

**Bay Consortium Local Plan**  
**Attachment 1**  
**Current CLEO-Local WDB Agreement**

**CHARTER  
CHIEF LOCAL ELECTED OFFICIALS AGREEMENT**

of the  
Bay Consortium Local Workforce Investment Area  
under the  
WORKFORCE INVESTMENT ACT (P. L. 105-220)  
THIS AGREEMENT, made and entered into this 9th day of  
March, 2000

by and between the JURISDICTIONS OF  
Accomack County, Caroline County, Essex County, City of Fredericksburg, King & Queen  
County, King George County, King William County, Lancaster County, Mathews County,  
Middlesex County, Northampton County, Northumberland County, Richmond County,  
Spotsylvania County, Stafford County, and Westmoreland County  
In the Commonwealth of Virginia (hereinafter, the Jurisdictions):

**WITNESSETH:**

WHEREAS, the County Board of Supervisors/City Council of the aforementioned jurisdictions did previously adopt resolutions authorizing the County Board Chairperson/City Mayor to sign a charter creating the Bay Consortium in order to administer the provisions of Public Law 105-220, the federal Workforce Investment Act, and

WHEREAS, the County Board of Supervisors/City Council of each of the aforementioned jurisdiction has adopted a resolution authorizing the County Board Chairperson or City Mayor to sign this Charter of the Bay Consortium under the Workforce Investment Act (P. L. 105-220)" (hereinafter, the "Charter"):

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and each party acknowledges sufficiency of which for itself, the Jurisdictions do hereby agree to the following Charter:

**AGREEMENT**

SECTION 1: That the Jurisdictions of Accomack County, Caroline County, Essex County, City of Fredericksburg, King & Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northampton County, Northumberland County, Richmond County, Spotsylvania County, Stafford County, and Westmoreland County, do hereby constitute themselves to be a consortium for the purposes of Section 117 (c)(1)(B) of Public Law 105-220, the Workforce Investment Act.

SECTION 2: The chief local elected officials ( the chairpersons of the County Board of Supervisors and City Mayor) or the designees of said officials of the jurisdictions shall constitute the Workforce Investment Area Consortium (hereinafter, the

"Consortium") which shall appoint the Local Workforce Investment Board under Section 117(c)(1)(A) of the Act.

- SECTION 3:** The Consortium shall elect from its membership a Chairperson, a Vice-Chairperson and such other officers as may be provided in the by-laws to serve for a term of one year or until a successor is elected and qualified. Vacancies shall be filled by election for the residue of the unexpired term. The Chairperson shall appoint a staff person of one of the consortium member counties, city or the administrative entity to serve as board clerk.
- SECTION 4:** Roberts Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
- SECTION 5:** The Consortium may adopt operational and procedural by-laws consistent with this Charter, applicable federal and state laws, and rules or regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.
- SECTION 6:** The Consortium designates from its membership the local government jurisdiction of Richmond County to serve as the grant recipient for Title I funds of the WIA, and further designates The Bay Consortium, Inc. to serve as local fiscal agent and administrative entity for Title I funds of the WIA. It is the intent of the Consortium that all risks of liability for disallowed costs be reduced to the minimum extent possible. Involvement of local elected officials will be designed to fulfill legislated requirements of the WIA. Operational authority and responsibility will remain with the local fiscal agent/administrative entity. The local fiscal agent/administrative entity will be required to maintain insurance policies sufficient to protect the Consortium from potential errors and omissions in administering the use of these funds.
- SECTION 7:** The Consortium shall appoint the Local Workforce Investment Board of the area, under Section 117(c)(1)(A) of P. L. 105-220 and applicable rules thereunder.
- SECTION 8:** The Consortium shall execute an agreement with the Local Workforce Investment Board for the operation and functions of the Board under Section 117 of the Act, and shall approve all Local Plans under Section 118 of the Act. The Consortium shall review and approve any and all planning documents for WIA activities prior to its submission to the Virginia Employment Commission and U. S. Department of Labor.
- SECTION 9:** The Consortium shall perform all functions for local elected officials as contained in P. L. 105-220, the federal Workforce Investment Act.

SECTION 10: This Charter agreement shall be effective when approved by Resolutions adopted by the County Board of Supervisors/City Council of each jurisdiction party hereto and executed by the chief elected official thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under P. L. 102-367, the Job training Partnership Act.

SECTION 11: Amendments to the Charter agreement may be adopted with the concurrence of the Board of Supervisors/City Council of each jurisdiction party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors/City Council of each jurisdiction party hereto and the Governor.

