



Bay Consortium Workforce Development Board, Inc.

Executive Committee Meeting

Wednesday, April 28, 2021

11:00 am

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Draft Agenda
Bay Consortium Workforce Development Board, Inc.
Executive Committee Meeting
Wednesday, April 28, 2021

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes—January 27, 2021 Meeting
- IV. Public Comment
- V. Standing Committees/Youth Council Reports
 - A. One Stop Committee
 - B. Performance and Accountability Committee
 - i. Quarterly Reports [WIOA Section 134, Section 503, Section 116; TEGL 11-19, TEGL 14-15, TEGL10-16, TEGL 19-16, TEGL03-17, TEGL 06-17; OMB No. 1205-1526, OMB No. 1205-0521, OMB No. 1205-0522; Public Law 103-62; 107 Stat. 285; Public Law 111-352; 124 Stat. 3866; 20 CFR parts 676, 677, and 678 and 34 CFR parts 361 and 463; Code of Virginia §2.2-2472.2 Virginia Board of Workforce Development Policy 404-01]
 - C. Labor Market Committee
 - D. Board Development Committee
 - i. Membership, Responsibilities, and Certification of Local Workforce Development Boards [Virginia Board of Workforce Development Policy 20-02]
 - E. Youth Council
- VI. Old Business
- VII. New Business
 - a. Eligible Training Provider – Seward’s Barbering Academy, Faded & Co., AlliedRx, and Eastern Virginia Career College [WIOA Section 134]
 - b. PY 20-21 Amended Budget
 - c. Funds Transfer [VWL 16-02]
 - d. PY 21-22 Budget
 - e. Slate of Officers [BCWDB Bylaws]
 - f. Northern Neck and Middle Peninsula Lease
 - g. Center Certifications
- VIII. Executive Director’s Update
- IX. Other Items for Discussion
- X. Public Comment
- XI. Adjournment

**Executive Committee Meeting
Draft Minutes
Wednesday, January 27, 2021
11:00 A.M.**

The Executive Committee met Wednesday, January 27, 2021, via Zoom.

Call to Order: Dennis Parsons called the meeting to order at 11:00 a.m.

Roll Call: Present were Steve Goodall, Debbye Warf, Marjorie Lampkin, and Josh Gemerek. Ken Knull was represented by proxy Steve Goodall. Not present was Percy Pollard. 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 28, 2020 meeting. The motion was seconded and carried by a unanimous vote.

Public Input: There was no public input.

One-Stop Committee: Jackie Davis gave the committee update. She noted that the committee had discussed the idea of the Board holding the lease for the affiliate sites throughout the area to provide continuity for clients. A motion was made for the Board to explore holding the leases in other localities for affiliate sites, which was seconded and approved. She also noted that Wagner-Peyser funds had been used to purchase laptops to expand the resource room.

Performance & Accountability Committee: Steve Goodall gave the committee report. He noted that they had reviewed the Quarterly Reports and RFP results. A motion was made to accept the Corrective Action Plans submitted, which was seconded and approved with Marjorie Lampkin abstaining. Jackie Davis reviewed the RFP results, discussing with members the decision of the proposers remaining anonymous.

- A motion was made, based on the highest average review score, to approve Proposer 3 as the Comprehensive One-Stop Operator in the George Washington Sub-Area 16, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, Ken Knull (Steve Goodall proxy), and Marjorie Lampkin voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the George Washington Sub-Area 16, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, Ken Knull (Steve Goodall proxy),, and Marjorie Lampkin voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Youth Services in the George Washington Sub-Area 16, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, Ken Knull (Steve Goodall proxy), and Marjorie Lampkin voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Northern Neck Sub-Area 17,

with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, and Ken Knull (Steve Goodall proxy) voting yes, and Marjorie Lampkin abstaining.

- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Northern Neck Sub-Area 17, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, and Ken Knull (Steve Goodall proxy) voting yes, and Marjorie Lampkin abstaining.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Middle Peninsula Sub-Area 18, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, and Ken Knull (Steve Goodall proxy) voting yes, and Marjorie Lampkin abstaining.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Middle Peninsula Sub-Area 18, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, and Ken Knull(Steve Goodall proxy) voting yes, and Marjorie Lampkin abstaining.
- A motion was made, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Eastern Shore Sub-Area 22, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, Ken Knull(Steve Goodall proxy), and Marjorie Lampkin Wilson voting yes.
- A motion was made, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Eastern Shore Sub-Area 22, with Steve Goodall, Josh Gemerek, Dennis Parsons, Debbye Warf, Ken Knull (Steve Goodall proxy), Marjorie Lampkin voting yes.

Labor Market Committee: Jackie Davis gave the committee update. She reviewed Cyber Bytes with members, a cyber security school who applied to be on the training provider list. A motion to approve Cyber Bytes was seconded and approved.

Board Development Committee: Josh Gemerk gave the committee update. He noted that the committee did not meet due to lack of quorum. He presented the Executive Committee with the updated Board Manual for approval. A motion was made to approve the Board Manual, which was seconded and approved.

Youth Council: Marjorie Lampkin gave the committee update. She noted that they had discussed the Quarterly Reports, RFP results, and membership.

Old Business: Dennis Parsons discussed the lease options for the Virginia Career Works Fredericksburg Center, stating that there had been two promising locations. Jackie Davis made the recommendation that the Virginia Career Works Fredericksburg Center remain located at it's current location for the new lease term of ten years. A motion was made to approve the Virginia Career Works Fredericksburg Center remaining at its current location, which was seconded and approved. Dennis Parsons reviewed the new Strategic Plan and process, thanking those who had contributed. He presented members with a slideshow created by Lori Strumpf to review the new Strategic Plan. A motion was made to approve the new Strategic Plan, which was seconded and approved.

New Business: Jackie Davis reviewed the PY 20-21 Budget with members, noting that Wagner-Peyser has been extended till March 31, 2021 with additional funding. She noted the addition of the National Dislocated Worker Grant, which will be spent focusing on healthcare and truck driving, however there was money to support temperature takers for the workforce sites. She also discussed moving funds from Board travel to One Stop Support. A motion was made to approve the amended PY 20-21 Budget, which was seconded and approved.

Executive Director Update: Jackie Davis let members know that Board Certification had been submitted and the Board had not been certified due to not meeting the 51% Business requirement. She has reached out and there will be four new businesses joining the Board to meet certification requirements. She had been working with Fredericksburg and the Eastern Shore providing support. She also mentioned that she was working with localities to make sure frontline staff who want the vaccine can receive it.

Other Items for Discussion: Jackie Davis let members know that the Board meeting would take place on February 3, 2021 at 11 a.m. via Zoom and would be a joint meeting with the CLEO Board.

Public Input: There was no public input.

There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Katlyn Moss

Bay Consortium Workforce Development Board, Inc.
Performance and Accountability Committee Meeting
Draft Notes
Thursday, April 15, 2021
10:00 A.M.

The Performance and Accountability Committee met Thursday, April 15, 2021 via Zoom.

Call to Order: Jackie Davis called the committee meeting to order at 10 a.m.

Roll Call: Present were Bridgett Landess and Vanesa Livingstone. Not present was Steve Goodall, Chantel Roane, Robin Harry, and Gary Wilson. In addition, present were Sherry Davis, Megan King, and Elizabeth Batista-Cardenas, Goodwill Industries staff and Jackie Davis, Steven Golas and Katlyn Moss, WDB Staff. A quorum was not present.

Public Input: There was no public input.

Approval of Minutes: The minutes from the January 14, 2021 meeting were tabled until next meeting.

New Business: Steven Golas went over the quarterly reports. Jackie Davis reviewed the Strategic Plan with members. Committee elections were tabled until the July meeting.

Old Business: There was no old business.

Other Items for Discussion: Jackie Davis noted that next Board meeting would be May 5, 2021 at 11 a.m. via Zoom.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,
Katlyn Moss

Performance Reports

Rappahannock Goodwill Industries - WIOA Adult & Dislocated Worker Program Sub-Area 16

		1st Quarter PY 20 7/1/20 - 9/30/20		2nd Quarter PY 20 10/1/20 - 12/31/20		3rd Quarter PY 20 1/1/21 - 3/31/21		4th Quarter PY 20 4/1/21 - 6/30/21	
Customer Summary Information									
Planned Number of Participants for PY		70		70		70			
Total Participants Served		42		47		54			
Percent of Planned		60%		67%		77%		-	
New Clients Enrolled this Quarter		3		5		7			
	WIOA Adult	25		30		35			
	WIOA Dislocated Worker	17		17		19			
Follow Up Information									
Total Follow-Ups Required		63		64		45			
Total Follow-Ups Completed		63		64		45			
Total Follow-Up Not Completed		0		0		0		0	
Employment 2nd Quarter after Exit									
	WIOA Adult Program - 82.6%	83.3%	10 # employed	78.6%	11 # employed	100.0%	9 # employed	-	# employed
			12 # exited		14 # exited		9 # exited		# exited
	WIOA Dislocated Worker Program - 85%	80.0%	4 # employed	77.8%	7 # employed	80.0%	4 # employed	-	# employed
			5 # exited		9 # exited		5 # exited		# exited
Employment 4th Quarter after Exit									
	WIOA Adult Program - 85%	90.0%	9 # employed	100.0%	5 # employed	91.7%	11 # employed	-	# employed
			10 # exited		5 # exited		12 # exited		# exited
	WIOA Dislocated Worker Program - 90%	92.3%	12 # employed	85.7%	6 # employed	100.0%	5 # employed	-	# employed
			13 # exited		7 # exited		5 # exited		# exited
Median Earnings 2nd Quarter after Exit									
	WIOA Adult Program	\$6,000.00	Not Available	\$6,000.00	Not Available	\$6,000.00	Not Available	\$6,000.00	
	WIOA Dislocated Worker Program	\$8,700.00	Not Available	\$8,700.00	Not Available	\$8,700.00	Not Available	\$8,700.00	
Credential Attainment within Four Quarters after Exit									
	WIOA Adult Program - 74%	88.9%	8 # credentialed	100.0%	4 # credentialed	100.0%	12 # credentialed	-	# credentialed
			9 # exited		4 # exited		12 # exited		# exited
	WIOA Dislocated Worker Program - 70%	72.7%	8 # credentialed	71.4%	5 # credentialed	60.0%	3 # credentialed	-	# credentialed
			11 # exited		7 # exited		5 # exited		# exited
Measurable Skills Gain									
	WIOA Adult Program - 70.2%	18.8%	3 # gained	30.0%	6 # gained	30.8%	8 # gained	-	# gained
			16 # exited		20 # exited		26 # exited		# exited
	WIOA Dislocated Worker Program - 69.8%	18.2%	2 # gained	18.2%	2 # gained	53.8%	7 # gained	-	# gained
			11 # exited		11 # exited		13 # exited		# exited
40% Minimum Training Expenditure Requirement									
42.87%	WIOA Adult Program	42.5%	\$ 3,366.84	50.9%	\$ 22,262.84	51.9%	\$ 39,381.78	-	Training Expenditures
			Total Expenditures		Total Expenditures		Total Expenditures		
	WIOA Dislocated Worker Program	47.4%	\$ 9,981.90	29.0%	\$ 10,011.90	30.0%	\$ 16,068.90	-	Training Expenditures
			Total Expenditures		Total Expenditures		Total Expenditures		
Total Contract Expenditures									
60.22%	WIOA Adult Program	12.1%	\$ 8,024.74	33.7%	\$ 22,262.84	58.4%	\$ 76,745.19	-	Expenditures
			Total Contract		Total Contract		Total Contract		
	WIOA Dislocated Worker Program	14.2%	\$ 21,998.24	23.3%	\$ 36,064.60	63.0%	\$ 56,320.19	-	Expenditures
			Total Contract		Total Contract		Total Contract		

