

DRAFT AGENDA

**Bay Consortium Workforce Development Board, Inc.
Labor Market Committee Meeting
July 5, 2023
10:00 AM**

The Labor Market Committee is scheduled to meet on Wednesday, July 5, 2023 at 10:00 a.m. via Zoom.

<https://us02web.zoom.us/j/82374617622?pwd=amhQY3g3TUQ1TFkvMElyOUVudWNxUT09>

- I. Call to Order:**
- II. Roll Call:**
- III. Public Input:**
- IV. Approval of April 5, 2023 Minutes:**
- V. New Business**
 - A. Strategic Plan Evaluation:**
 - B. Royal Spa Academy ETP Approval:**
- VI. Old Business:**
- VII. Other topics for discussion:**
- VIII. Adjournment:**

Bay Consortium Workforce Development Board, Inc.
Labor Market Committee Meeting Draft Minutes
April 5, 2023
11:00 AM

The Labor Market Committee met Wednesday, April 5, 2023 via Zoom.

- I. Call to Order:** Nick Minor called the meeting to order at 11:03 a.m.
- II. Roll Call:** Present was Felicia Ainsa, Nick Minor, Ian Ginger, and Meg Bohmke. Also present was Jackie Davis and Steven Golas.
- III. Public Input:** There was no public input.
- IV. Approval of January 18, 2023 Minutes:** There was a motion made to approve the minutes from January 18, 2023 minutes by Meg Bohmke and seconded by Felicia Ainsa. The motion was passed.
- V. New Business:**
 - A. Chair/Vice Chair:** Elections were held for the Chair and Vice Chair of the Labor Market Committee for Program Year 2023-2024. The floor was open for nominations for Chair. Nick Minor was nominated to serve as Chair. The floor was closed. There was a motion for Nick Minor to serve as Chair of the Labor Market Committee by Meg Bohmke. Ian Ginger seconded the motion. The motion was passed unanimously. The floor was open for nominations for Vice Chair. Ian Ginger was nominated for Vice Chair. The floor was closed. There was a motion for Ian Ginger to serve as Vice Chair of the Labor Market Committee by Meg Bohmke. Felicia Ainsa seconded the motion. The motion was passed unanimously.
- VI. Old Business:** There was no old business to discuss.
- VII. Other topics for discussion:** Jackie Davis announced that our next meeting is will be held on the Eastern Shore on May 3, 2023. Shawn Hildebrand will host a tour of ANEC on May 2, 2023. There will be a networking dinner on May 2, 2023 and the Board meeting will be held at ESCC at 10:00 am May 3, 2023.
- VIII. Adjournment:** With there being no further business to discuss, Nick Minor adjourned the meeting.

Respectfully Submitted,
Jackie Davis



BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD

Strategic Plan



- *Setting out strategies to bring about the Board's vision, mission, and objectives*

July 2023 through June 2026



BAY CONSORTIUM REGION

A proud partner of the **AmericanJobCenter**® network

Vision and Mission

VISION: Ensure the LWDA 13 has a viable and qualified workforce that is capable of supporting existing businesses and attracting new businesses by providing a sustainable and expanding employment base.

MISSION: To achieve the purpose of WIOA and Virginia's strategic and operational vision and goals by providing comprehensive, customer-driven workforce services that connect employers, education providers, job seekers, workers, and youth.

Goals

Funding

Objective: Maximize funding opportunities to support strategic priorities

Action Items:

1. Diversify streams of revenue to support the goals of the organization
 - a. Number of grants applied for
 - b. Number of grants approved
 - c. Number and amount of sponsorships
 - d. Other non WIOA funding
2. Secure professional grant writer on an as needed basis
 - a. Has a professional grant writer been selected on an as needed basis
3. Monitor funds for correlation with goals
 - a. Report to the Board on how funding is being used to support the Board's Vision and Mission
 - i. Do the activities being performed by Board staff and various partners support the goals.

Program Development and Implementation

Objective: Lead workforce system of partners to provide comprehensive programs and services to support the business community and residents of our region

Action Items:

1. Provide responsive and innovative employer services utilizing the Business Services Teams and other resources
 - a. Number of businesses touched
 - i. A detailed list of services provided will be kept
 - b. Number of repeat business provided services
 - i. A detailed list of services provided will be kept
 - c. Number of IWT Provided
 - d. Number of OJTs Provided
 - e. Number of Apprenticeships
2. Provide responsive and innovative training and support services for jobseekers through our Virginia Career Works Centers

- a. Number of clients who walk through the door
 - b. Customer Satisfaction
 - c. Continuous improvement for customer flow
 - d. Outreach provided in the region
3. Ensure compliance for all programs through tracking and documentation
 - a. Monitoring reviews
 - b. Contract tracking
 4. Provide streamlined and consistent business and job seeker services across the BCWDB
 - a. Business Services Policy and plan produced and implemented
 - b. Business Services Policy being enforced with partners.