IN WITNESS WHEREOF, the parties hereto have caused this Charter Agreement to be executed by the Chairperson of the County Board of Supervisors or the City Mayor of the aforementioned Jurisdictions.

*Annie G. Pickett*  
Chairman of Richmond County Board of Supervisors

Adopted this 9th Day of March, 2000.

In the ~~City~~/County of Richmond, VA

Attest: *[Signature]*  
County Clerk

**RECEIVED**  
MAR 15 2000

**Bay Consortium PIC**



# **COMMONWEALTH of VIRGINIA**

*Office of the Governor*

Maurice A. Jones  
Secretary of Commerce and Trade

March 3, 2015

Dear WIB Directors:

The Workforce Innovation and Opportunity Act (WIOA), Section 106, identifies local area designation as a responsibility of the Governor which is to occur through consultation with the Virginia Board of Workforce Development, as well as local boards and chief local elected officials. Identifying and designating regions is referenced as part of the development and continuous improvement process of workforce development systems in the State.

In order for the state to receive an allotment of funds, the Governor SHALL approve requests for initial designation for any area in good standing that was designated as a local area for the purpose of the Workforce Investment Act of 1998 for a two-year period preceding the enactment of WIOA. This initial designation will be in place for the first 2 full program years following the date of enactment of WIOA.

Requests for initial designation must be received at the Governor's office by March 20, 2015. Requests should come in the form of a letter requesting initial local area designation signed by all members of the Chief Local Elected Officials consortium and be sent to my attention, in my capacity as the Governor's Chief Workforce Advisor.

Any requests for changes in local area designation received by the Governor's office will not be considered for this program year, but will be evaluated for future consideration using a structured evaluation process.

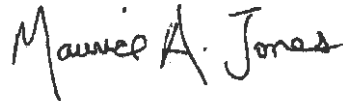
Virginia's combined state plan must include a process description for designating local areas, including how the State consults with local boards and chief elected officials in determining the local areas. In addition, it must ensure a rational, data-driven process that strives to align workforce system resources with regional economies and also addresses a fair and equitable appeals process.

To accommodate the development of the combined state plan, we will be forming a work group to design an evaluation and review process. The decision matrix will include (at a minimum) the criteria referenced in WIOA Sec 106, which includes consideration for: labor market areas in the State; regional economic development areas in the State; and the availability of Federal and non-Federal resources necessary to effectively administer activities under subtitle B and other applicable provisions of the WIOA, including whether the areas have the appropriate education and training providers, such as institutions of higher education and area career and technical education schools.

March 3, 2015  
Page Two

Thank you for your attention to this request and for your continued commitment to workforce excellence in Virginia.

Sincerely,

A handwritten signature in black ink that reads "Maurice A. Jones". The signature is written in a cursive style with a large initial "M" and a distinct "A" and "J".

Maurice A. Jones

Cc: CLEO Chairmen  
WIB Chairmen

Earl William Powers  
Chairman of the Board

Kelvin A. Pettit  
Vice Chairman

Kenneth M. Knull  
Member-At-Large

(804) 333-4048



Rev. Chauncey E. Mann, Jr.  
Secretary/Treasurer

Michael D. Jenkins  
Executive Director

**WORKFORCE INVESTMENT BOARD, Inc.**

P. O. Box 1117 Warsaw, Virginia 22572

*An Equal Opportunity Employer/Program*

1-800-828-1120  
Relay Service Number

April 15, 2015

The Honorable Maurice A. Jones  
Secretary of Commerce and Trade  
Office of Governor Terence R. McAuliffe  
Patrick Henry Building  
1111 East Broad Street  
Richmond, Virginia 23219

Dear Secretary Jones:

The Bay Consortium Workforce Investment Area (LWIA XIII) hereby requests that the jurisdictions of Accomack County, Caroline County, Essex County, City of Fredericksburg, King & Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northampton County, Northumberland County, Richmond County, Spotsylvania County, Stafford County, and Westmoreland County continue as a Workforce Development Area under the Workforce Innovation and Opportunity Act. The Bay Consortium Workforce Investment Area is a region in good standing and has maintained that status since the Consortium's inception on July 1, 2000.

The Bay Consortium Workforce Investment Area looks forward to continuing to serve the needs of our region's job seekers and businesses under the Workforce Innovation and Opportunity Act, starting July 1, 2015.

Signature pages from each jurisdiction are attached.