George Washington Planning District 16 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		70
Total Participants Served		55
Percent of Planned		79%
Planning District 16 Total New Clients Enrolled this Quarter		7
	WIOA Adult	36
	WIOA Dislocated Worker	19
Spotsylvania County New Clients Enrolled this Quarter		2
	WIOA Adult	13
	WIOA Dislocated Worker	5
Stafford County New Clients Enrolled this Quarter		2
	WIOA Adult	8
	WIOA Dislocated Worker	6
Caroline County New Clients Enrolled this Quarter		0
	WIOA Adult	2
	WIOA Dislocated Worker	1
King George County New Clients Enrolled this Quarter		3
	WIOA Adult	7
	WIOA Dislocated Worker	3
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Adult	6
	WIOA Dislocated Worker	4

Rappahannock Community College - WIOA Adult & Dislocated Worker Program Sub-Area 17 & 18

	1st Quarter PY 20 7/1/20 - 9/30/20		2nd Quarter PY 20 10/1/20 - 12/31/20		3rd Quarter PY 20 1/1/21 - 3/31/21		4th Quarter PY 20 4/1/21 - 6/30/21						
Customer Summary Information													
Planned Number of Participants for PY	83		83		83								
Total Participants Served	51		62		74								
Percent of Planned	61%		75%		89%		-						
New Clients Enrolled this Quarter	10		11		12								
WIOA Adult	50		61		73								
WIOA Dislocated Worker	1		1		1								
Follow Up Information													
Total Follow-Ups Required	73		57		56								
Total Follow-Ups Completed	73		57		56								
Total Follow-Up Not Completed	0		0		0		0						
Employment 2nd Quarter after Exit													
WIOA Adult Program - 82.6%	95.8%	23	# employed	82.4%	14	# employed	85.0%	17	# employed	-		# employed	
		24	# exited		17	# exited		20	# exited			# exited	
WIOA Dislocated Worker Program - 85%	100.0%	2	# employed	100.0%	1	# employed	100.0%	2	# employed	-		# employed	
		2	# exited		1	# exited		2	# exited			# exited	
Employment 4th Quarter after Exit													
WIOA Adult Program - 85%	82.6%	19	# employed	87.0%	20	# employed	70.8%	17	# employed	-		# employed	
		23	# exited		23	# exited		24	# exited			# exited	
WIOA Dislocated Worker Program - 90%	100.0%	1	# employed	100.0%	2	# employed	100.0%	2	# employed	-		# employed	
		1	# exited		2	# exited		2	# exited			# exited	
Median Earnings 2nd Quarter after Exit													
WIOA Adult Program	\$6,000.00	Not Available		\$6,000.00	Not Available		\$6,000.00	Not Available		\$6,000.00			
WIOA Dislocated Worker Program	\$8,700.00	Not Available		\$8,700.00	Not Available		\$8,700.00	Not Available		\$8,700.00			
Credential Attainment within Four Quarters after Exit													
WIOA Adult Program - 74%	86.4%	19	# credentialed	100.0%	21	# credentialed	95.7%	22	# credentialed	-		# credentialed	
		22	# exited		21	# exited		23	# exited			# exited	
WIOA Dislocated Worker Program - 70%	0.0%	0	# credentialed	50.0%	1	# credentialed	100.0%	1	# credentialed	-		# credentialed	
		1	# exited		2	# exited		1	# exited			# exited	
Measurable Skills Gain													
WIOA Adult Program - 70.2%	29.2%	7	# gained	45.9%	17	# gained	62.5%	30	# gained	-		# gained	
		24	# exited		37	# exited		48	# exited			# exited	
WIOA Dislocated Worker Program - 69.8%	-	0	# gained	-	0	# gained	-	0	# gained	-		# gained	
		0	# exited		0	# exited		0	# exited			# exited	
40% Minimum Training Expenditure Requirement													
79.30%	WIOA Adult Program	91.7%	\$ 26,351.90	Training Expenditures	93.8%	\$ 72,409.37	Training Expenditures	86.5%	\$126,142.95	Training Expenditures	-		Training Expenditures
			\$ 28,739.60	Total Expenditures		\$ 77,190.09	Total Expenditures		\$145,873.71	Total Expenditures			Total Expenditures
	WIOA Dislocated Worker Program	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	-		Training Expenditures
			\$ 1,812.30	Total Expenditures		\$ 3,624.60	Total Expenditures		\$ 13,205.30	Total Expenditures			Total Expenditures
Total Contract Expenditures													
53.89%	WIOA Adult Program	16.8%	\$ 28,739.60	Expenditures	45.2%	\$ 77,190.09	Expenditures	59.5%	\$147,137.49	Expenditures	-		Expenditures
			\$ 170,694.64	Total Contract		\$ 170,694.64	Total Contract		\$247,194.64	Total Contract			Total Contract
	WIOA Dislocated Worker Program	1.4%	\$ 1,812.30	Expenditures	2.8%	\$ 3,624.60	Expenditures	27.6%	\$ 14,662.94	Expenditures	-		Expenditures
			\$ 129,546.31	Total Contract		\$ 129,546.31	Total Contract		\$ 53,046.31	Total Contract			Total Contract

Northern Neck Planning District 17 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		43
Total Participants Served		31
Percent of Planned		72%
Planning District 17 Total New Clients Enrolled this Quarter		4
	WIOA Adult	31
	WIOA Dislocated Worker	0
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Adult	6
	WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Adult	5
	WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter		1
	WIOA Adult	9
	WIOA Dislocated Worker	0
Westmoreland County New Clients Enrolled this Quarter		2
	WIOA Adult	11
	WIOA Dislocated Worker	0

Middle Peninsula Planning District 18 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		40
Total Participants Served		24
Percent of Planned		60%
Planning District 18 Total New Clients Enrolled this Quarter		5
	WIOA Adult	23
	WIOA Dislocated Worker	1
Essex County New Clients Enrolled this Quarter		1
	WIOA Adult	9
	WIOA Dislocated Worker	1
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
King William County New Clients Enrolled this Quarter		0
	WIOA Adult	2
	WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter		1
	WIOA Adult	1
	WIOA Dislocated Worker	0
Middlesex County New Clients Enrolled this Quarter		3
	WIOA Adult	10
	WIOA Dislocated Worker	0

Eastern Shore Community College - WIOA Adult & Dislocated Worker Program Sub-Area 22

	1st Quarter PY 20 7/1/20 - 9/30/20	2nd Quarter PY 20 10/1/20 - 12/31/20	3rd Quarter PY 20 1/1/21 - 3/31/21	4th Quarter PY 20 4/1/21 - 6/30/21					
Customer Summary Information									
Planned Number of Participants for PY	45	45	45						
Total Participants Served	27	39	48						
Percent of Planned	60%	87%	107%	-					
New Clients Enrolled this Quarter	7	12	9						
WIOA Adult	24	35	44						
WIOA Dislocated Worker	3	4	4						
Follow Up Information									
Total Follow-Ups Required	41	35	20						
Total Follow-Ups Completed	41	35	20						
Total Follow-Up Not Completed	0	0	0	0					
Employment 2nd Quarter after Exit									
WIOA Adult Program - 82.6%	100.0%	12 # employed	87.5%	14 # employed	60.0%	3 # employed	-	# employed	
		12 # exited		16 # exited		5 # exited		# exited	
WIOA Dislocated Worker Program - 85%	100.0%	2 # employed	100.0%	3 # employed	-	0 # employed	-	# employed	
		2 # exited		3 # exited		0 # exited		# exited	
Employment 4th Quarter after Exit									
WIOA Adult Program - 85%	71.4%	5 # employed	94.1%	16 # employed	100.0%	12 # employed	-	# employed	
		7 # exited		17 # exited		12 # exited		# exited	
WIOA Dislocated Worker Program - 90%	100.0%	2 # employed	100.0%	3 # employed	100.0%	2 # employed	-	# employed	
		2 # exited		3 # exited		2 # exited		# exited	
Median Earnings 2nd Quarter after Exit									
WIOA Adult Program	\$6,000.00	Not Available	\$6,000.00	Not Available	\$6,000.00	Not Available	\$6,000.00		
WIOA Dislocated Worker Program	\$8,700.00	Not Available	\$8,700.00	Not Available	\$8,700.00	Not Available	\$8,700.00		
Credential Attainment within Four Quarters after Exit									
WIOA Adult Program - 74%	50.0%	3 # credentialed	58.8%	10 # credentialed	63.6%	7 # credentialed	-	# credentialed	
		6 # exited		17 # exited		11 # exited		# exited	
WIOA Dislocated Worker Program - 70%	100.0%	2 # credentialed	33.3%	1 # credentialed	100.0%	2 # credentialed	-	# credentialed	
		2 # exited		3 # exited		2 # exited		# exited	
Measurable Skills Gain									
WIOA Adult Program - 70.2%	22.7%	5 # gained	56.0%	14 # gained	42.9%	18 # gained	-	# gained	
		22 # exited		25 # exited		42 # exited		# exited	
WIOA Dislocated Worker Program - 69.8%	33.3%	1 # gained	66.7%	2 # gained	50.0%	2 # gained	-	# gained	
		3 # exited		3 # exited		4 # exited		# exited	
40% Minimum Training Expenditure Requirement									
49.71%	WIOA Adult Program	17.7%	\$ 4,320.00 Training Expenditures	28.3%	\$ 14,785.20 Training Expenditures	57.6%	\$ 71,497.97 Training Expenditures	-	Training Expenditures
			\$ 24,462.16 Total Expenditures				\$ 52,269.07 Total Expenditures		
	WIOA Dislocated Worker Program	10.5%	\$ 1,120.00 Training Expenditures	7.4%	\$ 1,305.75 Training Expenditures	18.9%	\$ 5,995.75 Training Expenditures	-	Training Expenditures
			\$ 10,653.79 Total Expenditures				\$ 17,558.48 Total Expenditures		
Total Contract Expenditures									
76.22%	WIOA Adult Program	22.0%	\$ 24,956.39 Expenditures	46.9%	\$ 53,141.34 Expenditures	76.7%	\$ 125,477.54 Expenditures	-	Expenditures
			\$ 113,313.88 Total Contract				\$ 113,313.88 Total Contract		
	WIOA Dislocated Worker Program	11.7%	\$ 11,114.02 Expenditures	19.4%	\$ 18,395.07 Expenditures	74.6%	\$ 33,009.42 Expenditures	-	Expenditures
			\$ 94,622.95 Total Contract				\$ 94,622.95 Total Contract		

