



Bay Consortium Workforce Development Board, Inc.

Chief Local Elected Officials

Wednesday, August 19, 2020

11:00 am

Zoom

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Draft Agenda
Bay Consortium Workforce Development Board, Inc.
Wednesday, August 19, 2020

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—June 3, 2020 Meeting
- IV. Public Comment
- V. Old Business
- VI. New Business
 - A. New Appointments to the Bay WDB
 - B. PY 20-21 Budget
 - C. Request for Proposals
- VII. Other Topics for Discussion
- VIII. Public Comment
- IX. Adjournment

Draft Board Minutes
Bay Consortium Workforce Development Board, Inc.
Consortium of Locally Elected Officials (CLEO)
Wednesday, June 3, 2020
Zoom
11:00 A.M.

The CLEO met Wednesday, June 3, 2020 via Zoom.

Call to Order: Morgan Quicke called the meeting to order at 11 a.m. He also read the following statement:

Virginia law requires and authorizes regional bodies such as the Bay Consortium Workforce Development Board to conduct their meetings during a public disaster or emergency in manners which are consistent with providing continuity of government and operations in a safe and healthy manner, with the public safety, health and welfare in mind for all attendees/interested parties, in compliance with open government requirements.

The electronic convening of the Workforce Board’s Executive Committee today has been determined necessary in order to continue the necessary business of the organization. We believe the matters included on the agenda address important/essential matters of continuing the work of Workforce Board and therefore it is appropriate to convene during this time.

Therefore, we have determined the appropriateness and eligibility to conduct today’s meeting of the Executive Committee electronically pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor’s March 12, 2020 State of Emergency Declaration for COVID-19.

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
John Priest	Mathews County
Michelle Brown	Middlesex County
Charles Kolakowski	Northampton County
Luttrell Tadlock	Northumberland County
Morgan Quicke	Richmond County
Kevin Marshall	Spotsylvania County
Meg Bohmke	Stafford County

A quorum was present.

Others present were: Lori Strumpf, Christine Slattery, Jackie Davis, Kristina Allen, and Katlyn Moss.

Public Comment: There was no public comment.

Old Business: There was no old business.

New Business: Jackie Davis introduced Greg Moon, a new business member for the Bay WDB. A motion was made to approve Greg Moon, which was seconded and approved. Jackie Davis discussed the revision of the PY 19-20 budget with the inclusion of the Business Support Initiative funds. A motion was made from the Executive Committee to approve the amended PY19-20 budget, which was seconded and a roll call vote was taken. The results are as follows:

- Voting Yes Were: Gary Wilson, Edwin Smith, Angela Freeman, John Priest, Michelle Brown, Charles Kolakowski, Luttrell Tadlock, Morgan Quicke, Kevin Marshall, and Meg Bohmke.

Jackie Davis presented members with the proposed PY 20-21 budget, stating that the budget had been created from the efforts of the Joint Working Committee and with final numbers from the state. A motion was made to approve the proposed PY 20-21 budget, which was seconded and a roll call vote was taken. The results are as follows:

- Voting Yes Were: Gary Wilson, Edwin Smith, Angela Freeman, John Priest, Michelle Brown, Charles Kolakowski, Luttrell Tadlock, Morgan Quicke, Kevin Marshall, and Meg Bohmke.

Jackie Davis discussed the Election of Officers. A motion was made to approve the Slate of Officers as seen below, which was seconded and approved.

Bay WDB CLEO Slate of Officers PY 20-21 07/01/20-06/30/21

Chairman: Morgan Quicke
Vice Chairman: Edwin Smith
Member At Large: Angela Freeman

Jackie Davis discussed the Performance Reports with members. She stated that the Employment 4th Quarter after Exit was currently giving providers trouble, but should increase once businesses start reopening. Angela Freeman asked about impact on training in the next quarter, Marjorie Lampkin discussed their options moving forward.