Sincerely,

Michael D. Jenkins  
Executive Director



# **COMMONWEALTH of VIRGINIA**

*Office of the Governor*

**Maurice A. Jones**  
Secretary of Commerce and Trade

**June 4, 2015**

**Dear WIB Directors:**

**Please be advised that your request for initial local area designation has been received and accepted by the Governor's office and approved by the Virginia Board of Workforce Development (VBWD).**

**As a reminder, this designation carries with it the responsibility of fully executing the activities set forth in the Workforce Innovation and Opportunity Act (WIOA) and includes operating in accordance and alignment with all Virginia code, policy, administrative guidance and strategic direction from the VBWD.**

**With this designation, your Chief Local Elected Officials (CLEOs), Local Workforce Development Board and local workforce development system staff assume the responsibilities contained in the WIOA and Virginia code to act as, or identify, a regional convener for the local workforce system.**

**The CLEOs accept the role of appointing members to the Local Workforce Development Board to ensure adequate representation from stakeholders in the workforce system, including a majority from the private sector. The CLEOs play an important role in providing strategic direction to the workforce system in your area and hold the ultimate fiduciary responsibilities of the WIOA Title I grant awards.**

**The Local Workforce Development Board assumes the role of developing a thoughtful and viable local plan which aligns with the workforce needs of employers in your community as well as the region's economic development strategy and must meet all WIOA requirements and state-issued guidelines.**

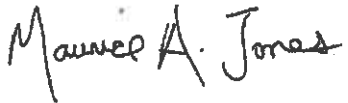
**The state will develop and issue policy in consultation with local boards and chief elected officials for subsequent local area designation. The decision matrix will include (at minimum)**



the criteria referenced in WIOA Sec 106. The process will be included as part of the Combined State Plan for Workforce Development being prepared by the Commonwealth.

Thank you for your continued efforts in preparing Virginia's workforce.

Sincerely,

A handwritten signature in black ink that reads "Maurice A. Jones". The signature is written in a cursive style with a large initial "M" and a distinct "A" and "J".

Maurice A. Jones


**Commonwealth of Virginia**  
**Request to the Governor for Local Workforce Development Area Designation**

We, the undersigned, as duly authorized signatory officials from our respective jurisdictions listed below; do hereby join our regional partners in requesting designation as a local workforce development area to be known as the Bay Consortium Workforce Development Area, under the provisions of Section 106 (b)(2) of the Workforce Innovation and Opportunity Act of 2014.

Jurisdiction			Date
Accomack County	Name		02/20/15
	Signature	STEVEN B. MINER	
	Title	Steven B. Miner County Administrator	
Caroline County	Name		
	Signature		
	Title		
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name		
	Signature		
	Title		
King and Queen County	Name		
	Signature		
	Title		
King William County	Name		
	Signature		
	Title		
Lancaster County	Name		
	Signature		
	Title		

**Commonwealth of Virginia**  
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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name	Charles M. Cullery, Jr.	3/25/15
	Signature		
	Title	County Administrator	
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name		
	Signature		
	Title		
King and Queen County	Name		
	Signature		
	Title		
King William County	Name		
	Signature		
	Title		
Lancaster County	Name		
	Signature		
	Title		


**Commonwealth of Virginia**  
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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name		
	Signature		
	Title		
Essex County	Name	A. Reese Peck	3/10/2015
	Signature	<i>A Reese Peck</i>	
	Title	County Administrator	
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name		
	Signature		
	Title		
King and Queen County	Name		
	Signature		
	Title		
King William County	Name		
	Signature		
	Title		
Lancaster County	Name		
	Signature		
	Title		

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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name		
	Signature		
	Title		
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name	BEVERLY R. CAMERON	3-6-15
	Signature		
	Title	CITY MANAGER	
King George County	Name		
	Signature		
	Title		
King and Queen County	Name		
	Signature		
	Title		
King William County	Name		
	Signature		
	Title		
Lancaster County	Name		
	Signature		
	Title		


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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name		
	Signature		
	Title		
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name	<i>A. Travis Quasenberg</i>	<i>3/17/15</i>
	Signature	<i>[Signature]</i>	
	Title	<i>County Administrator</i>	
King and Queen County	Name		
	Signature		
	Title		
King William County	Name		
	Signature		
	Title		
Lancaster County	Name		
	Signature		
	Title		


**Commonwealth of Virginia**  
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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name		
	Signature		
	Title		
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name		
	Signature		
	Title		
King and Queen County	Name	Tom Swartz	3-19-15
	Signature		
	Title	County Admin	
King William County	Name		
	Signature		
	Title		
Lancaster County	Name		
	Signature		
	Title		