Eastern Shore Planning District 22 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		45
Total Participants Served		45
Percent of Planned		100%
Planning District 22 Total New Clients Enrolled this Quarter		8
	WIOA Adult	42
	WIOA Dislocated Worker	3
Accomack County New Clients Enrolled this Quarter		8
	WIOA Adult	32
	WIOA Dislocated Worker	1
Northampton County New Clients Enrolled this Quarter		0
	WIOA Adult	10
	WIOA Dislocated Worker	2

SkillSource Group - WIOA Youth Program Sub-Area 16

	1st Quarter PY 20 7/1/20 - 9/30/20		2nd Quarter PY 20 10/1/20 - 12/31/20		3rd Quarter PY 20 1/1/21 - 3/31/21		4th Quarter PY 20 4/1/21 - 6/30/21						
Customer Summary Information													
Planned Number of Participants for PY	39		39		39								
Total Participants Served	22		25		32								
Percent of Planned	56%		64%		82%		-						
New Clients Enrolled this Quarter	3		3		7								
WIOA Youth	22		25		32								
Follow Up Information													
Total Follow-Ups Required	29		22		24								
Total Follow-Ups Completed	29		22		24								
Total Follow-Up Not Completed	0		0		0		0						
Employment 2nd Quarter after Exit													
WIOA Youth - 77.3%	77.8%	7	# employed	66.7%	2	# employed	55.6%	5	# employed	-		# employed	
		9	# exited		3	# exited		9	# exited			# exited	
Employment 4th Quarter after Exit													
WIOA Youth - 62.8%	-	0	# employed	88.9%	8	# employed	77.8%	7	# employed	-		# employed	
		0	# exited		9	# exited		9	# exited			# exited	
Credential Attainment within Four Quarters after Exit													
WIOA Youth - 70%	-	0	# credentialed	100.0%	4	# credentialed	40.0%	2	# credentialed	-		# credentialed	
		0	# exited		4	# exited		5	# exited			# exited	
Measurable Skills Gain													
WIOA Youth - 69.1%	19.0%	4	# gained	40.0%	10	# gained	56.3%	18	# gained	-		# gained	
		21	# exited		25	# exited		32	# exited			# exited	
20% Work Experience Expenditure Requirement													
45.63%	WIOA Youth	38.9%	\$ 8,835.75	Training Expenditures	41.6%	\$ 14,922.59	Training Expenditures	45.6%	\$ 24,002.24	Training Expenditures	-		Training Expenditures
			\$ 22,689.87	Total Expenditures		\$ 35,877.22	Total Expenditures		\$ 52,603.66	Total Expenditures			Total Expenditures
Total Contract Expenditures													
54.93%	WIOA Youth	23.7%	\$ 22,689.87	Expenditures	37.5%	\$ 35,877.22	Expenditures	54.9%	\$ 52,603.66	Expenditures	-		Expenditures
			\$ 95,773.09	Total Contract		\$ 95,773.09	Total Contract		\$ 95,773.09	Total Contract			Total Contract

George Washington Planning District 16 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		39
Total Participants Served		31
Percent of Planned		79%
Planning District 16 Total New Clients Enrolled this Quarter		6
	WIOA Youth	31
Spotsylvania County New Clients Enrolled this Quarter		4
	WIOA Youth	12
Stafford County New Clients Enrolled this Quarter		1
	WIOA Youth	9
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	1
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	3
City of Fredericksburg New Clients Enrolled this Quarter		1
	WIOA Youth	6

Rappahannock Community College - WIOA Youth Program Sub-Areas 17 & 18

		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21	
Customer Summary Information												
Planned Number of Participants for PY		45			45			45				
Total Participants Served		34			34			35				
Percent of Planned		76%			76%			78%			-	
New Clients Enrolled this Quarter		1			0			1				
WIOA Youth		34			34			35				
Follow Up Information												
Total Follow-Ups Required		8			8			30				
Total Follow-Ups Completed		8			8			30				
Total Follow-Up Not Completed		0			0			0			0	
Employment 2nd Quarter after Exit												
WIOA Youth - 77.3%	50.0%	1	# employed	50.0%	1	# employed	100.0%	4	# employed	-		# employed
		2	# exited		2	# exited		4	# exited			# exited
Employment 4th Quarter after Exit												
WIOA Youth - 62.8%	50.0%	1	# employed	100.0%	2	# employed	-	2	# employed	-		# employed
		2	# exited		2	# exited		2	# exited			# exited
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	50.0%	1	# credentialed	100.0%	2	# credentialed	-		# credentialed
		0	# exited		2	# exited		2	# exited			# exited
Measurable Skills Gain												
WIOA Youth - 69.1%	5.9%	1	# gained	5.9%	1	# gained	41.2%	7	# gained	-		# gained
		17	# exited		17	# exited		17	# exited			# exited
20% Work Experience Expenditure Requirement												
20.50%	WIOA Youth	20.9%	\$ 5,132.45	Training Expenditures	22.7%	\$ 8,973.00	Training Expenditures	20.5%	\$ 8,973.00	Training Expenditures	-	Training Expenditures
			\$ 24,553.70	Total Expenditures		\$ 39,582.19	Total Expenditures		\$ 43,763.79	Total Expenditures		Total Expenditures
Total Contract Expenditures												
31.03%	WIOA Youth	16.9%	\$ 24,553.70	Expenditures	27.2%	\$ 39,582.19	Expenditures	31.0%	\$ 45,214.49	Expenditures	-	Expenditures
			\$ 145,708.29	Total Contract		\$ 145,708.29	Total Contract		\$ 145,708.29	Total Contract		Total Contract

Northern Neck Planning District 17 Data

		3rd Quarter PY 20
0		
Planned Number of Participants for PY		24
Total Participants Served		22
Percent of Planned		92%
Planning District 17 Total New Clients Enrolled this Quarter		0
	WIOA Youth	22
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	2
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	8

Middle Peninsula Planning District 18 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		21
Total Participants Served		8
Percent of Planned		38%
Planning District 18 Total New Clients Enrolled this Quarter		1
	WIOA Youth	8
Essex County New Clients Enrolled this Quarter		1
	WIOA Youth	8
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	0
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	0

Eastern Shore Community College - WIOA Youth Program Sub-Area 22

	1st Quarter PY 20 7/1/20 - 9/30/20	2nd Quarter PY 20 10/1/20 - 12/31/20	3rd Quarter PY 20 1/1/21 - 3/31/21	4th Quarter PY 20 4/1/21 - 6/30/21
Customer Summary Information				
Planned Number of Participants for PY	23	23	23	
Total Participants Served	9	11	11	
Percent of Planned	39%	48%	48%	-
New Clients Enrolled this Quarter	2	2	0	
WIOA Youth	9	11	11	
Follow Up Information				
Total Follow-Ups Required	27	14	13	
Total Follow-Ups Completed	27	14	13	
Total Follow-Up Not Completed	0	0	0	0
Employment 2nd Quarter after Exit				
WIOA Youth - 77.3%	92.9%	75.0%	75.0%	-
	13 # employed 14 # exited	3 # employed 4 # exited	3 # employed 4 # exited	# employed # exited
Employment 4th Quarter after Exit				
WIOA Youth - 62.8%	25.0%	100.0%	100.0%	-
	1 # employed 4 # exited	1 # employed 1 # exited	14 # employed 14 # exited	# employed # exited
Credential Attainment within Four Quarters after Exit				
WIOA Youth - 70%	100.0%	100.0%	100.0%	-
	1 # credentialed 1 # exited	1 # credentialed 1 # exited	3 # credentialed 3 # exited	# credentialed # exited
Measurable Skills Gain				
WIOA Youth - 69.1%	0.0%	16.7%	54.5%	-
	0 # gained 6 # exited	1 # gained 6 # exited	6 # gained 11 # exited	# gained # exited
20% Work Experience Expenditure Requirement				
32.15%	WIOA Youth	38.7%	34.1%	32.1%
	\$ 5,485.74 Training Expenditures	\$ 9,248.31 Training Expenditures	\$ 16,652.70 Training Expenditures	-
	\$ 14,191.87 Total Expenditures	\$ 27,150.81 Total Expenditures	\$ 51,803.30 Total Expenditures	Total Expenditures
Total Contract Expenditure Requirement				
43.65%	WIOA Youth	12.7%	24.3%	43.6%
	\$ 14,768.65 Expenditures	\$ 28,247.45 Expenditures	\$ 53,476.72 Expenditures	-
	\$ 116,389.36 Total Contract	\$ 116,389.36 Total Contract	\$122,520.09 Total Contract	Total Contract

Eastern Shore Planning District 22 Data

		3rd Quarter PY 20
Customer Summary Information		
Planned Number of Participants for PY		23
Total Participants Served		11
Percent of Planned		48%
Planning District 22 Total New Clients Enrolled this Quarter		0
	WIOA Youth	11
Accomack County New Clients Enrolled this Quarter		0
	WIOA Youth	8
Northampton County New Clients Enrolled this Quarter		0
	WIOA Youth	3