Other Topics for Discussions: Meg Bohmke requested that someone attend the Stafford Board of Supervisors meeting on June 16th to talk about services.

Public Comment: There was no public comment.

There being no further business, the meeting was adjourned at 12:30 P.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) David Mann		2-LWDA # XIII	3-Date 04/29/20
4-Street Address PO Box 491		13-Nominee Characteristics	
5-City Lottsburg	6-County Northumberland	Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	
7-State Virginia	8-ZIP 22511	Race:	
9-Home Phone (include area code) (804) 761-8699	10-Work Phone (include area code)	White <input checked="" type="checkbox"/> Black <input type="checkbox"/>	
11-FAX	12-E-Mail mann.david10@gmail.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		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title _____ Organization _____		14-Recommended for (see section number)	
17-Private Sector (Business) Representative		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
Title _____		17- Private Sector (Business) <input type="checkbox"/>	
Business _____		18- Title II AELA Provider <input type="checkbox"/>	
Type of Business _____		19- Economic Development <input type="checkbox"/>	
18- Title II AELA Representative		20- VEC <input type="checkbox"/>	
Title _____		21- Community College <input type="checkbox"/>	
Institution _____		22- VDARS <input type="checkbox"/>	
19-Economic Development Representative		23- Career & Technical Education <input type="checkbox"/>	
Title _____		24- Optional/ Other <input checked="" type="checkbox"/>	
Affiliation _____		Minority-Owned Business <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
20-VEC Representative		Female-Owned Business <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Title _____		Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/>	
25-Nominator		Number of Employees _____	
I hereby recommend the above-named person for membership on the Local Workforce Development Board.		21-Community College Representative	
Signature <i>E. Luttrell Tadlock</i> Date 06/02/20		Title _____	
Printed/Typed Name & Title of Nominator E. Luttrell Tadlock, County Administrator		Institution _____	
Nominator Organization Northumberland County		22-VDARS Representative	
Phone (804) 580-7886 (804) 580-7053 FAX		Title _____	
E-Mail tladlock@co.northumberland.va.us		23-Career & Technical Education Representative	
		Title _____	
		Affiliation _____	
		24-Optional/ Other Representative	
		Retired <input type="checkbox"/>	
		Title Former VEC Manager / Business Owner	
		Affiliation _____	
		26-Action by Chief Local Elected Official	
		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.	
		Term of Appointment: From 07/01/20 To 06/30/22	
		Signature of Chief Local Elected Official _____ Date _____	

PY 2020-2021 Budget

Bay Consortium Workforce Development Board, Inc.