**Commonwealth of Virginia**  
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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name		
	Signature		
	Title		
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name		
	Signature		
	Title		
King and Queen County	Name		
	Signature		
	Title		
King William County	Name	DAVID M. STUCK	3/10/2015
	Signature		
	Title	Intercity County Administrator	
Lancaster County	Name		
	Signature		



**Commonwealth of Virginia**  
**Request to the Governor for Local Workforce Development Area Designation**


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Jurisdiction			Date
Accomack County	Name		
	Signature		
	Title		
Caroline County	Name		
	Signature		
	Title		
Essex County	Name		
	Signature		
	Title		
Fredericksburg City	Name		
	Signature		
	Title		
King George County	Name		
	Signature		
	Title		
King and Queen County	Name		
	Signature		
	Title		
King William County	Name		
	Signature		
	Title		
Lancaster County	Name	<i>Frank A. Pleva</i>	<i>3/25/15</i>
	Signature	<i>Frank A. Pleva</i>	
	Title	<i>County Administrator</i>	

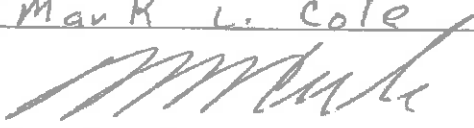
Mathews County	Name	Melinda Moran	3/19/15
	Signature	<i>Melinda Moran</i>	
	Title	County Administrator	
Middlesex County	Name		
	Signature		
	Title		
Northampton County	Name		
	Signature		
	Title		
Northumberland County	Name		
	Signature		
	Title		
Richmond County	Name		
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Spotsylvania County	Name		
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Stafford County	Name		
	Signature		
	Title		
Westmoreland County	Name		
	Signature		
	Title		


Mathews County	Name		
	Signature		
	Title		
Middlesex County	Name	Elizabeth B. Hurd	4-14-15
	Signature	<i>Elizabeth B. Hurd</i>	
	Title	Chair	
Northampton County	Name		
	Signature		
	Title		
Northumberland County	Name		
	Signature		
	Title		
Richmond County	Name		
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Spotsylvania County	Name		
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Stafford County	Name		
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Westmoreland County	Name		
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	Title		

Mathews County	Name		
	Signature		
	Title		
Middlesex County	Name		
	Signature		
	Title		
Northampton County	Name	Katherine H. Nunez	3/10/2015
	Signature	<i>Katherine H. Nunez</i>	
	Title	County Administrator	
Northumberland County	Name		
	Signature		
	Title		
Richmond County	Name		
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	Title		
Spotsylvania County	Name		
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Stafford County	Name		
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Westmoreland County	Name		
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Mathews County	Name		
	Signature		
	Title		
Middlesex County	Name		
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	Title		
Northampton County	Name		
	Signature		
	Title		
Northumberland County	Name	KENNETH J. EADES	3/6/15
	Signature		
	Title	COUNTY ADMINISTRATOR	
Richmond County	Name		
	Signature		
	Title		
Spotsylvania County	Name		
	Signature		
	Title		
Stafford County	Name		
	Signature		
	Title		
Westmoreland County	Name		
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Mathews County	Name		
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Middlesex County	Name		
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	Title		
Northampton County	Name		
	Signature		
	Title		
Northumberland County	Name		
	Signature		
	Title		
Richmond County	Name	R. Morgan Quicke	4-9-14
	Signature	<i>R. Morgan Quicke</i>	
	Title	County Administrator	
Spotsylvania County	Name		
	Signature		
	Title		
Stafford County	Name		
	Signature		
	Title		
Westmoreland County	Name		
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	Title		

Mathews County	Name		
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Middlesex County	Name		
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Northampton County	Name		
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	Title		
Northumberland County	Name		
	Signature		
	Title		
Richmond County	Name		
	Signature		
	Title		
Spotsylvania County	Name	Mark L. Cole	
	Signature		
	Title	Deputy County Administrator 4/9/15	
Stafford County	Name		
	Signature		
	Title		
Westmoreland County	Name		
	Signature		
	Title		

Mathews County	Name		
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Middlesex County	Name		
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Northampton County	Name		
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Northumberland County	Name		
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	Title		
Richmond County	Name		
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	Title		
Spotsylvania County	Name		
	Signature		
	Title		
Stafford County	Name	Anthony J. Romanello, ICMA-CM	4/9/15
	Signature		
	Title	County Administrator	
Westmoreland County	Name		
	Signature		
	Title		



**Commonwealth of Virginia**  
**Request to the Governor for Local Workforce Development Area Designation**

We, the undersigned, as duly authorized signatory officials from our respective jurisdictions listed below; do hereby join our regional partners in requesting designation as a local workforce development area to be known as the Bay Consortium Workforce Development Area, under the provisions of Section 106 (b)(2) of the Workforce Innovation and Opportunity Act of 2014.