3rd Quarter PY 2020

Adult Measures	Negotiated Level	Actual	% of Negotiated Level	Status
Employment 2nd Quarter after Exit	82.6	85.3	103%	E
Employment 4th Quarter after Exit	85.0	85.4	100%	M
Median Earnings 2nd Quarter after Exit	\$6,000.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	74.0	89.1	120%	E
Measurable Skills Gain	70.2	48.3	69%	FTM
Dislocated Workers Measures				
Employment 2nd Quarter after Exit	85.0	85.7	101%	E
Employment 4th Quarter after Exit	85.0	100.0	118%	E
Median Earnings 2nd Quarter after Exit	\$8,700.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	70.0	75.0	107%	E
Measurable Skills Gain	69.8	52.9	76%	FTM
Youth Measures				
Employment 2nd Quarter after Exit	77.3	70.6	91%	FTM
Employment 4th Quarter after Exit	62.8	92.0	146%	E
Credential Attainment within 4 Quarters after Exit	70.0	70.0	100%	M
Measurable Skills Gain	69.1	51.7	75%	FTM

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)**

WIOA Wagner-Peyser Services Contracts		1st Quarter PY 20 7/1/20 - 9/30/20		2nd Quarter PY 20 10/1/20 - 12/31/20		3rd Quarter PY 20 1/1/21 - 3/31/21		4th Quarter PY 20 4/1/21 - 6/30/21				
Rappahannock Goodwill Industries - Planning District 16 - George Washington Region*												
87.58%	WIOA Wagner-Peyser	31.5%	\$ 34,458.67	Wagner-Peyser Expenditures	87.6%	\$ 95,692.00	Wagner-Peyser Expenditures	\$ 39,759.02	Wagner-Peyser Expenditures	0.0%		Wagner-Peyser Expenditures
			\$ 109,258.36	Total Contract		\$ 109,258.36	Total Contract	\$ 40,194.98	Total Contract		\$ 44,202.16	Total Contract
The SkillSource Group - Planning District 16 - George Washington Region* & **												
53.02%	WIOA Wagner-Peyser	9.9%	\$ 1,971.69	Wagner-Peyser Expenditures	53.0%	\$ 10,603.93	Wagner-Peyser Expenditures	\$ 7,500.00	Wagner-Peyser Expenditures	0.0%		Wagner-Peyser Expenditures
			\$ 20,000.00	Total Contract		\$ 20,000.00	Total Contract	\$ 7,500.00	Total Contract		\$ 7,500.00	Total Contract
Job Assistance Center - Planning District 17 - Northern Neck Region*												
94.30%	WIOA Wagner-Peyser	46.9%	\$ 19,251.62	Wagner-Peyser Expenditures	94.3%	\$ 38,701.40	Wagner-Peyser Expenditures	\$ 21,530.60	Wagner-Peyser Expenditures	0.0%		Wagner-Peyser Expenditures
			\$ 41,040.51	Total Contract		\$ 41,040.51	Total Contract	\$ 23,407.92	Total Contract		\$ 24,387.92	Total Contract
Job Assistance Center - Planning District 18 - Middle Peninsula Region*												
86.09%	WIOA Wagner-Peyser	37.6%	\$ 20,273.32	Wagner-Peyser Expenditures	86.1%	\$ 46,395.60	Wagner-Peyser Expenditures	\$ 23,788.59	Wagner-Peyser Expenditures	0.0%		Wagner-Peyser Expenditures
			\$ 53,890.03	Total Contract		\$ 53,890.03	Total Contract	\$ 26,137.90	Total Contract		\$ 27,902.94	Total Contract
Job Assistance Center - Planning District 22 - Eastern Shore Region*												
82.30%	WIOA Wagner-Peyser	24.7%	\$ 9,740.14	Wagner-Peyser Expenditures	82.3%	\$ 32,499.60	Wagner-Peyser Expenditures	\$ 22,762.10	Wagner-Peyser Expenditures	0.0%		Wagner-Peyser Expenditures
			\$ 39,489.54	Total Contract		\$ 39,489.54	Total Contract	\$ 23,078.41	Total Contract		\$ 23,963.65	Total Contract

Wagner Peyser Metrics		
Virginia Career Works - Bay Consortium		
Office - Rappahannock Goodwill Industries		
1/01/2021 - 3/31/2021		

Wagner Peyser Metrics		
Virginia Career Works - Bay Consortium		
Office - SkillSource Group		
1/01/2021 - 3/31/2021		

Wagner Peyser Metrics		
Virginia Career Works - Bay Consortium		
Office - Job Assistance Center		
1/01/2021 - 3/31/2021		

Individuals		
Enrolled WP (PIRL)	Distinct Users	Services Provided
134	18486	38516

Individuals		
Enrolled WP (PIRL)	Distinct Users	Services Provided
7	12	18

Individuals		
Enrolled WP (PIRL)	Distinct Users	Services Provided
51	2150	4009

Employers		
New Registrations	Employers Served	Services Provided
0	9	123

Employers		
New Registrations	Employers Served	Services Provided
N/A	N/A	N/A

Employers		
New Registrations	Employers Served	Services Provided
50	61	124

Job Orders and Matching		
Job Orders	Job Openings	Job Notifications
2	2	37706

Job Orders and Matching		
Job Orders	Job Openings	Job Notifications
N/A	N/A	N/A

Job Orders and Matching		
Job Orders	Job Openings	Job Notifications
294	425	274

Staff Efforts		
Outreach Emails	Outreach Calls	Referrals Sent
14182	130	4

Staff Efforts		
Outreach Emails	Outreach Calls	Referrals Sent
120	204	14

Staff Efforts		
Outreach Emails	Outreach Calls	Referrals Sent
96	128	2220

Other		
Placements	Job Fairs/Hiring Events	Workshops
0	5	11

Other		
Placements	Job Fairs/Hiring Events	Workshops
2	8	15

Other		
Placements	Job Fairs/Hiring Events	Workshops
12	1	2

Economic Equity Initiative Contract Expenditures													
		1st Quarter PY 20 7/1/20 - 9/30/20			2nd Quarter PY 20 10/1/20 - 12/31/20			3rd Quarter PY 20 1/1/21 - 3/31/21			4th Quarter PY 20 4/1/21 - 6/30/21		
99.63%	EEI Program	47.2%	\$ 40,799.02	EEI Expenditures	91.7%	\$ 79,349.40	EEI Expenditures	99.6%	\$ 86,186.91	EEI Expenditures	-	EEI Expenditures	
			\$ 86,510.00	Total Contract		\$ 86,510.00	Total Contract		\$ 86,510.00	Total Contract		Total Contract	
Target Number of Participants													
	EEI Program	22.5%	9	# participants	27.5%	11	# participants	47.5%	19	# participants	-	# participants	
			40	Total		40	Total		40	Total		Total	
Employment 2nd Quarter after Exit													
	EEI Program	9.1%	2	# participants	18.2%	4	# participants	18.2%	4	# participants	-	# participants	
			22	# exited		22	# exited		22	# exited		# exited	
Employment 4th Quarter after Exit													
	EEI Program	0.0%	0	# participants	0.0%	0	# participants	7.1%	2	# participants	-	# participants	
			28	# exited		28	# exited		28	# exited		# exited	
Credential Attainment within Four Quarters after Exit													
	EEI Program	6.7%	2	# credentialed	13.3%	4	# credentialed	26.7%	8	# credentialed	-	# credentialed	
			30	Total		30	Total		30	Total		Total	
Training Completion													
	EEI Program	13.3%	4	# credentialed	16.7%	5	# credentialed	30.0%	9	# credentialed	-	# credentialed	
			30	Total		30	Total		30	Total		Total	

Customer Survey

Center Open by Appointment Only-Fredericksburg Sub-Area 16 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>	245	10	1	36	75	3	63	0
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	267	2						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	264	5						
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>	264	5	-					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: See Attached Comments Below		
<i>Number of Visitors</i>	0	1	4	41	219			
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	1	4	41	219			

Fredericksburg Sub-Area 16 Customer Survey Comments

1. Add a bus stop in front of building
2. Always great!
3. As always super super-people!
4. Everything is ok
5. EVERYONE IS HELPFUL
6. Everyone should be knowledgeable and be able to help you rather than putting on the phone with a different location
7. Everything is perfect
8. Everything was Great
9. Everything was smooth running
10. Everything was good
11. Get my money
12. Good
13. Good
14. Hard to get on the phone
15. I just like the way Mrs. Milly is willing to try to help u front desk was great even security
16. I'm glad this is here. Thank you for helping me get in touch with the VEC.
17. Keep Mrs. Milly in there or train coworkers the same professionalism that u train Mrs. Milly with
18. Maybe make everyone more well-rounded with the basic info some anyone can provide help
19. More info on the services
20. No they are awesome here and work hard to answer questions. the front desk team is really welcoming and so is the security guard.
21. No very nice patient and helpful.
22. Nothing comes to mind. I gotta run.
23. Nothing to improve
24. System was down - but people did as much as they could.
25. The gentlemen was very helpful in trying to get my issue resolved, i feel better about knowing someone was actually trying to help me
26. Very nice people
27. You are good

Center Open by Appointment Only-Northern Neck Sub-Area 17 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>	-	30	-	-	-	7	-	-
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	7	-						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	7	-						
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>	7	-	-					
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. Did a great job! 2. Case manager is pleasant to speak with. She is very supportive and great informative leader. Exceeded expectations!		
<i>Number of Visitors</i>	-	-	-	-	7			
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>	-	-	-	-	7			

Center Open by Appointment Only-Middle Peninsula Sub-Area 18 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>	-	10	-	-	-	10	-	-
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	10	-						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	10	-						
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>	-	-	10					
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. The staff was informative 2. Thank you for your help, you rock! 3. Very helpful and attentive 4. Thank you!		
<i>Number of Visitors</i>	-	-	-	-	10			
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>	-	-	-	-	10			

Center Open by Appointment Only-Eastern Shore Sub-Area 22 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>	61 (phone calls)	6	3	7	-	31 (phone information requests)	7	-
Were your needs met?	Yes	No	*UI questions had to be referred to UI claims representatives, many telephone visitors stated their needs were not met. WIOA staff is not authorized to address UI claims.					
<i>Number of Visitors</i>	21	32*						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	21	32*						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A	-Quite a few customers hung-up the phone before staff finished providing contact information for partner resources. -Others refused to answer survey questions. -Some would not complete entire survey.				
<i>Number of Visitors</i>	21	12	-					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: The majority of our contact for the 3 rd quarter was via telephone and the large majority were questions related to UI which WIOA staff is unauthorized to address.		
<i>Number of Visitors</i>	21 (UI phone)	-	13	5	3			

Success Stories

Rappahannock Goodwill Industries Adult/Dislocated Worker Success Story – George Washington

AA was referred to the WIOA program from another region. He was relocating to the area after being incarcerated for over five years.