Business and Community Outreach

Objective: Enhance outreach, connectivity, visibility, and viability of the BCWDB to become a key resource to the business and community.

Action Items:

1. Create and implement a comprehensive outreach plan to support the goals of the organization that include connection with regional employers, education, and the community stakeholders
 - a. Creation of outreach plan
 - i. What should it include?
 - b. Implementation of outreach plan
 - c. Number of employers engaged
 - i. A detailed list of employers will be provided
 - d. Number of educational providers engaged
 - i. A detailed list of educational providers will be provided
 - e. Number of stakeholders engaged
 - i. A detailed list of stakeholders will be provided
 - f. Local Economic Development Engagement
 - i. Each area should have a visit quarterly.
 - g. Work with local chambers of commerce
 - i. What work is being done to promote the work of the BCWDB?
2. Improve communication with local government, by enhancing outreach with local social services and human resources departments
 - a. Provide better communication with local government
 - i. Produce a quarterly report that will be sent to all local government to include CLEO Consortium
 - b. Meet at least quarterly with the regional local social services
 - c. Include local social services on Business Services Team Meetings, Regional Partner meetings, and any events that are planned within the region.
3. Coordinate and collaborate with community partners to better align resources

- a. Work through partner meetings, business services team, WIOA Providers, One-Stop Manager to better align services to ensure no duplication to optimize all partners' resources.

The BCWDB Strategic Plan is the road map to help fulfill the requirements of the Local Plan. To view the Local Plan please [click here](#).

Training Provider Application

23. Please provide three customer references including contact information:

1.
Teresa Henderson
(804)988-2892
Resahen65@yahoo.com

2.
Tammy Coleman
(540)252-3405
Tammy@royalspallc.com

3.
Jewel Henderson
(540)424-5465
Jewels2rubies@yahoo.com

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents **MUST** be included:

- _____ 1. Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)
- _____ 2. Copy of License to Conduct Business in Virginia
- _____ 3. Copy of Training Provider Non-discrimination Policy
- _____ 4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.
- _____ 5. Suspension/Debarment Certification (included in packet)
- _____ 6. Anti-Discrimination Certification (included in packet)
- _____ 7. For each training program, fill out training program application (included in packet) and provide documentation which includes:
 - 1) Training Program description, 2) Outline of the Program, 3) Skills to be obtained.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

Royal Spa Academy

Organization

Tequita Queen

4/29/2023

Authorized Signature

Date

Tequita Queen - Owner

Printed Name and Title

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

- 1) Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- 6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability.
- 7) Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

- 1) Will collect and maintain data necessary to show compliance with the non-discrimination provisions of the WIOA Sec. 188, as provided in the regulations.
- 2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
- 3) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 4) Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

Royal Spa Academy

Organization

Tequita Queen

Authorized Signature

4/29/2023

Certification and Representation

I, Tequita Queen (Name) as Owner (Title) of Royal Spa Academy (Applicant Agency), hereby

certify and represent the following:

1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and
2. That Royal Spa Academy (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.
3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this 29th day of April, 2023

Signature Tequita Queen

Telephone Number 1-888-400-8363

Email Address Education@royalspaacademy.org

FOR LWDB OFFICE USE ONLY			
Date Received by WDB	Date Approved by WDB	Date WDB Submitted to State	Authorized WDB Signature



VIRGINIA CAREER WORKS

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization Royal Spa Academy			
2. Contact Person – Name & Title Tequita Queen - Owner/Instructor			
3. Training Program or stand-alone course name Massage Therapy			
4. Program or course description Attached.			
5. Year Program Established 2022	6. Total Credit or Curriculum Hours 500 Clock Hours	7. Number of training weeks or hours 20 weeks 500 Hours	8. Minimum Class Size 4
9. Is curriculum certified by an accrediting agency or similar national standardization program: <input checked="" type="checkbox"/> Yes (if yes specify) SCHEV <input type="checkbox"/> No			
10. Description of training and skills to be obtained – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i>			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. Massage Therapy- Personal Care Services- \$54,750.00			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
14. Was this training developed in partnership with a business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Business(s): Royal Spa LLC			