Mathews County	Name		
	Signature		
	Title		
Middlesex County	Name		
	Signature		
	Title		
Northampton County	Name		
	Signature		
	Title		
Northumberland County	Name		
	Signature		
	Title		
Richmond County	Name		
	Signature		
	Title		
Spotsylvania County	Name		
	Signature		
	Title		
Stafford County	Name		
	Signature		
	Title		
Westmoreland County	Name	Darryl E. Fisher	March 9, 2015
	Signature		
	Title	Chairman, Board of Supervisors	



Commonwealth of Virginia  
Workforce Innovation and Opportunity Act

Bay Consortium Workforce Development Board

LWDA Board Name

**CERTIFICATION FORM C**  
Local Workforce Development Board  
**Part I**

Representing the following:

Name and Title of Board Member	Term	Business	VBC	Labor/CBO/Approvot	Title II ABLEA Provider	Economic Development	Community College	VDARS	Career & Technical Ed	Optional/Other
Louis Belcher	4					✓				✓
Richard Carlton	4	✓		✓						
Melvin Carter	4	✓		✓						
Josh Gemerek	4	✓		✓						✓
Steve Goodall	4	✓								
Patricia Green	4	✓		✓						✓
Joel Griffin	4	✓				✓				
Thelma Hunt	4	✓		✓						
Kimberly Jennings	4									✓
Ken Knoll	4	✓								
Marjorie Lampkin	4						✓			
Rosemary Mahan	4	✓								✓
Betsy Mathias	4				✓					
Martha O'Keefe	4						✓			
Dennis Parsons	4	✓								
Subtotal		10		5	1	2	2			5



Commonwealth of Virginia  
Workforce Innovation and Opportunity Act

Bay Consortium Workforce Development Board

LWDA Board Name

**CERTIFICATION FORM C**  
Local Workforce Development Board  
**Part I**

Representing the following:

Name and Title of Board Member	Term	Business	VEC	Labor/CBO/ Apprentices	Title II AELA Provider	Economic Development	Community College	YDARS	Career & Technical Ed	Optional/ Other
Jason Perry										✓
Mark Peterson								✓		
Kelvin Pettit	4									
Percy Pollard	4	✓								
Earl Powers	4	✓								
Vonnie Reynolds	4	✓								
Sharon Saldarriaga	4	✓								✓
Rebecca Sperlazza	4	✓								
Christine Stamper	4									
Eddie Swain	4									✓
Linwood Thomas	4					✓				
Debbie Wharf	4		✓							
Matt Yonka	4			✓						
Subtotal		6	1	1		1	3	1		1



Commonwealth of Virginia  
Workforce Innovation and Opportunity Act

LWDA # XIII # of Members: 28  
 Certification Period: JUL 15 2017 to JUN 20 17

**CERTIFICATION FORM C**  
Local Workforce Development Board  
**Part II**

Representing the following:

Business	VBC	Labor/CBO/ Apprentices	Title II ABLA Provider	Economic Development	Community College	VDARS	Career & Technical Ed	Optional/ Other
16	1	6	1	3	5	1		6
<b>TOTAL</b>								
<b>PERCENT OF TOTAL (Business &amp; Labor Only)</b>		57	21					

**ASSURANCES**

- > Business appointments include representatives from employers in the local workforce development area that reflect the employment opportunities in the area and adequately represent, to the extent possible, urban, suburban, and rural interests.
- > Business representatives reflect the incidence of small, medium, and large businesses in the local workforce development area.
- > Other members of the Local Board are individuals with optimum policy-making authority within the organizations, agencies, or entities they represent.
- > Appointments reflect the demographic composition of the local labor market.

**Action by the Chief Local Elected Official**

Subject to the certification required by Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 99-2 (Revised April 16, 2015) of the Virginia Board for Workforce Development, the persons nominated herein have been duly appointed to the Local Workforce Development Board Bay Consortium Workforce Development by the Chief Local Elected Official of LWDA # XIII

Bay Consortium Workforce Development  
 (Name of Local Board)  
 \_\_\_\_\_  
 (Signature of Chief Local Elected Official - Grant Recipient)  
 Title County Administrator  
 Date June 4, 2015

**Action by the Governor**

The above named Local Workforce Development Board is certified in accordance with the provisions of Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 99-2 (Revised April 16, 2015) of the Virginia Board for Workforce Development.

\_\_\_\_\_  
 (Signature of the Governor) (Date)  
 on behalf of Governor McAuliffe