He was extremely nervous to reach out for services due to his background, but staff worked patiently with him to get him information on employment after incarceration. Staff connected him to local agencies for re-entry citizens and referred him to the Federal Fidelity bonding program. This program provides bonding to an employer who hires qualified individuals who are usually denied coverage by other commercial carriers because of a record of arrest, conviction or imprisonment. This bond can cover a period of six months—at no cost to the employer.

AA was diligent with working with WIOA staff to complete all steps for eligibility and was deemed eligible for WIOA services as an Adult. He wished to pursue his CDL-Class A. Staff and AA had many discussions about his background and how it could impact employment. Staff were open and honest with AA about job search being difficult and how he would have to be extremely conscientious and open with potential employers.

AA began his training in mid-March 2020, and a few days later the Covid-19 pandemic shut down his training facility. He maintained contact with staff and made sure to keep in contact with his training provider during the shutdown. He sought out ways to keep learning and took it upon himself to study for his CDL learners and use various online tools to help with training in the meantime.

Unfortunately, during the shutdown AA's health took a turn for the worse and he was hospitalized a handful of times. He thought that he had overcome his illness, but when his class started back up in late July 2020, his attendance suffered due to health. Staff advocated on his behalf and was able to work with him and his training provider to make sure that AA could return to finish his class.

AA was able to return on a modified schedule that allowed for rest and time to attend doctor's appointment. He graduated his course in January 2021.

AA's job search proved to be difficult, but he worked with staff to identify positions and he applied for numerous jobs. He had a few promising leads, but his background proved to be difficult to securing employment. AA continued to work on navigating his background with employers with staff assistance and coaching.

AA secured a part time Driver position with a food distribution company and is doing very well. He hopes that once his employer sees his work ethic and diligence, he can rise beyond the stigma of his background. He is really pleased with his new job and working hard with a goal to potentially move into a full-time position and building upon his skills and experience.

***Rappahannock Community College
Adult/Dislocated Worker Success Story - Northern Neck***

In September, 2020, 20-year-old G. and 21-year-old A., cousins, came into RCC and applied to WIOA. They had been to a technical school for HVAC training but were unable to secure employment in this field. Past experience with HVAC companies has shown that employers want their technicians to have 5 years of experience. They decided they would like to get their CDL licenses, go over the road and see the world. I determined that both men met the priority of service guidelines, and I enrolled them in WIOA. They began training on October 12, 2020, completed their training, and both were employed by year end. Both men are employed by the same company and doing well. They have been a pleasure to work with. They always express appreciation for all we have done for them. I wish them much success!

***Rappahannock Community College
Adult/Dislocated Worker Success Story – Middle Peninsula***

SJ came to the Virginia Career Works office seeking guidance in career exploration and training. SJ was last employed for a period of 6 months as a concrete finisher and was laid off. SJ is 44 years old and has a high school diploma. SJ decided on a career as a Heavy-Duty Truck Driver and was enrolled in CDL training through WIOA funding.

SJ expressed genuine gratitude several times as he went through his training program for the opportunity to learn a new career and receive funding. SJ had difficulty passing his exam on his first attempt and received additional training and coaching enabling him to pass his exam on his second attempt and obtain his CDL license.

SJ has placed his resume with several companies and feels confident that he will soon be employed as a tractor trailer driver with a regional haul transportation company, NFI, as he has interviewed. SJ stated his CDL training is going to provide him a steady career and he hopes to buy his own truck one day. SJ stated his experience with the Virginia Career Works Center and WIOA program was life changing for him.

***Eastern Shore Community College
Adult/Dislocated Worker Success Stories – Eastern Shore***

Story #1

NN is an Adult who enrolled in the WIOA program in Fall of 2019. NN was continuing her LPN program and needed help with the last year to complete the training. NN already had a certificate in Medical Assistant but wanted more and a better career and being an LPN was her dream. Before COVID-19, NN displayed wonderful grades and received high praise from the instructors. When things shut down due to COVID-19, the LPN program didn't and NN continued to work through challenges just like others. NN has graduated from the LPN program and recently passed her NCLEX exam and is now a Licensed Practical Nurse. NN is currently at Tyson's Food in the medical department and has been promoted from Medical Assistant to LPN. The increase in pay was significant.

Story #2

CC is a Dislocated Worker who recently completed his Business Management Associates degree. CC became a Dislocated Worker back in 2018 when the company he worked for shut down. CC enrolled in his degree for the fall semester and then relocated to Alabama to work at a job that lasted 10 months to earn income and gain some more work experience. While working, CC remained enrolled in the business management training online, taking two classes at a time. After his job in Alabama ended, CC moved back to the Eastern Shore and continued his training. He successfully completed the training and earned an associate degree in business management. CC will do great things with the degree and is working on a business plan. We are excited about the possibilities this credential will afford CC.

SkillSource Group
Youth Success Story – George Washington

CD was age 22 when she came into the Career Works in April 2019. CD was with her boyfriend, who was enrolled in the Adult WIOA Program at the time; both job searching. She had been working as a cashier/food stocker at a local 4-year university, but recently resigned.

The WIOA Young Adult Case Manager was informed by the Resource Room technician that CD's background and current unemployment may be a good fit for the Young Adult Program. The Case Manager discovered that CD's resignation was due to a case of sexual harassment while on her job. She was not sure where to turn for employment.

Additionally, CD was born with a malformation of her right arm and hand. Six out of her 9 siblings also had the genetic disease, all in different physical locations. Fortunately, CD was able to work in most work environments, and was interested in seeking an office position. She enrolled in the SkillSource Career Focus Initiative the same week.

Within 3 months of enrolling, CD and the WIOA Youth Case Manager revised her resume, and CD successfully completed the WIOA Youth Leadership activities. She also attended the Savings, Debt, Budget, and Credit Workshops facilitated by United Way, receiving certificates. CD completed the free computer training classes offered by Rappahannock United Way on Internet search, Word, and Excel. In 2020, CD engaged in a Workforce Experience (WEX) at the Virginia Career Works Fredericksburg Center, working as an administrative assistant. She welcomed those entering the Career Works Center, worked on small computer projects for various center employees, and helped at Job Fairs in the Center.

CD made the decision to move in with her boyfriend's family to acquire some independence. Due to the number of siblings, her parents had little time to help, and her mother did not consider a license, or driving, very important, thus not encouraging her to obtain it. She began to work on obtaining her driver's permit with the support of the WIOA Youth Program. She practices driving with friends, trying to get the hours needed to take the Driver's test.

While working in the Center, CD and her Case Manager continually applied for full-time jobs that would put her into a business environment. After the WEX was completed, and when Covid-19 began, CD became homebound. She continued to apply for jobs virtually with the help of her Case Manager. In January 2021 she was hired by a company to work in a food service production line. After 3 months, her employer noted that with the skills in the production line and knowledge she had gained in the past year

with the program, she had what it took to move to the next step, Quality Assurance. She began her new position recently, with a raise and will receive benefits in 90 days.

CD is very excited, and although she is still taking the FredBus to work every day, she is hopeful to be able to get her driver's license sometime this spring. Her mother recently told CD that she is proud of her and realizes now how important it is that she had goals and persevered to obtain them.

***Rappahannock Community College
Youth Success Story – Northern Neck***

MB is a youth who has not completed high school. He had been working, but do to the Covid-19 pandemic he lost his job. MB came to the WIOA Youth program seeking training and help with completing a GED credential. He was referred to the Adult Education program and is in the process of enrolling in classes. After some career exploration, MB decided he would like to take welding classes. He is currently enrolled and his instructor reports that he is an excellent student, showing great potential in welding. Transportation has been an issue for MB. At first, he had to rely on family for a ride to class. His family helped him acquire a used car to get back and forth to class. He has had mechanical issues with this car, but has always called his case manager and/or instructor to alert them of car troubles. He has not missed a class, but has been late a few times. MB worked with his instructor to come to class early several times to make up for the days he arrived late to class.

MB has several more welding classes in the progression to complete the welding program, but has already had a job offer as a welder once he completes. MB has the work ethic and desire to become successfully employed once his training is complete.

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

Our success story for this quarter includes 3 welding students. TB inquired about in the WIOA Youth first and found the guidance he received so helpful that he recruited two of his neighbors, BG and KR, to join the program also. These young men all have an interest in welding as a career and have enrolled in the welding program. Covid-19 shut downs during the spring and summer of 2020 caused their training to come to an abrupt halt. These three stayed persistent and patiently waited for training to start back. In late summer of 2020 they resumed training, but due to limited class sizes they have had to wait a session between each class. The length of their training program has almost doubled due to Covid-19. The tenacity of these three young men is to be commended; they could have easily given up and moved on to something else, but they have stuck with their commitment and desire to pursue a welding career. As things look now (barring any other Covid-19 restrictions) they will be competed with their program by the fall of 2021.

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

Story #1

DD is off to a great start her senior year! She enrolled into the WIOA program her junior year of high school after overcoming some challenges in 10th grade. After successfully completing her junior year, she decided she would like to research going to college. She found a university that offered a program in child advocacy, a career that she discovered she was interested in after working with her Career Coach and WIOA Case Manager. DD completed the admissions application and was accepted! She is working with her Career Coach to complete the enrollment process and apply for local jobs to start earning money. She plans to start college in fall 2021.

Story #2

SS is an OSY who is currently in training in the Medical Assistant program. SS achieved her CNA license and worked as a CNA for a local private duty company, but wanted more. SS was a great student in CNA program and felt that she could obtain more with the support of the WIOA program and the encouragement from her instructors. While working as a CNA, SS had a baby girl and wanted to get another certificate to obtain more money and a better life for her baby girl. SS is doing well in the Medical Assistant training and looks to have her credential by the end of the summer semester.

Bay Consortium Workforce Development Board, Inc.

Labor Market Committee Meeting

Draft Notes

Wednesday, April 7, 2021

11:00 a.m.

The Labor Market Committee met Wednesday, April 7, 2021 via Zoom.

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

Roll Call: Present was Melvin Carter and Felicia Ainsa. Not present was David Mann, Meg Bohmke, and Greg Moon. In addition, also present was Sherry Davis, Megan King, Jackie Davis, Steven Golas, and Katlyn Moss. A quorum was not present.

