved.

Old Business: Jackie Davis discussed the Joint Working Committee. She stated that one representative from each planning area would represent the CLEO Board. She also stated that those elected four would serve as the CLEO Board Executive Committee. The Joint Working Committee would be meeting during end of March to early April to review the budget. A motion was made to approve Morgan Quicke for Northern Neck, Bud Smith as Middle Peninsula, Gary Wilson for Fredericksburg Area, and Spencer Murray for Eastern Shore; which was seconded and approved. A discussion was held about the potential for electronic meetings.

Other Topics for Discussions: Morgan Quicke and Bob Ehrhart agreed to meet to discuss details of the CLEO Board and future meeting dates. Jackie Davis discussed the Workforce branding Initiative with members, stating that the grant had ended December 31, 2018.

There being no further business, the meeting was adjourned at 12:05 A.M.

Respectfully submitted,
Katlyn Moss

New Appointments to the Bay WDB



**Commonwealth of Virginia
Workforce Innovation and Opportunity Act**

**NOMINATION FORM A
Local Workforce Development Board**

1-Name (First, MI, Last) William Leyden		2-LWDA # 13	3-Date 02/21/19
4-Street Address 4976 Euclid Road		13-Nominee Characteristics	
5-City Virginia Beach	6-County	Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	
7-State Virginia	8-ZIP 23462	Race:	
9-Home Phone (include area code) (757) 648-6045	10-Work Phone (include area code) (757) 885-3893	White <input checked="" type="checkbox"/> Black <input type="checkbox"/>	
11-FAX (757) 587-1734	12-E-Mail luec52@luec.troconet.com	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
15-LWDA Name Bay Consortium		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative Business Representative: Elevator Constructors Local 52 Title: Organization:		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
17-Private Sector (Business) Representative		14-Recommended for (see section number)	
Title _____		16- Labor/ CBO/ Apprenticeship <input checked="" type="checkbox"/>	
Business _____		17- Private Sector (Business) <input type="checkbox"/>	
Type of Business _____		18- Title II AELA Provider <input type="checkbox"/>	
		19- Economic Development <input type="checkbox"/>	
		20- VEC <input type="checkbox"/>	
		21- Community College <input type="checkbox"/>	
		22- VDARS <input type="checkbox"/>	
		23- Career & Technical Education <input type="checkbox"/>	
		24- Optional/ Other <input type="checkbox"/>	
		Minority-Owned Business <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Female-Owned Business <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/>	
		Number of Employees _____	
18- Title II AELA Representative		21-Community College Representative	
Title _____		Title _____	
Institution _____		Institution _____	
19-Economic Development Representative		22-VDARS Representative	
Title _____		Title _____	
Affiliation _____			
20-VEC Representative		23-Career & Technical Education Representative	
Title _____		Title _____	
		Affiliation _____	
25-Nominator		24-Optional/ Other Representative	
I hereby recommend the above-named person for membership on the Local Workforce Development Board.		Title _____	
Signature: <u>J. Chapman</u> Date: 03/01/19		Affiliation _____	
Printed/Typed Name & Title of Nominator: James H. Chapman IUEC Regional Director		26-Action by Chief Local Elected Official	
Nominator Organization: _____		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials.	
Phone: 818-719-0585 FAX: _____		Term of Appointment: From 7/1/18 To 6/30/22	
E-Mail: _____		Signature of Chief Local Elected Official _____ Date _____	

PY 19-20 Budget

MEMORANDUM

To: Bay Consortium Workforce Development Board CLEO Members
From: Jackie Davis, Executive Director
Date: May 1, 2019
Subject: Proposed Budget for Fiscal Year 2019-2020

I have provided you the proposed operational budget for the Bay Consortium Workforce Development Board, Inc. for the July 1, 2019 to June 30, 2020 fiscal year. This document contains data that would support an annual operation that includes a board staff of four full time positions, funding to support Bay WDB quarterly Committee and Board meetings, funding to support Local Elected Officials meetings, funding to support one Comprehensive One-Stop Center located in Fredericksburg, VA, three non-comprehensive Workforce Centers (Warsaw, Saluda, and Onley), and funding to support youth programs in the Workforce Development Area. Total projected revenue for the year is \$1,606,638.49 (based on Department of Labor and VCCS WIOA Allocations). Total projected expenses are \$1,562,458.73. Total unobligated reserves are \$44,179.76. The following represents a percentage breakout:

WDB Support/WDB Staff	22%
Contracts/Programs	75%
Unobligated Reserve	3%

This proposed budget represents my professional judgment concerning the levels of projected revenues and expenditures necessary to provide the services required by the Workforce Innovation and Opportunity Act (WIOA) and the various grants and other such funding received by Bay WDB.

Should you have questions or need additional information regarding this matter, please feel free to contact me at any time.

BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD
Proposed Draft PY19-20 Budget

REVENUE	APPROVED	PROPOSED		PY 18-19	PY 18-19
	PY 18-19	PY 19-20	PY 19-20	\$ Difference	% Difference
WIOA ADMINISTRATIVE	\$ 182,649.23	\$ 129,767.63	\$ 129,767.63	\$ (52,881.60)	-29%
WIOA ADULT PROGRAM	\$ 475,906.50	\$ 470,112.18	\$ 470,112.18	\$ (5,794.32)	-1%
WIOA DISLOCATED WORKER PROGRAM	\$ 805,463.00	\$ 425,763.69	\$ 425,763.69	\$ (379,699.31)	-47%
WIOA YOUTH PROGRAM	\$ 672,471.57	\$ 574,780.08	\$ 574,780.08	\$ (97,691.49)	-15%
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	\$ 1,606,638.49	\$ 1,606,638.49	\$ (561,066.72)	-26%

EXPENSES (WDB/STAFF)	PY 18-19	YTD ACTUAL	PROJ YE	PY 19-20	PY 18-19	PY 18-19
	APPROVED	PY 18-19	PY 18-19	PROPOSED	\$ Difference	% Difference
ADVERTISING	\$ 500.00	\$ 631.00	\$ 631.00	\$ 500.00	\$ -	0.00%
AUDIT EXPENSE	\$ 15,500.00	\$ 6,000.00	\$ 15,500.00	\$ 15,500.00	\$ -	0.00%
DUES AND PUBLICATIONS	\$ 1,000.00	\$ 289.60	\$ 289.60	\$ 500.00	\$ (500.00)	-50.00%
EMPLOYEE FRINGE BENEFITS	\$ 66,319.67	\$ 59,813.45	\$ 66,016.40	\$ 58,123.40	\$ (8,196.27)	-12.36%
EMPLOYEE SALARIES	\$ 221,065.55	\$ 180,062.61	\$ 220,176.67	\$ 193,744.66	\$ (27,320.89)	-12.36%
EQUIPMENT PURCHASE	\$ 2,500.00	\$ 4,794.18	\$ 4,794.18	\$ 1,500.00	\$ (1,000.00)	-40.00%
EQUIPMENT RENTAL	\$ 3,500.00	\$ 3,067.57	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%
EQUIPMENT REPAIR	\$ 750.00	\$ 831.68	\$ 831.68	\$ 750.00	\$ -	0.00%
INSURANCE	\$ 7,000.00	\$ 6,432.00	\$ 6,432.00	\$ 7,000.00	\$ -	0.00%
OFFICE RENT	\$ 10,000.00	\$ 7,499.97	\$ 9,999.96	\$ 10,000.00	\$ -	0.00%
OFFICE SUPPLIES	\$ 2,000.00	\$ 1,189.27	\$ 1,989.27	\$ 2,000.00	\$ -	0.00%
PAYROLL TAXES	\$ 20,448.56	\$ 12,616.54	\$ 19,874.51	\$ 17,921.38	\$ (2,527.18)	-12.36%
POSTAGE AND DELIVERY	\$ 500.00	\$ 332.10	\$ 432.10	\$ 500.00	\$ -	0.00%
PRINTING AND REPRODUCTION	\$ 1,000.00	\$ 363.52	\$ 663.52	\$ 1,000.00	\$ -	0.00%
PROFESSIONAL FEES/SERVICES/PT STAFF	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	0.00%
STAFF TRAINING	\$ 3,000.00	\$ 3,742.32	\$ 3,742.32	\$ 5,000.00	\$ 2,000.00	66.67%
STAFF TRAVEL	\$ 12,750.00	\$ 7,250.27	\$ 10,650.27	\$ 12,750.00	\$ -	0.00%
TELEPHONE/COMMUNICATIONS/NETWORK	\$ 7,500.00	\$ 5,545.32	\$ 6,931.65	\$ 7,500.00	\$ -	0.00%
WDB/CLEO MEMBER TRAVEL/EXPENSES	\$ 15,500.00	\$ 11,137.67	\$ 11,637.67	\$ 13,500.00	\$ (2,000.00)	-12.90%
SUB TOTAL	\$ 392,833.78	\$ 311,599.07	\$ 384,092.80	\$ 353,289.44	\$ (39,544.34)	-10.07%