PY 2020-2021 Proposed Budget

Revenue	PY 19-20 Approved	PY 20-21	PY 19-20 Carryover	Total PY 20-21
WIOA Admin	\$ 138,764.20	\$ 136,186.78	\$ -	\$ 136,186.78
WIOA Adult	\$ 461,581.70	\$ 386,533.80	\$ 69,736.51	\$ 456,270.31
WIOA Dislocated	\$ 526,497.03	\$ 453,392.52	\$ 27,046.78	\$ 480,439.30
WIOA Youth	\$ 613,957.98	\$ 385,754.70	\$ 80,029.72	\$ 465,784.42
Economic Equity Initiative	\$ 200,000.00	\$ -	\$ 113,376.94	\$ 113,376.94
Management Fee (One-Stop)	\$ 6,214.91	\$ 6,214.91	\$ -	\$ 6,214.91
Rapid Response IWT	\$ 26,300.00	\$ -	\$ -	\$ -
RR Business Support Initiative	\$ 87,314.00	\$ -	\$ 30,804.54	\$ 30,804.54
Wagner Peyser Title III	\$ -	\$ 263,678.44	\$ -	\$ 263,678.44
VCW Reopening	\$ -	\$ 52,926.29	\$ -	\$ 52,926.29
Total Revenue	\$ 2,060,629.82	\$ 1,684,687.44	\$ 320,994.49	\$ 2,005,681.93
Expenses				
Board	PY 19-20 Approved	Actual	Approved June 2020	Proposed PY20-21
Advertising	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Audit	\$ 15,500.00	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00
Dues/Publications	\$ 500.00	\$ 47.59	\$ 500.00	\$ 500.00
Employee Salaries	\$ 193,744.66	\$ 193,744.66	\$ 193,744.66	\$ 193,744.66
Employee Benefits	\$ 58,123.40	\$ 58,123.40	\$ 58,123.40	\$ 58,123.40
Employee Taxes	\$ 17,921.38	\$ 17,921.38	\$ 17,921.38	\$ 17,921.38
Equip. Purchase	\$ 1,500.00	\$ 1,361.73	\$ 1,500.00	\$ 1,500.00
Equip. Rental	\$ 3,500.00	\$ 4,778.39	\$ 4,000.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ -	\$ 750.00	\$ 750.00
Insurance	\$ 7,000.00	\$ 5,241.00	\$ 7,000.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 9,999.96	\$ 10,000.00	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 2,250.76	\$ 2,000.00	\$ 2,000.00
Postage	\$ 500.00	\$ 317.90	\$ 500.00	\$ 500.00
Printing	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Telephone/Communications	\$ 6,500.00	\$ 6,394.97	\$ 6,700.00	\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 4,771.64	\$ 5,000.00	\$ 5,000.00
Staff Travel	\$ 12,750.00	\$ 15,890.37	\$ 15,500.00	\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00	\$ 8,480.62	\$ 13,500.00	\$ 13,500.00
Board Total	\$ 351,789.44	\$ 346,024.37	\$ 356,439.44	\$ 356,439.44
Programs	PY 19-20 Approved	Actual	Approved June 2020	Proposed PY20-21
SUB AREA 16 Adult/Dislocated	\$ 350,309.34	\$ 330,298.69	\$ 235,430.14	\$ 220,952.69
SUB AREA 17 and 18 Adult/Dislocated*	\$ 261,754.16	\$ 259,358.73	\$ 243,750.97	\$ 293,233.60
SUB AREA 22 Adult/Dislocated	\$ 192,903.93	\$ 164,337.25	\$ 204,138.82	\$ 207,936.83
SUB AREA 16 YOUTH	\$ 210,519.14	\$ 177,097.68	\$ 97,252.43	\$ 95,773.10
SUB AREA 17 and 18 YOUTH*	\$ 172,693.75	\$ 154,963.08	\$ 140,978.50	\$ 145,708.29
SUB AREA 22 YOUTH	\$ 132,198.05	\$ 128,168.48	\$ 107,587.44	\$ 116,389.36
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 180,000.00	\$ 76,003.12	\$ 113,376.94	\$ 103,996.88
RAPID RESPONSE IWT	\$ 26,300.00	\$ 23,197.50	\$ -	\$ -
RR Business Support Initiative	\$ 87,314.00	\$ 56,509.46	\$ 30,000.00	\$ 30,804.54
Wagner Peyser Title III	\$ -	\$ -	\$ 263,678.44	\$ 263,678.44
VCW Reopening	\$ -	\$ -	\$ -	\$ 52,926.29
Programs Total	\$ 1,673,992.36	\$ 1,419,933.99	\$ 1,496,193.68	\$ 1,591,400.02
Expense Total	\$ 2,025,781.80	\$ 1,765,958.36	\$ 1,852,633.12	\$ 1,947,839.46
Unobligated Reserve	\$ 34,848.02			\$ 57,842.47
Total	\$ 2,060,629.82			\$ 2,005,681.93
Date Board Approval				
Date CLEO Approval				

<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 and Program Specialist, Program Specialist, and Program Liason.
<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 @ 57.5 cents per mile (IRS 2020 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 @57.5 cents per mile (IRS 2020 Standard Mileage Rates). and other allowable expenses–workshops, seminars, training, etc.