Approval of Minutes: The minutes from the October 15, 2020 meeting were tabled until next meeting.

Public Input: There was no public input.

New Business: Katlyn Moss presented members with Seward's Barber Academy and Faded & Co. for the Eligible Training Provider List. Seward's Barber Academy is a barbering school located in Stafford County. Faded & Co. is a barbering school in the City of Fredericksburg. Seward's Barbering Academy and Faded & Co. had previously been on the Eligible Training Provider List, but had been removed for not completing paperwork need to remain eligible, but have since completed and returned the needed paperwork. Felicia Ainsa asked for copies of Seward's Barbering Academy and Faded & Co. Department of Professional and Occupational Regulation Licenses. A motion was made to approve Seward's Barbering Academy and Faded & Co and send to the full Board for approval, which was seconded and approved. Katlyn Moss presented members with the idea of possibly streamlining the Eligible Training Provider List to focus on Career Pathways that are needed within the Bay Consortium Workforce Area, specifically healthcare, logistics, and information technology. Felicia Ainsa and Melvin Carter both mentioned seeing more manufacturing positions opening.

Old Business: Jackie Davis reviewed the new Strategic Plan and priorities with members.

Other Topics: Steven Golas shared with members the Department of Professional and Occupational Regulation Licenses of Seward's Barbering Academy and Faded & Co.

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

Respectfully submitted,

Katlyn Moss

Board Development Committee Meeting
Draft Minutes
Wednesday, April 14, 2021
11:00 A.M.

The Board Development Committee met Wednesday, April 14, 2021 via Zoom.

Call to Order: Danielle Robinson called the meeting to order at 11:00 am.

Roll Call: Present were Danielle Robinson, Josh Gemerek, Kendall Webre, Jason Perry, and Patrick Tompkins. Not present was Bill Leyden and Leigh Ramos, Also present were Chris Lomax, Rappahannock Community College, and Jackie Davis, Steven Golas and Katlyn Moss, WDB Staff. A quorum was present.

Approval of Minutes: A motion was made to approve the notes from October 14, 2020 with a correction on the spelling of November, which was seconded and approved.

Public Input: There was no public input.


New Business: Jackie Davis reviewed the Membership, Responsibilities, and Certification of Local Workforce Development Boards Policy with members, going through the new membership requirements and member procurement. Jackie Davis also discussed Chair and Vice Chair nominations with members. Josh Gemerek was elected Chair and Danielle Robinson was elected as Vice-Chair. Patrick Tompkins asked if there were term limits for Chair and Vice-Chair positions on committees, Jackie Davis responded no. Jackie Davis reviewed the new Strategic Plan and priorities with members, noting that the Board membership should reflect local businesses and their needs. Josh Geremek suggested keeping the Strategic Plan as a standing agenda item.

Old Business: Jackie Davis discussed the Board vacancies with members, noting that King George County was still vacant, and King and Queen County had just let her know that Percy Pollard was no longer able to serve. She let members know that Accomack County was recently vacant, but the county has someone they would like for the role.

Other Topics: Kendall Webre introduced herself to committee members. Jackie Davis noted that the next Board meeting would be May 5, 2021 at 11 am via Zoom and it would be a joint meeting with the CLEO Board. Jackie Davis also let members know that the workforce centers would be open on June 1st.

There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,
Katlyn Moss

Policy Area: Local and Regional Governance	
Title of Policy: Membership, Responsibilities, and Certification of Local Workforce Development Boards	Number: 20-02
Effective Date: March 19, 2021	Review by Date: June 30, 2024
Approved Date: Revision Date: March 19, 2021 Rescinds and replaces Policies 200-02, 200-03, and 200-04	Approved by: 

I. Purpose

This policy provides guidance for the establishment and membership of Local Workforce Development Boards (LWDBs), the responsibilities of the LWDB, and the certification of the LWDB under the Workforce Innovation and Opportunity Act (WIOA). The policy rescinds and replaces Policies 200-02, 200-03, and 200-04.

II. Summary

Each local workforce development area designated in the Commonwealth shall establish and maintain a Local Workforce Development Board (Local Board). Chief Elected Officials (CEOs) appoint the Local Board, which is certified every two years by the Governor.

The Local Board is part of a statewide workforce system which is business-driven, customer-centric, streamlined, and outcome-oriented. The Local Board shall carry out strategies and policies that support both the economic development mission(s) for the local area and the Virginia Board of Workforce Development’s (VBWD) goals. The Local Board sets policy for the local area, in compliance with broader state policy, and is the regional strategic convener, or acts in partnership with a designated regional convener, in addressing workforce development issues, including but not limited to WIOA activities.

The Local Board shall be led by committed business leaders who can ensure that the local workforce system is responsive to current and projected labor market demand, shall contain a broad range of partners needed to develop a comprehensive vision for the local workforce system, and shall focus on strategic decisions, not operational management. The membership of the local board should be representative of the diversity of the local workforce development area.

The Local Board has responsibility for making the following critical decisions:

- How best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers;
- How best to provide comprehensive services to regional private sector employers;
- How best to deploy available resources to achieve negotiated local performance accountability measures and build capacity for continuous improvement; and
- How to expand the resource base and service capability through the development of strategic partnerships, an integrated service delivery system, and generation of additional public and private funding.

III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128) Sec. 107 Local Workforce Development Boards

- Training and Employment Notice No. 05-14, *Workforce Innovation and Opportunity Act Announcement and Initial Informational Resources*
- Training and Guidance Letter No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014*
- Training and Guidance Letter No. 13-16, *Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act*
- 20 CFR § 679.300-430,
- Code of Virginia §2.2-2472 Powers and duties of the Board; Virginia Workforce System created.

The term “chief elected official” (CEO) means the chief elected executive officer of a unit of general local government in a local area or an elected official so designated by the CEO.

IV. Membership Policy

A complete list of mandatory and optional Local Workforce Development Board members can be found in Section 107(b) of the Workforce Innovation and Opportunity Act. There is no limit to the number of members the Local Board may have, but it must include all mandatory members.

A member may serve in more than one category as long as the nomination form (Attachment A) provides supporting evidence that the member meets the requirements for representation in each category.

Mandatory Members

- At least 51% of the members shall be composed of local private sector representatives that represent a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Private sector representatives can include owners of businesses, chief executives or operating officers of businesses, and other business executives with optimum policy making or hiring authority (ex. Vice Presidents of Human Resources).
- At least 20% of the members of the Local Board, shall be representatives of the workforce within the local area, who—
 - shall include two or more representatives of labor organizations, who have been nominated by local labor federations;
 - shall include one or more Registered Apprenticeship (RA) representative, who must be a member of a labor organization or a training director from a joint labor-management apprenticeship program. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed; if one exists. Representatives from the State Apprenticeship Agency (SAA) and the USDOL Office of Apprenticeship (OA) cannot serve in this capacity; they can, however, serve as advisor to the Local Board and work in a non-official capacity;
 - shall include one or more Community-Based Organizations (CBO) that have demonstrated experience and expertise in addressing the employment needs of

individuals with barriers to employment, including veterans, persons with disabilities, and “out of school” youth.

- At least one representative shall be from the Virginia Department of Social Services;
- At least one representative from the Virginia Employment Commission who administers WIOA Title III Wagner-Peyser activities for the local area who shall be designated by the Virginia Employment Commission.
- At least one representative shall be a regional adult education program manager that directly administers WIOA Title II Adult Education and Family Literacy (AEFLA) activities locally. If there is more than one adult education program operating in the LWDB area and each regional program manager is not represented on the board, it is recommended that regional adult education program managers serve alternating terms.
- At least one representative shall be from a school division Career and Technical Education program which represents programs aligned with the region’s targeted industry sectors and demand occupations.
- At least one representative from a local community college providing training services who shall be designated by the community college.
- At least one representative shall be from a regional or local economic and community development entity.
- At least one representative from the Department of Aging and Rehabilitative Services and/or the Department for the Blind and Visually Impaired who administers WIOA Title IV activities for the local area who shall be designated by the two agencies administering vocational rehabilitative services under Title IV of the WIOA.

To determine if the area has met the requirement of at least 51% representation from the private sector representatives and at least 20% representation from Labor/RA/CBO the number of individuals serving in each category will be divided by the number of members on the board.

Optional Members

- A representative from a regional planning entity.
- A representative of eligible providers administering WIOA Title I Adult and Dislocated Workers Employment and Training activities.
- A representative of eligible providers administering WIOA Title I Youth Workforce Development activities.
- A representative of eligible providers administering the Social Security Act Title IV (Part A —Block Grants To States For Temporary Assistance For Needy Families) - TANF.
- A representative of eligible providers administering employment and training activities carried out through the U.S. Department of Health & Human Services’ Community Services Block Grant.
- A representative of eligible providers administering employment and training activities carried out through the U.S. Department of Housing and Urban Development’s Community Development Block Grant.
- A representative of eligible providers administering Title V of the Older Americans Act programs for engaging low-income senior citizens in community service, employment, and volunteer opportunities.

- A representative of eligible providers administering Section 212 of the Second Chance Act offender reintegration activities.
- A representative of eligible providers administering Supplemental Nutrient Assistance Program Employment and Training activities.
- A representative of eligible providers administering Social Security Ticket to Work, Disability Employment Initiative, and other self-sufficiency programs.
- A representative of eligible providers administering Small Business Association Employment and Training activities.
- A representative of an entity that administers programs serving the local area relating to transportation, housing, and public assistance.
- A superintendent, or designated representative, of a local public school system (other than a representative from a local Career and Technical Education program).
- A representative of higher education providing WIOA activities.
- A representative of a philanthropic organization.
- Any other individual or representative of an entity as the CEOs in the local area may determine to be appropriate.

Chairperson

The members of the Local Board shall elect a chairperson from among the private sector representatives. The chairperson shall serve as the Executive Committee Chair and shall identify the method for selecting the chairs for all standing committees and taskforces of the Local Board.

Membership Terms

- Members of the Local Board must be individuals with optimum policy-making authority within the organizations, agencies, or entities they represent.
- Members of the Local Board shall be appointed for staggered terms.
- Private sector representatives shall be an appropriate mix of small, medium and large employers that reflect the local labor market, i.e., the business representation shall reflect the industry mix in the local labor market.
- Individuals serving on the Local Board who subsequently retire or no longer hold the position that made them eligible board members may continue to serve on the Local Board; however, if their membership category changes as result of their retirement or change in employment status, the local board must account for that change when evaluating overall membership composition.
- Vacancies resulting from resignations or removal of mandatory members must be filled within 90 days.
- If a member is reappointed to a term, the member must complete a new nomination form each term to certify that the category represented has not changed.