EXPENSES (PROGRAMS)	PY 18-19	ACTUAL	PROJECTED	PY 19-20	PY 18-19	PY 18-19
	APPROVED	PY 18-19	PY 18-19	PROPOSED	\$ Difference	% Difference
SUB AREA 16 Adult/Dislocated	\$ 443,948.84	\$ 221,748.77	\$ 396,512.09	\$ 252,029.73	\$ (191,919.11)	-43.23%
SUB AREA 17 and 18 Adult/Dislocated*	\$ 357,256.02	\$ 209,191.82	\$ 357,256.02	\$ 250,379.07	\$ (106,876.95)	-29.92%
SUB AREA 22 Adult/Dislocated	\$ 219,384.68	\$ 180,524.61	\$ 219,384.68	\$ 144,666.94	\$ (74,717.74)	-34.06%
SUB AREA 16 YOUTH	\$ 252,222.75	\$ 115,786.98	\$ 179,436.00	\$ 219,670.39	\$ (32,552.36)	-12.91%
SUB AREA 17 and 18 YOUTH*	\$ 215,162.87	\$ 93,923.68	\$ 145,321.10	\$ 173,747.00	\$ (41,415.87)	-19.25%
SUB AREA 22 YOUTH	\$ 134,080.50	\$ 58,940.26	\$ 100,957.68	\$ 78,676.16	\$ (55,404.34)	-41.32%
OJT PROJECTS	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	0.00%
INCUMBENT WORKER TRAINING	\$ 20,000.00	\$ -	\$ 7,600.00	\$ 20,000.00	\$ -	0.00%
One-Stop Operator	\$ 50,000.00	\$ 37,499.94	\$ 49,999.92	\$ 50,000.00	\$ -	0.00%
BRANDING	\$ 25,000.00	\$ 24,397.74	\$ 24,397.74	\$ -	\$ (25,000.00)	-100.00%
SUB TOTAL	\$ 1,737,055.66	\$ 942,013.80	\$ 1,480,865.23	\$ 1,209,169.29	\$ (527,886.37)	-30.39%
TOTAL EXPENSES	\$ 2,129,889.44	\$ 1,253,612.87	\$ 1,864,958.03	\$ 1,562,458.73	\$ (567,430.71)	-26.64%
UNOBLIGATED RESERVE	\$37,815.77			\$ 44,179.76	\$ 6,363.99	16.83%
TOTAL EXPENSES AND RESERVE	\$ 2,167,705.21			\$ 1,606,638.49	\$ (561,066.72)	-25.88%

*Same provider of services for 17 & 18.

<u>Advertising</u>	Advertising related to the Request for Proposal (RFP) process and annual plan. Ads are run in all WIOA jurisdiction newspapers.
<u>Audit Expense</u>	Required by DOL and State (VCCS). Includes all WIOA Funded Programs, other non WIOA funding sources administered by Bay WDB Inc., and preparation of the IRS Form 990.
<u>Dues and Publications</u>	Local and State newspapers and dues for various association memberships.
<u>Employee Fringe Benefits</u>	Includes health insurance, dental insurance, supplemental health insurance, and retirement. This total is not to exceed 30% of base salary. Each staff is given flexibility to choose their own products.
<u>Employee Salaries</u>	Salaries for Executive Director, Fiscal Director, Operations Manager, and Administrative Assistant. Includes 3% COLA.
<u>Equipment Purchase</u>	To replace existing equipment should failure occur.
<u>Equipment Rental</u>	Lease agreement with Cobb Technology for copying, faxing, scanning and printing. Lease is for approximately \$300.00 per month. (amount will vary based on usage)
<u>Equipment Repair</u>	General repair for existing equipment.
<u>Insurance</u>	WDB carries four basic policies 1) General liability and building contents. 2) Officers and Directors liability. 3) Workers Compensation. and 4) Fidelity Bond.
<u>Office Rent</u>	Monthly rate of \$833.34 per lease with Northern Neck Planning District.
<u>Office Supplies</u>	General office supplies.
<u>Payroll Taxes</u>	Includes employer payroll taxes - Social Security, Medicare, and Unemployment Tax.
<u>Postage and Delivery</u>	On going - daily mailings.
<u>Printing and Reproduction</u>	Printing various reports, forms, and marketing materials.
<u>Professional Fees/Services</u>	Legal and consulting fees as necessary.
<u>Staff Training</u>	Various State and national workshops, seminars and training offered specific to areas of responsibility.

- Staff Travel Reimbursement to staff for use of personal vehicles for work duties @ 58 cents per mile (IRS 2019 Standard Mileage Rates). Also includes meals, tolls, parking, etc.
- Telephone/Communications Telephone service - includes local lines, fax line, 800 in-coming line, internet access, conference calling, and cost for hosting Bay WDB Webpage. All lines and services are supported by MetroCast, Inc. and Microsoft Exchange.
- Workforce Development Board Reimbursement to Workforce Development Board and CLEO members for travel @ 58 cents per mile (IRS 2018 Standard Mileage Rates). and other allowable expenses—workshops, seminars, training, etc.

**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 _____ @ \$0.545 \$ _____

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 (\$0.545 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.