15. List Businesses that support this training program: Royal Spa LLC

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

Royal Spa Academy will ensure access to training services throughout the state with web-based resources like Zoom and GoToMeeting to communicate with students.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

Royal Spa Academy will serve individuals with barriers and disabilities by discussing with the person confidentially the best ways to communicate. They may include written, verbal, or visual strategies, or a combination of several modes of communication.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 1,000.00
19. Tuition (check all items included in Tuition)	\$ 10,500.00
Books	\$ 200.00
Required Supplies(Tools, uniforms, etc.	\$ 800.00
Testing/Exam Cost	\$ 130.00
Licensure/Certification Cost(s)	\$ 150.00
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 11,500.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: Students are required to be 18 years old with a high school diploma or equivalent GED and criminal history background check and fingerprints.

22. Is a High School Diploma or GED required: Yes No

Royal Spa Academy Course Description

The course requires 500-clock hours to complete our Massage Therapy program.

Our course meets the requirements for a Massage Therapy license and certification.

Upon completion of the program and tuition paid in full our students will receive a certificate and be eligible to test for the Massage and Bodywork Licensing Exam (MBLEX) and apply for a Massage Therapist license in the state of Virginia.

Introduction to Massage- 20 Clock Hours (MTINTRO20)

This course will teach students the history, effects, basic relaxing strokes, correct draping, and body mechanics of Massage Therapy.

Anatomy, Physiology, and Kinesiology – 125 Clock Hours (MTAPK125)

This course will cover the structure of the body, movement, and the function of the human body parts. We will learn all about the nerves, bones, landmarks, tendons, and muscles on the body.

Pathology – 40 Clock Hours (MTPATH40)

This course will cover the study of infections and diseases. Massage contraindications associated with these pathologies will also be explained.

Clinic/Lab – 200 Clock Hours (MTLAB200)

This course will consist of hands-on training with the public to practice different modalities of Massage such as Swedish, Deep tissue, Lymphatic Drainage, Reflexology, Prenatal, Chair, Medical and Sports Massage. This course will be supervised by a qualified Instructor.

Business – 4 Clock Hours (MTBUS4)

This course covers the basic business topics relating to Massage Therapy. Includes Ownership, marketing, advertising, startup cost and management.

Ethics – 6 Clock Hours (MTETH6)

This course covers behavioral choices that professionals will encounter such as how to properly handle conflicts and staying professional with clients, co-workers, and managers. This is the key point of analyzing and thinking about choices.

BLS CPR/AED – 5 Clock Hours (MTCPR5)

This course will teach students how to save a life in the event of an emergency. Topics include CPR and AED, basic cardiovascular life support and stroke training.

Deep Tissue- 20 Clock Hours (MTDT20)

This course will teach students how to target deep layers of muscle and surrounding tissues to treat injuries or chronic pain.

Sports Massage- 20 Clock Hours (MTSM20)

This course will prepare students to work with an athlete. We will teach the specific massage techniques and skills for pre-event, post-event, and rehabilitation.

Medical Massage- 20 Clock Hours (MTMM20)

This course will teach students how to assess clients' needs and treatment goals from a medical point of view. Students will gain the knowledge and be prepared to work in both the spa and clinical setting.

Lymphatic Massage- 30 Clock Hours (MTLM30)

This course will teach students on how to gauge a very light pressure for this modality of Massage. Students will learn about how the lymphatic system works and massage techniques to stimulate the lymphatic system. This course also includes topics on compression garments, post-surgical procedures, oncology, and hospice settings.

Other Modalities- 10 Clock Hours (MTOM10)

This course will introduce alternative Massage therapy modalities such as Chair Massage, Prenatal, Reflexology, Hot Stone, and Traditional Chinese Medicine.



COMMONWEALTH of VIRGINIA
STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake
 Director

(804) 225-2600
 www.schev.edu

April 27, 2023

Tequita N. Queen, Owner
 Royal Spa Academy
 969 Taskforce Drive
 Fredericksburg, Virginia 22407

I write to inform you that the State Council of Higher Education for Virginia (SCHEV) has certified Royal Spa Academy to operate as a postsecondary non-college degree school in the Commonwealth of Virginia effective **April 27, 2023**. Royal Spa Academy is authorized to offer only the following program:

<u>Credential</u>	<u>Program Name</u>	<u>Clock Hours</u>	<u>CIP Code</u>	<u>Modality</u>
Certificate	Massage Therapy	500	51.3501	Face-to-Face

Please note that Royal Spa Academy is required to obtain approval from SCHEV prior to offering instruction in any program of study not listed above.