Conflict of Interest

All members of the Local Board serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the Local Board are to be based on promoting the best interest of the state and the public good. Accordingly:

- All members of the Local Board are subject to the provisions of the State and Local Government Conflict of Interest Act.

- The Local Board shall adopt in its bylaws a conflict of interest policy meeting the minimum standards set forth in the State and Local Government Conflict of Interest Act. The conflict of interest standards shall apply to all board members (voting and non-voting).
- A member of a Local Board shall neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents); nor on any matter that would provide any direct benefit to such member or the immediate family of such member. Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent. Dependent means any person, whether or not related by blood or marriage, which receives from the member, or provides to the member, more than one-half of his financial support.
- Any Local Board member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
- Any Local Board member who participates in a Local Board decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid or Requests for Proposals or other such bid

processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the Board member who participated in this manner.

- Any Local Board member with a potential or actual conflict of interest shall disclose that fact to the Local Board as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it is determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each Local Board member is responsible for determining whether any potential or actual conflict of interest exists or arises during his tenure on the Local Board.
- If a contract or purchase is made by the Local Board involving its own member with a conflict of interest, the Local Board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.
- Local Board members who are also one-stop center operators shall not serve on any committees that deal with oversight of the one-stop system or allocation of resources that would potentially be allocated to that member's program.
- All members of the Local Board are subject to all other provisions of the State and Local Government Conflict of Interest Act not outlined above.

Local Board Appointment Process
Nominations and Selection

CEOs must establish a formal nomination and appointment process, consistent with the criteria established by the [Governor](#) and [State WDB](#) under sec. 107(b)(1) of [WIOA](#) for appointment of members of the Local WDBs, that ensures:

- (1) Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations (ex. chamber of commerce, economic development agencies). Individual businesses may nominate themselves.
- (2) Labor representatives are appointed from among individuals who are nominated by local [labor federations](#) (or, for a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL-CIO); and
- (3) When there is more than one local area provider of adult education and [literacy](#) activities under title II, or multiple institutions of higher education providing [workforce development activities](#) as described in [WIOA](#) sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.

For all other members, CEOs should consult with the appropriate groups in the local area for possible individuals to serve including:

- Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans where such organizations exist in the area.
- Representatives of local economic development agencies, including private sector economic development entities.

A nomination form (Attachment A) must be completed for all board members and all nomination forms must be signed by the nominating party.

Vacancies subsequent to the establishment of the Local Board must be filled in the same manner as the original appointments.

Public Participation

CEOs must provide public notice of the intent to solicit nominations for Local Board membership, including the process to be used for nominations and selection.

V. Roles and Responsibilities

Local Boards shall carry out their responsibilities in partnership with CEOs, in consultation with regional workforce partners. A CEO Agreement outlining responsibilities is required where a local area includes more than one unit of local government. This agreement must specify which entity will serve as the fiscal and administrative agent, as well as the roles of the individual CEOs in regard to Local Board nominations and appointments and carrying out all other responsibilities assigned to the CEOs under WIOA. CEOs are encouraged to meet at least annually to review program performance for the grant as well as the performance of the fiscal and administrative agent as designated.

The joint responsibilities of the Local Board and CEOs include, but are not limited to the following:

- Development of a vision and goals for the local workforce development system that are aligned with both the economic development mission(s) for the local area and Virginia Board of Workforce Development's (VBWD) goals

- Development of the 4-year local strategic plan to include a workforce demand plan and a plan for business engagement
- Selection of one-stop operator(s) and locations
- Selection of training providers
- Approval of the local one-stop operation(s) budget
- Program oversight
- Negotiations with the Governor to reach agreement on local performance accountability measures
- Any other activities as required by the Workforce Innovation and Opportunity Act, Section 107(d), by state statute, or by the Governor

The responsibilities and functions of the Local Board include the following:

- The Local Board shall enter into an agreement with the chief elected officials clearly detailing the partnership between the two entities for the governance and oversight of activities under the WIOA.
- The Local Board shall develop a budget for the purpose of carrying out the duties of the Local Board. The CEOs must approve the budget.
- The Local Board shall meet at least quarterly and review presented financial reports that reflect actual expenditures and their relationship to the approved budget as well as workforce program outcomes and their relationship to negotiated performance levels.
- The Local Board is encouraged to solicit and accept grants and donations from sources other than federal funds made available under Title I of WIOA assuming it has organized itself in a manner to do so.
- The Local Board, in partnership with CEOs, shall develop the vision, goals, objectives, and policies for the local workforce development area. The vision shall be aligned with both the economic development mission(s) for the local area and VBWD's goal.
- The Local Board, in partnership with the CEOs, shall develop and submit to the Governor, a local strategic plan that meets the requirements in Section 108 of the Workforce Innovation and Opportunity Act.
- The Local Board, with the agreement of the CEOs, shall select one-stop operator(s) through a competitive process and may terminate for cause the eligibility of one-stop operators.
- The Local Board shall enter into a memorandum of understanding concerning the operation of the one-stop delivery system in the local area with each required partner.
- The Local Board shall select eligible providers of youth activities by awarding grants or contracts on a competitive basis.
- The Local Board shall identify eligible providers of training services for adults and dislocated workers.
- The Local Board, in partnership with the CEOs, shall conduct oversight of local programs of youth, adult, and dislocated worker activities authorized under Title I of the WIOA.
- The Local Board, in partnership with the CEOs, shall negotiate and reach agreement with the Virginia Board of Workforce Development on behalf of the Governor on local

performance accountability measures.

- The Local Board shall help the Governor develop a statewide employment statistics system.
- The Local Board shall coordinate the workforce activities authorized under WIOA with local economic development strategies, and develop employer linkages with those activities.
- The Local Board shall promote the participation of local private sector employers through the statewide workforce development system.
- The Local Board may employ staff and/or utilize other options for carrying out these responsibilities.
- The Local Board is responsible for any other activity as required by the Workforce Innovation and Opportunity Act, Section 107(d) or by the Governor or by the Code of Virginia § 2.2-2472.

Restrictions

- The Local Board may not provide training services unless granted a waiver by the Governor as provided under policy 401-04.
- The Local Board may not mandate curricula for schools.
- The Local Board may not be designated or certified as a one-stop operator unless granted a waiver by the Governor as provided under policy 300-04.

Local Board Meetings

A quorum for a meeting of a local workforce development board shall consist of a majority of both the private sector and public sector members.

Sunshine Provisions:

- The Local Board shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.
- The Local Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the Local Board, including information regarding the local plan prior to submission of the plan, membership, the designation and certification of one-stop operator(s) consistent with the State Plan, and the award of grants or contracts to eligible providers of youth activities, and minutes of formal meetings of the Local Board.
- In order to comply with the Sunshine Provisions, each Local Board and any subcommittee authorized to take official action on behalf of the Local Board shall do the following:
 - a. Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of Local Board business. "Deliberations" are discussions of Local Board business necessary in order to reach decisions.
 - b. Ensure that all meetings are held in locations accessible to individuals with disabilities and that all information is available in accessible and alternate formats.
 - c. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or

- rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
- d. Ensure that votes of Local Board members be publicly cast and, in the case of roll call votes, recorded.
 - e. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.
 - f. Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such sessions may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, Local Board members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
 - g. Official action on any matter discussed at an executive session must be taken at an open meeting.

VI. Local Board Certification

Consistent with the requirements of WIOA and state law, the Governor shall certify Local Boards once every two years. Certification shall occur in odd number years. A complete certification request, to include all required forms as required under this policy, shall be submitted no later than May 1 to the Executive Director of the VBWD. The LWDB may not conduct business in the new program year that begins July 1 until certified.

Local Level Responsibilities

CEOs must submit the following certification documentation every other year:

- Local Board Membership Nomination Forms for each Local Board member.

Information to be included on the forms include the names of the individuals initially appointed as members of the local Board, their title, company or agency name, address, E-mail address, telephone, and fax numbers, nominating entity, appointment/term expiration date, and sector representation. For private sector representatives, the industry sector, whether the business is small or large, and whether the business is minority or female owned must be identified. The Nomination Forms (Attachment A), which are provided by the staff of the WIOA Title 1 Administrator, must be submitted to LWDB@VCCS.edu.

- A Local Board Membership Certification Form that lists the names of the individuals appointed as members of the Local Board, their title, company or entity name, appointment/term expiration dates, and sector representation. The Certification Form, which is provided by the WIOA Title 1 Administrator, must be submitted to LWDB@VCCS.edu and be signed by the CEO.
- The name and contact information for the chairperson, as well as any subsequent changes in the chairperson designation, must be submitted to LWDB@VCCS.edu within 10 days of the vote.

- A board roster to the Virginia Board of Workforce Development contact information.

The completed Nomination and Certification Forms must be kept on file at the local level.

Governor's Responsibility

- The Virginia Board of Workforce Development will recommend the certification of the Local Board to the Governor upon its determination that the composition of the Local Board and the appointment of the individuals to the Local Board are consistent with the criteria established in Section 107 of the Workforce Innovation and Opportunity Act and this policy.
- The Governor will notify the CEO within 30 days after the submission of all the required certification request forms.
- The LWDA's outcomes in relation to established performance measures will be taken into consideration when determining certification.
- If a Local Board certification is denied, the CEOs will be required to reappoint and submit a membership listing following the procedures in this policy within 60 days.
- If after a reasonable effort, the CEOs in a Workforce Development Area are unable to appoint a board that can achieve certification, the Governor will appoint the members of the Local Board from individuals nominated in accordance with this policy.

Bay Consortium Workforce Development Board, Inc.
PY 2020-2021 Proposed Budget

Revenue	Approved PY20-21	Amendment 4-21	Total Proposed PY20-21
WIOA Admin	\$ 136,186.78		\$ 136,186.78
WIOA Adult	\$ 456,270.31		\$ 456,270.31
WIOA Dislocated	\$ 480,439.30		\$ 480,439.30
WIOA Youth	\$ 465,784.42		\$ 465,784.42
Economic Equity Initiative	\$ 113,376.94		\$ 113,376.94
Management Fee (One-Stop)	\$ 6,214.91		\$ 6,214.91
Rapid Response IWT	\$ -		\$ -
RR Business Support Initiative	\$ 30,804.54		\$ 30,804.54
Wagner Peyser Title III	\$ 263,678.44		\$ 263,678.44
VCW Reopening	\$ 52,926.29		\$ 52,926.29
Plan Development	\$ 10,000.00		\$ 10,000.00
GOVA - Workforce Study	\$ 62,500.00		\$ 62,500.00
Wagner Peyser Title III - Walkin	\$ 25,000.00		\$ 25,000.00
Wagner Peyser Title III - #2	\$ 124,774.67		\$ 124,774.67
NDWG	\$ 215,000.00		\$ 215,000.00
Wagner Peyser Title III - #3	\$ -	\$ 124,774.67	\$ 124,774.67
Spotsylvania Small Business Grant	\$ -	\$ 3,100.00	\$ 3,100.00
Total Revenue	\$ 2,442,956.60	\$ -	\$ 2,570,831.27
Expenses			
Board	Approved PY20-21	Amendment 4-21	Total Proposed PY20-21
Advertising	\$ 500.00		\$ 500.00
Audit	\$ 16,700.00		\$ 16,700.00
Dues/Publications	\$ 500.00		\$ 500.00
Employee Salaries	\$ 193,744.66		\$ 193,744.66
Employee Benefits	\$ 58,123.40		\$ 58,123.40
Employee Taxes	\$ 17,921.38		\$ 17,921.38
Equip. Purchase	\$ 1,500.00		\$ 1,500.00
Equip. Rental	\$ 4,000.00		\$ 4,000.00
Equip. Repair	\$ 750.00		\$ 750.00
Insurance	\$ 7,000.00		\$ 7,000.00
Office Rent	\$ 10,000.00		\$ 10,000.00
Office Supplies	\$ 2,000.00		\$ 2,000.00
Postage	\$ 500.00		\$ 500.00
Printing	\$ 500.00		\$ 500.00
Telephone/Communications	\$ 6,700.00		\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00		\$ 2,000.00
Professional Development	\$ 5,000.00		\$ 5,000.00
Staff Travel	\$ 15,500.00		\$ 15,500.00
Board/CLEO Travel	\$ 3,500.00	\$ -	\$ 3,500.00
Board Total	\$ 346,439.44	\$ -	\$ 346,439.44

Programs	Approved PY20-21	Amendment 4-21	Total Proposed PY20-21
SUB AREA 16 Adult/Dislocated	\$ 220,952.69		\$ 220,952.69
SUB AREA 17 and 18 Adult/Dislocated*	\$ 300,240.94		\$ 300,240.94
SUB AREA 22 Adult/Dislocated	\$ 207,936.83		\$ 207,936.83
SUB AREA 16 YOUTH	\$ 95,773.10		\$ 95,773.10
SUB AREA 17 and 18 YOUTH*	\$ 145,708.29		\$ 145,708.29
SUB AREA 22 YOUTH	\$ 116,389.36		\$ 116,389.36
INCUMBENT WORKER TRAINING	\$ 10,000.00		\$ 10,000.00
One-Stop Operator	\$ 50,000.00		\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 103,996.88		\$ 103,996.88
RAPID RESPONSE IWT	\$ -		\$ -
RR Business Support Initiative	\$ 30,804.54		\$ 30,804.54
Wagner Peyser Title III	\$ 263,678.44		\$ 263,678.44
VCW Reopening	\$ 52,926.29		\$ 52,926.29
Plan Development	\$ 10,000.00		\$ 10,000.00
GOVA - Workforce Study	\$ 62,500.00		\$ 62,500.00
Wagner Peyser Title III - Walkin	\$ 25,000.00		\$ 25,000.00
VCW One-Stop Support	\$ 10,000.00		\$ 10,000.00
Wagner Peyser Title III - #2	\$ 124,774.67		\$ 124,774.67
NDWG	\$ 215,000.00		\$ 215,000.00
Wagner Peyser Title III - #3		\$ 124,774.67	\$ 124,774.67
Spotsylvania Small Business Grant		\$ 3,100.00	\$ 3,100.00
Programs Total	\$ 2,045,682.03	\$ -	\$ 2,173,556.70
Expense Total	\$ 2,392,121.47		\$ 2,519,996.14
Unobligated Reserve	\$ 50,835.13	\$ -	\$ 50,835.13
Total	\$ 2,442,956.60		\$ 2,570,831.27

Date Board Approval	
Date CLEO Approval	

**Bay Consortium Workforce Development Board
Impact Analysis**

Program Year Affected **PY 20-21**
Transfer Amount Requested **\$ 100,000.00**

Funds Expended

Program Year	Adult	Dislocated
2017-2018	\$ 655,190.83	\$ 532,897.44
2018-2019	\$ 686,404.13	\$ 381,780.75
2018-2019	\$ 485,111.98	\$ 286,539.62
Total	\$ 1,826,706.94	\$ 1,201,217.81

Participants Served

Program Year	Adult	Dislocated
2017-2018	217	103
2018-2019	275	79
2019-2020	229	54
Total	721	236

Narrative

The Adult Participants will benefit from this transfer because it will allow services to be continued. The Dislocated Participants will be unaffected because there are ample funds to cover the program expenditures. We are serving more Adults than Dislocated Workers.

Bay Consortium Workforce Development Board, Inc.
PY 2021-2022 Proposed Budget

Revenue	Approved PY20-21		Total Proposed PY21-22	
WIOA Admin	\$	136,186.78	\$	122,568.00
WIOA Adult	\$	456,270.31	\$	378,853.41
WIOA Dislocated	\$	480,439.30	\$	432,831.08
WIOA Youth	\$	465,784.42	\$	402,106.17
Economic Equity Initiative	\$	113,376.94	\$	-
Management Fee (One-Stop)	\$	6,214.91	\$	3,615.95
Rapid Response IWT	\$	-	\$	-
RR Business Support Initiative	\$	30,804.54	\$	-
Wagner Peyser Title III	\$	263,678.44	\$	-
VCW Reopening	\$	52,926.29	\$	-
Plan Development	\$	10,000.00	\$	-
GOVA - Workforce Study	\$	62,500.00	\$	-
Wagner Peyser Title III - Walkin	\$	25,000.00	\$	-
Wagner Peyser Title III - #2	\$	124,774.67	\$	-
NDWG	\$	215,000.00	\$	201,216.19
Wagner Peyser Title III - #3	\$	124,774.67	\$	-
Spotsylvania Small Business Grant	\$	3,100.00	\$	-
Total Revenue	\$	2,570,831.27	\$	-
			\$	1,541,190.80
Expenses				
Board		Approved PY20-21	YTD + Expected	Total Proposed PY21-22
Advertising	\$	500.00	\$	500.00
Audit	\$	16,700.00	\$	16,700.00
Dues/Publications	\$	500.00	\$	30.00
Employee Salaries	\$	193,744.66	\$	193,744.66
Employee Benefits	\$	58,123.40	\$	58,123.40
Employee Taxes	\$	17,921.38	\$	17,921.38
Equip. Purchase	\$	1,500.00	\$	-
Equip. Rental	\$	4,000.00	\$	1,718.15
Equip. Repair	\$	750.00	\$	-
Insurance	\$	7,000.00	\$	3,984.50
Office Rent	\$	10,000.00	\$	10,000.00
Office Supplies	\$	2,000.00	\$	1,500.00
Postage	\$	500.00	\$	500.00
Printing	\$	500.00	\$	-
Telephone/Communications	\$	6,700.00	\$	6,700.00
Professional Fees/PT Staff	\$	2,000.00	\$	2,197.64
Professional Development	\$	5,000.00	\$	4,774.95
Staff Travel	\$	15,500.00	\$	13,112.73
Board/CLEO Travel	\$	3,500.00	\$	500.00
Board Total	\$	346,439.44	\$	331,507.41
			\$	356,439.44

Programs	Approved PY20-21	YTD + Expected	Total Proposed PY21-22
SUB AREA 16 Adult/Dislocated	\$ 220,952.69	\$ 205,065.38	\$ 196,610.93
SUB AREA 17 and 18 Adult/Dislocated*	\$ 300,240.94	\$ 278,800.43	\$ 229,960.71
SUB AREA 22 Adult/Dislocated	\$ 207,936.83	\$ 207,936.83	\$ 167,182.48
SUB AREA 16 YOUTH	\$ 95,773.10	\$ 85,603.66	\$ 67,132.12
SUB AREA 17 and 18 YOUTH*	\$ 145,708.29	\$ 95,714.49	\$ 128,125.31
SUB AREA 22 YOUTH	\$ 116,389.36	\$ 101,733.79	\$ 110,093.87
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ -	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 45,000.00
ECONOMIC EQUITY INITIATIVE	\$ 103,996.88	\$ 103,996.88	\$ -
RAPID RESPONSE IWT	\$ -	\$ -	\$ -
RR Business Support Initiative	\$ 30,804.54	\$ 18,054.89	\$ -
Wagner Peyser Title III	\$ 263,678.44	\$ 253,825.64	\$ -
VCW Reopening	\$ 52,926.29	\$ 52,926.29	\$ -
Plan Development	\$ 10,000.00	\$ 10,000.00	\$ -
GOVA - Workforce Study	\$ 62,500.00	\$ 24,846.48	\$ -
Wagner Peyser Title III - Walkin	\$ 25,000.00	\$ 10,339.43	\$ -
VCW One-Stop Support	\$ 10,000.00	\$ 581.89	\$ -
Wagner Peyser Title III - #2	\$ 124,774.67	\$ 69,657.50	\$ -
NDWG	\$ 215,000.00	\$ 13,783.81	\$ 201,216.19
Wagner Peyser Title III - #3	\$ 124,774.67	\$ -	\$ -
Spotsylvania Small Business Grant	\$ 3,100.00	\$ 3,100.00	\$ -
Programs Total	\$ 2,173,556.70	\$ 1,585,967.39	\$ 1,155,321.59
Expense Total	\$ 2,519,996.14		\$ 1,511,761.03
Unobligated Reserve	\$ 50,835.13	\$ -	\$ 29,429.77
Total	\$ 2,570,831.27		\$ 1,541,190.80

Date Board Approval	
Date CLEO Approval	

40 % Minimum Training (Adult/Dislocated)	\$ 324,673.80
Provider Adult/Dislocated Contract Total	\$ 593,754.11
Provider Adult/Dislocated Admin	\$ 14,843.85
Provider Adult/Dislocated Program	\$ 578,910.26
Provider 45% Minimum Training	\$ 260,509.61
Balance of Adult/Dislocated Program	\$ 318,400.64