Enclosed, please find the *Certificate to Operate* (CTO). Pursuant to 8VAC40-31-170 of the *Virginia Administrative Code*, Royal Spa Academy will operate within the confines of the Code of Virginia. SCHEV takes its responsibility for the protection of students pursuing postsecondary education opportunities in the Commonwealth of Virginia seriously and may impose a penalty, pursuant to *Code of Virginia* § 23.1-228, for violations against Virginia law. As such, all certified postsecondary schools are subject to periodic audits to verify compliance with 8VAC40-31 et seq. of the *Virginia Administrative Code*. Royal Spa Academy should expect an audit by SCHEV staff within the next 18 months.

If you have any questions regarding certification, re-certification, or compliance of your school in regard to the Code of Virginia, or the Virginia Administrative Code, please contact our office at (804) 225-3093 and your call will be directed to the appropriate staff member.

Sincerely,

Sandra Freeman
 Director, Private Postsecondary Education

Commonwealth of Virginia



VOCATIONAL NON-COLLEGE DEGREE SCHOOL CERTIFICATION TO OPERATE

In accordance with the provisions of Title 23.1, Article 3 of the Code of Virginia, and applicable regulations 8 VACV 40-31 et seq., this certification to operate grants the vocational non-college degree school listed below permission to enroll students; and offer instruction leading to a nondegree certificate program or a nondegree diploma program in the Commonwealth of Virginia.

Name and Location of School:

Royal Spa Academy
969 Taskforce Drive
Fredericksburg, VA 22407

Ownership:

Royal Spa Academy, LLC
969 Taskforce Drive
Fredericksburg, VA 22407

Issue Date:

April 27, 2023

Valid-Through Dates:

April 27, 2023- October 31, 2024

Certification to operate is valid for one year unless revoked or suspended for cause.
In Witness Whereof, the State Council of Higher Education for Virginia has caused this
certificate to be issued.

Certification to operate is not transferable or assignable.

A handwritten signature in cursive script that reads "Peter Blake".

Peter Blake, Director
State Council of Higher Education for Virginia

Royal Spa Academy
969 Taskforce Drive
Fredericksburg VA, 22407
www.royalspaacademy.org
1.888.400.8363

Refund Policy

A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program will receive a refund of 75% of the cost of the program.

A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program will receive a refund of 50% of the cost of the program.

A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program will receive a refund of 25% of the cost of the program.

A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

STUDENT'S RIGHT TO CANCEL

Each student applicant has three business days to cancel enrollment. These three days do not include weekends and holidays. If the student cancels within three business days, he/she will receive a refund of all monies paid less a non-refundable fee of \$100.00. Student applicants must cancel within three business days of the actual enrollment date.

If the student has not canceled within the three-business day cancellation period, he/she may cancel their enrollment agreement by written notice at any time prior to the first-class day of the application. If any cancellation request under these circumstances, all tuition paid by the student will receive a refund less a maximum tuition fee of 15% or \$100, whichever is less. Student applicants are students on the first day of class.

Grievance Policy

All students enrolled at RSA have the right to seek closure or solution of any dispute or disagreement through our grievance procedure. We will secure all student accounts with extreme privacy and urgency. The student who started a grievance will not be treated unfairly and students will not be subjected to adverse actions by any school officials because of starting a complaint. Should the student feel that their situation was improperly addressed or the school did not resolve the complaint to the students' satisfaction, they may file a separate complaint through SCHEV. We have supplied contact information below.

Address: State Council of Higher Education for Virginia
101 N. 14th St., 10th F
James Monroe Building
Richmond, VA 23219-3659

Website: www.schev.edu

Phone: (804) 225-2600

Fax: (804) 225-2604

Royal Spa Academy Non-Discrimination Policy

It is the policy and commitment of Royal Spa Academy that it does not discriminate based on race, age, color, sex, national origin, physical or mental disability, or religion.

Royal Spa Academy is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise may be prohibited by federal and state law. Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Royal Spa Academy has been discriminated against is strongly encouraged to report this concern promptly to the Executive Director.

Discriminatory Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul, or threatening language or behavior. Royal Spa Academy is committed to maintaining an environment that is free of any such harassment and will not tolerate discrimination against staff members, students, volunteers, or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken.