



**Bay Consortium Workforce Development Board, Inc.**

**Wednesday, June 3, 2020**

**11:00 am**

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**Draft Agenda**  
Bay Consortium Workforce Development Board, Inc.  
Wednesday, June 3, 2020

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—February 5, 2020 Meeting
- IV. Public Comment
- V. Presentation of SSG Youth
- VI. Old Business
- VII. New Business
  - A. New Membership - CLEO
  - B. PY 19-20 Budget – CLEO/WDB
  - C. PY 20-21 – CLEO/WDB
  - D. Performance Report
  - E. Election of Officers – CLEO/WDB
- VIII. Executive Director’s Update
- IX. Public Comment
- X. Adjournment

**Draft Board Minutes  
Wednesday February 5, 2020  
West Point Library  
721 Main Street  
West Point, VA 23181  
10:15 A.M.**

The Bay Consortium Workforce Development Board, Inc. met Wednesday, February 5, 2020 in West Point, VA.

**Call to Order:** Dennis Parsons, Chairman, called the meeting to order at 10:15 A.M.

**Welcome and Speakers:** During this time Dennis Parsons welcome everyone to the meeting and there was no scheduled speaker at the meeting

**Roll Call:** Dennis Parsons requested the roll call with the following members recorded as present:

Jean Fraysse, Agreements-By-You  
Josh Gemerek, Bay Aging  
Ken Knull, Yankee Point Marina  
Vanessa Livingstone, Department of Social Services  
David Mann, Mann Printing  
Rebecca Mann, Rappahannock Goodwill Industries  
Martha O'Keefe, Germanna Community College  
Jason Perry, Rappahannock Community College  
Kelvin Pettit, Accomack-Northampton Electric Co-Op  
Danielle Robinson, Middle Peninsula Adult Education  
Cherlanda Sidney-Ross, Department of Social Services  
Deborah Warf, Virginia Employment Commission

The following members were represented by an alternate or proxy:

Kimberly Kent, Rappahannock Community College, alternate to Marjorie Lampkin  
Steve Goodall, WestRock, proxy to David Mann

The following members were neither represented by an official alternate or proxy:

Louis Belcher, Middlesex County  
Meg Bohmke, Stafford County Board of Supervisors  
Melvin Carter, United Auto Workers Local 2123  
Nikole Cox, Department of Social Services  
Russ Culver, Marus Enterprises  
Tracy Harrington, Department for Aging and Rehabilitative Services  
Bridgett Landess, Union First Market Bank

Bill Leyden, Elevator Constructors Local 52  
Percy Pollard, Pollard Consulting Services

A quorum was present.

Others present were: Marjorie Clift-Bowman, John Priest (CLEO representative), Jackie Davis, and Steven Golas.

**Approval of Minutes:** A motion was made to approve the November 6, 2019 minutes. The motion was seconded and carried by a unanimous vote.

**Public Comment:** There was no public comment.

**Executive Committee:** Ken Knull deferred to each committee/council chair to report on activities.

**One Stop Committee:** Deborah Warf gave the committee update. She presented members with the WIOA Personally Identifiable Information (PII) Policy, and the WIOA Priority of Service Policy update for approval. A motion was made to approve the WIOA Personally Identifiable Information (PII) Policy, and the WIOA Priority of Service Policy update, which was seconded and approved. Jackie Davis gave an update on the projected release date of the statewide Common Intake Form, which may be available July 1, 2020.

**Labor Market Committee:** Martha O'Keefe gave the committee update. They reviewed their portion of the Strategic Priorities, and also discussed potential implementation of a meet and greet for new members, as well as, an orientation.

**Performance and Accountability:** David Mann gave the committee update. He noted that they did not have a quorum. He discussed the Quarterly Reports, noting that everyone was meeting either their 40% Minimum Training Expenditure Requirement or 20% Work Experience Expenditure Requirement. He noted seven (7) performance measure categories exceeded expectations and there were only two (2) deficiencies in the quarterly reports and they were in Adult-4<sup>th</sup> Quarter after Exit, and Youth-Credential Attainment within 4 Quarters after Exit, both of which were in the mid- 90<sup>th</sup> percentile.

**Board Development:** Josh Gemerek gave the committee update. He noted that Jackie Davis and he had an in-depth discussion on the Board Manual, and that the committee would review it again in May, as well as recommending each committee review it as well, before bringing it to the full Board for approval. Jackie Davis led a discussion on a new approach to attendance letters.

**Youth Council:** Jackie Davis gave the council update. She presented members with the WIOA Youth Incentive Policy and the WIOA Work Experience Procedure Policy. A motion was made to amend the WIOA Work Experience Procedure Policy, before it was sent to the full board for approval, which was seconded and approved. A motion was made to approve the WIOA Youth

Incentive Policy and the amended WIOA Work Experience Procedure Policy, which was seconded and approved.

**Old Business:** There was no old business.

**New Business:** Dennis Parsons presented members with the updated PY 19-20 Budget. Jackie Davis discussed the addition of the Economic Equity Initiative Grant and the Rapid Response funds to the updated PY 2019-2020 budget. A motion was made to approve the updated PY 2019-2020 budget as submitted, which was seconded and approved, with Kimberly Kent and Jason Perry abstaining. Jackie Davis also reviewed Funds Transfer Impact Analysis with members, stating that they were looking to transfer \$200,000 from Dislocated Worker funds to Adult funds, which was a bump up from previous years \$150,000. A motion was made to approve the Fund Transfer Request, which was seconded and approved, with Kimberly Kent and Jason Perry abstaining. Jackie Davis discussed the upcoming Adult Basic Education (ABE) Request for Proposal and solicited volunteers for the role of review panelists and explained the role the Bay Consortium WDB plays in completing a four (4) question rubric rating the submitted proposals. Danielle Robinson spoke on the importance of reviewers from the local area offering to review the ABE proposals at the state level should they wish to volunteer their time to do so. Jackie Davis discussed the Bay Consortium Local plan which will expire on June 30, 2020. She explained that George Taratsas of the Virginia Community College System (VCCS) office recommended requesting an extension until December 31, 2020. This will give VCCS the needed time to provide guidance to the local workforce areas to submit their new local plans by December 31, 2020. A motion was made to request an extension on the local plan submission until December 31, 2020, which was seconded and approved.

**Executive Director's Update:** Jackie Davis gave the update. She let members know that she had been meeting with regional partners, local Economic Development officials, local Chamber of Commerce's, and local Resource Councils. She has met with every Department of Social Services in the Bay Consortium WDB service area. The Bay Consortium Workforce Development Board (BCWDB) had a local business reach out for training needs of upskilling 50 employees. The cost of this training is \$52,600 (using Incumbent Worker Training this would be a reimbursement to the employer of \$26,300). We reached out to the State Rapid Response team (RR) to see if this could be funded under these funds because we did not have funding in our local budget. Working closely with the RR team the BCWDB was awarded \$26,300 in additional funds from the Governor's Office to support this Incumbent Worker Training. Staff has worked with the employer to identify the 50 employees and oversee the enrollment process. Training is set to begin next week. A monthly webinar for technical assistance has been implemented to provide technical assistance to WIOA providers in the local area. The webinar will be conducted digitally and recorded as well as uploaded to the BCWDB website.

**Other Items for Discussion:** Jason Perry invited members to an open house at the Westmoreland Training Center on February 13, 2020 from 1pm - 3pm. Jackie Davis spoke of an upcoming new director orientation meeting on February 26, 2020 with George Taratsas (VCCS) which will also include Dennis Parsons, R. Morgan Quicke (CLEO Chair).

**Public Comment:** There was no public comment.

There being no further business, Dennis Parsons called the meeting to end at 10:55 A.M.

Respectfully submitted,

Steven G. Golas

**Executive Committee Meeting**  
**Draft Minutes**  
**Wednesday, May 27, 2020**  
**11:00 A.M.**

The Executive Committee met Wednesday, May 27, 2020 via the Zoom app.

**Call to Order:** Dennis Parsons called the meeting to order at 11:00 a.m. He also read the following statement:

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

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

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

**Roll Call:** Present were Debbye Warf, Marjorie Lampkin, Josh Gemerek, Ken Knull, Melvin Carter, and Steve Goodall. Not present was Percy Pollard. Others present were Jackie Davis and Katlyn Moss, Bay WDB Staff.

**Approval of Minutes:** A motion was made to approve the Executive Committee meeting minutes from the January 29, 2020 meeting. The motion was seconded and carried by a unanimous vote.

**Public Input:** There was no public input.

**Old Business:** There was no old business.

**New Business:** Jackie Davis discussed the revision of the PY 19-20 budget with the inclusion of the Business Support Initiative funds. A motion was made to approved the amended PY19-20 budget, which was seconded and approved with Marjorie Lampkin abstaining. The proposed PY 20-21 budget was presented to members. Jackie Davis stated that the budget had been created from the efforts of the Joint Working Committee and with final numbers from the state. A motion was made to approve the proposed PY 20-21 budget, which was seconded and approved with Marjorie Lampkin abstaining. Jackie Davis discussed the Election of Officers. Dennis Parsons recommended the officers staying in their current positions for the time being unless



anyone did not want to stay on. A motion was made to approve the Slate of Officers as seen below, which was seconded and approved.

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

Chairman: Dennis Parsons  
Vice Chairman: Ken Knull  
Secretary/Treasurer: Percy Pollard  
Member At Large: Debbie Warf

**Executive Director Update:** Jackie Davis let members know that career workforce centers were closed across the state, but working towards reopening the comprehensive centers. She stated that the Fredericksburg Career Works Center was looking at reopening by mid-June by appointment only, but the biggest obstacle with reopening has been finding personal protective equipment and cleaning supplies. She did mention that the Virginia Employment Commission would be supplying a security officer. She had also submitted a budget to the state for purchasing personal protective equipment and cleaning supplies. She discussed the success so far with the Business Support Initiative. She let members know that currently the office is closed, but looking towards stages of reopening. She stated that the plans are to move forward with the July and August Committee and Board meetings as originally planned, but if they cannot, they will be held over the Zoom app.

**Public Input:** There was no public input.

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,  
Katlyn Moss






Skills for Jobs and Business Growth

Commonwealth of Virginia  
Workforce Innovation and Opportunity Act

**NOMINATION FORM A**

Local Workforce Development Board

<b>1-Name (First, MI, Last)</b> Gregory W Moon		<b>2-LWDA #</b> 13	<b>3-Date</b> 03-04-20
<b>4-Street Address</b> PO BOX 454, 159 Industrial Park		<b>13-Nominee Characteristics</b>	
<b>5-City</b> Montross	<b>6-County</b> Westmoreland	Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	
<b>7-State</b> Virginia	<b>8-ZIP</b> 22520	Race:	
<b>9-Home Phone (include area code)</b> 804-580-0701	<b>10-Work Phone (include area code)</b> 804-493-1551 ext 2150	White <input checked="" type="checkbox"/> Black <input type="checkbox"/>	
<b>11-FAX</b> 804-493-1661	<b>12-E-Mail</b> greg.moon@carry-ontrailer.com	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
<b>15-LWDA Name</b> Bay Consortium Workforce Development Board, Inc.		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
<b>16-Labor/ CBO/ Apprenticeship Representative</b>		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title _____ Organization _____		<b>14-Recommended for (see section number)</b>	
<b>17-Private Sector (Business) Representative</b>		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
Title _____		17- Private Sector (Business) <input checked="" type="checkbox"/>	
Business _____		18- Title II ABLA Provider <input type="checkbox"/>	
Type of Business _____		19- Economic Development <input type="checkbox"/>	
Title _____		20- VEC <input type="checkbox"/>	
Business _____		21- Community College <input type="checkbox"/>	
Type of Business _____		22- VDARS <input type="checkbox"/>	
Title _____		23- Career & Technical Education <input type="checkbox"/>	
Business _____		24- Optional/ Other <input type="checkbox"/>	
Type of Business _____		Minority-Owned Business Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Title _____		Female-Owned Business Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Business _____		Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input checked="" type="checkbox"/>	
Type of Business _____		Number of Employees _____ 230	
<b>18- Title II ABLA Representative</b>		<b>21-Community College Representative</b>	
Title _____		Title _____	
Institution _____		Institution _____	
<b>19-Economic Development Representative</b>		<b>22-VDARS Representative</b>	
Title _____		Title _____	
Affiliation _____		Title _____	
<b>20-VEC Representative</b>		<b>23-Career &amp; Technical Education Representative</b>	
Title _____		Title _____	
Title _____		Affiliation _____	
<b>25-Nominator</b>		<b>24-Optional/ Other Representative</b>	
I hereby recommend the above-named person for membership on the Local Workforce Development Board.		Title _____	
 March 11, 2020		Affiliation _____	
Signature _____ Date _____		<b>26-Action by Chief Local Elected Official</b>	
Printed/Typed Name & Title of Nominator		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Developmental Board by the Chief Elected Officials.	
County of Westmoreland, VA		Term of Appointment: From _____ To _____	
Nominator Organization (804) 493-0130 (804) 493-0134		Signature of Chief Local Elected Official _____	
Phone _____ FAX _____		Date _____	
E-Mail _____			

**BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD**  
**Proposed Draft PY19-20 Budget**

REVENUE	APPROVED	Nov Approved	PROPOSED	
	PY 18-19	PY 19-20	PY 19-20	
WIOA ADMINISTRATIVE	\$ 182,649.23	\$ 138,764.20	\$ 138,764.20	
WIOA ADULT PROGRAM	\$ 475,906.50	\$ 461,581.70	\$ 461,581.70	
WIOA DISLOCATED WORKER PROGRAM	\$ 805,463.00	\$ 526,497.03	\$ 526,497.03	
WIOA YOUTH PROGRAM	\$ 672,471.57	\$ 613,957.98	\$ 613,957.98	
ECONOMIC EQUITY INITIATIVE			\$ 200,000.00	
RAPID RESPONSE IWT			\$ 26,300.00	
BRANDING	\$ 25,000.00			
<b>RR Business Support Initiative</b>			<b>\$ 87,314.00</b>	
MANAGEMENT FEES (ONE STOP)	\$ 6,214.91	\$ 6,214.91	\$ 6,214.91	
<b>TOTAL REVENUE</b>	<b>\$ 2,167,705.21</b>	<b>\$ 1,747,015.82</b>	<b>\$ 2,060,629.82</b>	
EXPENSES (WDB/STAFF)	PY 18-19	YTD ACTUAL	NOV Approved	PY 19-20
	APPROVED	PY 18-19	PY 19-20	PROPOSED
ADVERTISING	\$ 500.00	\$ 631.00	\$ 500.00	\$ 500.00
AUDIT EXPENSE	\$ 15,500.00	\$ 13,000.00	\$ 15,500.00	\$ 15,500.00
DUES AND PUBLICATIONS	\$ 1,000.00	\$ 314.60	\$ 500.00	\$ 500.00
EMPLOYEE FRINGE BENEFITS	\$ 66,319.67	\$ 64,154.97	\$ 58,123.40	\$ 58,123.40
EMPLOYEE SALARIES	\$ 221,065.55	\$ 221,065.55	\$ 193,744.66	\$ 193,744.66
EQUIPMENT PURCHASE	\$ 2,500.00	\$ 4,794.18	\$ 1,500.00	\$ 1,500.00
EQUIPMENT RENTAL	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
EQUIPMENT REPAIR	\$ 750.00	\$ 831.68	\$ 750.00	\$ 750.00
INSURANCE	\$ 7,000.00	\$ 6,432.00	\$ 7,000.00	\$ 7,000.00
OFFICE RENT	\$ 10,000.00	\$ 9,999.96	\$ 10,000.00	\$ 10,000.00
OFFICE SUPPLIES	\$ 2,000.00	\$ 2,860.98	\$ 2,000.00	\$ 2,000.00
PAYROLL TAXES	\$ 20,448.56	\$ 19,815.43	\$ 17,921.38	\$ 17,921.38
POSTAGE AND DELIVERY	\$ 500.00	\$ 381.60	\$ 500.00	\$ 500.00
PRINTING AND REPRODUCTION	\$ 1,000.00	\$ 611.76	\$ 500.00	\$ 500.00
PROFESSIONAL FEES/SERVICES/PT STAFF	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
STAFF TRAINING	\$ 3,000.00	\$ 4,098.10	\$ 5,000.00	\$ 5,000.00
STAFF TRAVEL	\$ 12,750.00	\$ 12,973.31	\$ 12,750.00	\$ 12,750.00
TELEPHONE/COMMUNICATIONS/NETWORK	\$ 7,500.00	\$ 7,515.57	\$ 6,500.00	\$ 6,500.00
WDB/CLEO MEMBER TRAVEL/EXPENSES	\$ 15,500.00	\$ 12,289.31	\$ 13,500.00	\$ 13,500.00
<b>SUB TOTAL</b>	<b>\$ 392,833.78</b>	<b>\$ 385,270.00</b>	<b>\$ 351,789.44</b>	<b>\$ 351,789.44</b>
EXPENSES (PROGRAMS)	PY 18-19	ACTUAL	NOV Approved	PY 19-20
	APPROVED	PY 18-19	PY 19-20	PROPOSED
SUB AREA 16 Adult/Dislocated	\$ 443,948.84	\$ 386,773.86	\$ 350,309.34	\$ 350,309.34
SUB AREA 17 and 18 Adult/Dislocated*	\$ 357,256.02	\$ 338,152.32	\$ 261,754.16	\$ 261,754.16
SUB AREA 22 Adult/Dislocated	\$ 219,384.68	\$ 213,252.55	\$ 192,903.93	\$ 192,903.93
SUB AREA 16 YOUTH	\$ 252,222.75	\$ 170,709.56	\$ 210,519.14	\$ 210,519.14
SUB AREA 17 and 18 YOUTH*	\$ 215,162.87	\$ 139,065.62	\$ 172,693.75	\$ 172,693.75
SUB AREA 22 YOUTH	\$ 134,080.50	\$ 79,352.01	\$ 132,198.05	\$ 132,198.05
OJT PROJECTS	\$ 20,000.00	\$ -	\$ -	\$ -
INCUMBENT WORKER TRAINING	\$ 20,000.00	\$ 7,050.00	\$ 10,000.00	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ -	\$ -	\$ -	\$ 180,000.00
RAPID RESPONSE IWT				\$ 26,300.00
<b>RR Business Support Initiative</b>				<b>\$ 87,314.00</b>
BRANDING	\$ 25,000.00	\$ 24,397.74	\$ -	\$ -
<b>SUB TOTAL</b>	<b>\$ 1,737,055.66</b>	<b>\$ 1,408,753.66</b>	<b>\$ 1,380,378.37</b>	<b>\$ 1,673,992.36</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,129,889.44</b>	<b>\$ 1,794,023.66</b>	<b>\$ 1,732,167.81</b>	<b>\$ 2,025,781.80</b>
<b>UNOBLIGATED RESERVE</b>	<b>\$37,815.77</b>		<b>\$14,848.01</b>	<b>\$ 34,848.02</b>
<b>TOTAL EXPENSES AND RESERVE</b>	<b>\$ 2,167,705.21</b>		<b>\$ 1,747,015.82</b>	<b>\$ 2,060,629.82</b>

\*Same provider of services for 17 & 18.

**MEMORANDUM**

To: Bay Consortium Workforce Development Board  
From: Jackie Davis, Executive Director  
Date: May 19, 2020  
Subject: Proposed Budget for Fiscal Year 2020 - 2021

I have provided you the proposed operational budget for the Bay Consortium Workforce Development Board, Inc. for the July 1, 2020 to June 30, 2021 fiscal year. This document contains data that would support an annual operation that includes a board staff of four full time positions, funding to support Bay WDB quarterly Committee and Board meetings, funding to support Local Elected Officials meetings, funding to support one Comprehensive One-Stop Center located in Fredericksburg, VA, three non-comprehensive Workforce Centers (Warsaw, Saluda, and Onley), and funding to support youth programs in the Workforce Development Area. Total projected revenue for the year is \$1,923,081.40 (based on Department of Labor and VCCS WIOA Allocations). Total projected expenses are \$1,843,253.06. Total unobligated reserves are \$79,828.34. The following represents a percentage breakout:

WDB Support/WDB Staff	19%
Contracts/Programs	77%
Unobligated Reserve	4%

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

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



**Bay Consortium Workforce Development Board, Inc.**

**PY 2020-2021 Proposed Budget**

<b>Revenue</b>	<b>PY 19-20 Approved</b>	<b>Projected PY 20-21</b>	<b>Projected PY 19-20 Carryover</b>	<b>Total PY 20-21</b>
WIOA Admin	\$ 138,764.20	\$ 136,186.78	\$ -	\$ 136,186.78
WIOA Adult	\$ 461,581.70	\$ 386,533.80	\$ 62,790.56	\$ 449,324.36
WIOA Dislocated	\$ 526,497.03	\$ 453,392.52	\$ 12,500.00	\$ 465,892.52
WIOA Youth	\$ 613,957.98	\$ 385,754.70	\$ 75,029.72	\$ 460,784.42
Economic Equity Initiative	\$ 200,000.00	\$ -	\$ 110,999.97	\$ 110,999.97
Management Fee (One-Stop)	\$ 6,214.91	\$ 6,214.91	\$ -	\$ 6,214.91
Rapid Response IWT	\$ 26,300.00	\$ -	\$ -	\$ -
RR Busines Support Initative	\$ 87,314.00	\$ -	\$ 30,000.00	\$ 30,000.00
Wagner Peyser - Title III	\$ -	\$ 263,678.44	\$ -	\$ 263,678.44
<b>Total Revenue</b>	<b>\$ 2,060,629.82</b>	<b>\$ 1,631,761.15</b>	<b>\$ 291,320.25</b>	<b>\$ 1,923,081.40</b>
<b>Expenses</b>				
<b>Board</b>	<b>PY 19-20 Approved</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed PY20-21</b>
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00
Audit	\$ 15,500.00	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00
Dues/Publications	\$ 500.00	\$ 22.59	\$ 22.59	\$ 500.00
Employee Salaries	\$ 193,744.66	\$ 167,751.86	\$ 193,744.66	\$ 193,744.66
Employee Benefits	\$ 58,123.40	\$ 50,917.44	\$ 58,123.40	\$ 58,123.40
Employee Taxes	\$ 17,921.38	\$ 16,292.47	\$ 17,921.38	\$ 17,921.38
Equip. Purchase	\$ 1,500.00	\$ 1,361.73	\$ 1,361.73	\$ 1,500.00
Equip. Rental	\$ 3,500.00	\$ 4,359.61	\$ 4,500.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ -	\$ -	\$ 750.00
Insurance	\$ 7,000.00	\$ 5,241.00	\$ 5,241.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 9,166.67	\$ 9,999.96	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 1,824.36	\$ 1,824.36	\$ 2,000.00
Postage	\$ 500.00	\$ 235.39	\$ 335.39	\$ 500.00
Printing	\$ 500.00	\$ -	\$ -	\$ 500.00
Telephone/Communications	\$ 6,500.00	\$ 6,047.05	\$ 6,715.67	\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 4,771.64	\$ 4,771.64	\$ 5,000.00
Staff Travel	\$ 12,750.00	\$ 14,811.97	\$ 15,500.00	\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00	\$ 8,480.62	\$ 9,000.00	\$ 13,500.00
<b>Board Total</b>	<b>\$ 351,789.44</b>	<b>\$ 307,984.40</b>	<b>\$ 345,761.78</b>	<b>\$ 356,439.44</b>
<b>Programs</b>	<b>PY 19-20 Approved</b>	<b>Actual</b>	<b>Projected</b>	<b>Proposed PY20-21</b>
SUB AREA 16 Adult/Dislocated	\$ 350,309.34	\$ 276,869.88	\$ 330,298.69	\$ 235,430.14
SUB AREA 17 and 18 Adult/Dislocated*	\$ 261,754.16	\$ 198,048.68	\$ 259,358.73	\$ 243,750.97
SUB AREA 22 Adult/Dislocated	\$ 192,903.93	\$ 145,354.88	\$ 164,337.25	\$ 204,138.82
SUB AREA 16 YOUTH	\$ 210,519.14	\$ 152,993.56	\$ 177,097.68	\$ 97,252.43
SUB AREA 17 and 18 YOUTH*	\$ 172,693.75	\$ 121,540.95	\$ 154,963.08	\$ 140,978.50
SUB AREA 22 YOUTH	\$ 132,198.05	\$ 95,071.83	\$ 128,168.48	\$ 107,587.44
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ -	\$ 682.20	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 33,333.92	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 180,000.00	\$ 55,078.40	\$ 76,003.12	\$ 103,996.88
RAPID RESPONSE IWT	\$ 26,300.00	\$ 23,197.50	\$ 23,197.50	\$ -
RR Busines Support Initative	\$ 87,314.00	\$ -	\$ -	\$ 30,000.00
Wagner Peyser - Title III	\$ -	\$ -	\$ -	\$ 263,678.44
<b>Programs Total</b>	<b>\$ 1,673,992.36</b>	<b>\$ 1,101,489.60</b>	<b>\$ 1,364,106.73</b>	<b>\$ 1,486,813.62</b>
<b>Expense Total</b>	<b>\$ 2,025,781.80</b>	<b>\$ 1,409,474.00</b>	<b>\$ 1,709,868.51</b>	<b>\$ 1,843,253.06</b>
<b>Unobligated Reserve</b>	<b>\$ 34,848.02</b>			<b>\$ 79,828.34</b>
<b>Total</b>	<b>\$ 2,060,629.82</b>			<b>\$ 1,923,081.40</b>

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



Staff Travel

Reimbursement to staff for use of personal vehicles for work duties @ 57.5 cents per mile (IRS 2020 Standard Mileage Rates). Also includes meals, tolls, parking, etc.

Telephone/Communications Telephone service - includes local lines, fax line, 800 in-coming

line, internet access, conference calling, and cost for hosting Bay WDB Webpage. All lines and services are supported by MetroCast, Inc. and Microsoft Exchange.

Workforce Development Board Reimbursement to Workforce Development Board and CLEO

members for travel @57.5 cents per mile (IRS 2020 Standard Mileage Rates). and other allowable expenses—workshops, seminars, training, etc.

## Performance Reports

Rappahannock Goodwill Industries														
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20	
<b>Customer Summary Information</b>														
Planned Number of Participants for PY	100				100				100					
Total Participants Served	58				72				94					
Percent of Planned	58%				72%				94%				-	
New Clients Enrolled this Quarter	8				14				22					
WIOA Adult	38				49				60					
WIOA Dislocated Worker	20				23				34					
<b>Follow Up Information</b>														
Total Follow-Ups Required	88				80				75					
Total Follow-Ups Completed	88				80				75					
Total Follow-Up Not Completed	0				0				0				0	
<b>Employment 2nd Quarter after Exit</b>														
WIOA Adult Program - 72.5%	83.3%	5	# employed	87.5%	14	# employed	100.0%	10	# employed	66.7%	4	# employed		
		6	# exited		16	# exited		10	# exited		6	# exited		
WIOA Dislocated Worker Program - 85%	71.4%	5	# employed	90.9%	10	# employed	100.0%	13	# employed	-	5	# employed		
		7	# exited		11	# exited		13	# exited		5	# exited		
<b>Employment 4th Quarter after Exit</b>														
WIOA Adult Program - 79%	62.5%	10	# employed	100.0%	6	# employed	100.0%	6	# employed	-		# employed		
		16	# exited		6	# exited		6	# exited			# exited		
WIOA Dislocated Worker Program - 85%	85.7%	18	# employed	100.0%	5	# employed	57.1%	4	# employed	-		# employed		
		21	# exited		5	# exited		7	# exited			# exited		
<b>Median Earnings 2nd Quarter after Exit</b>														
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00				
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00				
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Adult Program - 65.5%	80.0%	12	# credentialed	100.0%	5	# credentialed	66.7%	4	# credentialed	-		# credentialed		
		15	# exited		5	# exited		6	# exited			# exited		
WIOA Dislocated Worker Program - 70%	71.4%	15	# credentialed	100.0%	4	# credentialed	71.4%	5	# credentialed	-		# credentialed		
		21	# exited		4	# exited		7	# exited			# exited		
<b>Measurable Skills Gain</b>														
WIOA Adult Program - Baseline%	32.4%	11	# gained	3.0%	1	# gained	27.6%	8	# gained	-		# gained		
		34	# exited		33	# exited		29	# exited			# exited		
WIOA Dislocated Worker Program - Baseline%	30.8%	4	# gained	0.0%	0	# gained	29.4%	5	# gained	-		# gained		
		13	# exited		12	# exited		17	# exited			# exited		
<b>40% Minimum Training Expenditure Requirement</b>														
57.01%	WIOA Adult Program	65.1%	\$ 20,336.61	Training Expenditures	60.3%	\$ 59,859.87	Training Expenditures	62.7%	\$ 100,366.75	Training Expenditures	-		Training Expenditures	
			\$ 31,219.63	Total Expenditures		\$ 99,201.58	Total Expenditures		\$ 160,077.25	Total Expenditures			Total Expenditures	
	WIOA Dislocated Worker Program	6.1%	\$ 1,098.15	Training Expenditures	31.6%	\$ 15,766.40	Training Expenditures	46.7%	\$ 41,310.34	Training Expenditures	-		Training Expenditures	
				\$ 17,873.62		Total Expenditures	\$ 49,943.93		Total Expenditures	\$ 88,439.40		Total Expenditures		Total Expenditures

## George Washington Planning District 16 Data

3rd Quarter PY 19

### Customer Summary Information

Spotsylvania County New Clients Enrolled this Quarter		9
	WIOA Adult	27
	WIOA Dislocated Worker	9
Stafford County New Clients Enrolled this Quarter		7
	WIOA Adult	17
	WIOA Dislocated Worker	13
Caroline County New Clients Enrolled this Quarter		1
	WIOA Adult	1
	WIOA Dislocated Worker	7
King George County New Clients Enrolled this Quarter		1
	WIOA Adult	9
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		4
	WIOA Adult	6
	WIOA Dislocated Worker	4

Rappahannock Community College														
		1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>														
Planned Number of Participants for PY		72			72			72						
Total Participants Served		82			100			117						
Percent of Planned		114%			139%			163%			-			
New Clients Enrolled this Quarter		7			16			17						
WIOA Adult		77			94			111						
WIOA Dislocated Worker		5			6			6						
<b>Follow Up Information</b>														
Total Follow-Ups Required		64			87			93						
Total Follow-Ups Completed		64			87			93						
Total Follow-Up Not Completed		0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>														
WIOA Adult Program - 72.5%		75.0%	3	# employed	72.7%	8	# employed	91.3%	21	# employed	-		# employed	
			4	# exited		11	# exited		23	# exited			# exited	
WIOA Dislocated Worker Program - 85%		100.0%	1	# employed	100.0%	1	# employed	-	1	# employed	-		# employed	
			1	# exited		1	# exited		1	# exited			# exited	
<b>Employment 4th Quarter after Exit</b>														
WIOA Adult Program - 79%		71.4%	10	# employed	66.7%	2	# employed	50.0%	1	# employed	-		# employed	
			14	# exited		3	# exited		2	# exited			# exited	
WIOA Dislocated Worker Program - 85%		100.0%	1	# employed	-	0	# employed	100.0%	1	# employed	-		# employed	
			1	# exited		0	# exited		1	# exited			# exited	
<b>Median Earnings 2nd Quarter after Exit</b>														
WIOA Adult Program		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00			
WIOA Dislocated Worker Program		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00			
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Adult Program - 65.5%		100.0%	7	# credentialed	100.0%	2	# credentialed	100.0%	2	# credentialed	-		# credentialed	
			7	# exited		2	# exited		2	# exited			# exited	
WIOA Dislocated Worker Program - 70%		100.0%	1	# credentialed	-	0	# credentialed	100.0%	1	# credentialed	-		# credentialed	
			1	# exited		0	# exited		1	# exited			# exited	
<b>Measurable Skills Gain</b>														
WIOA Adult Program - Baseline%		40.0%	16	# gained	27.5%	11	# gained	36.4%	16	# gained	-		# gained	
			40	# exited		40	# exited		44	# exited			# exited	
WIOA Dislocated Worker Program - Baseline%		66.7%	2	# gained	50.0%	1	# gained	-	0	# gained	-		# gained	
			3	# exited		2	# exited		0	# exited			# exited	
<b>40% Minimum Training Expenditure Requirement</b>														
67.87%	WIOA Adult Program		75.0%	\$38,212.60	Training Expenditures	59.9%	\$ 39,366.10	Training Expenditures	79.0%	\$118,431.16	Training Expenditures	-		Training Expenditures
				\$50,917.76	Total Expenditures		\$ 65,700.35	Total Expenditures		\$149,859.40	Total Expenditures			Total Expenditures
	WIOA Dislocated Worker Program		3.7%	\$ 568.70	Training Expenditures	2.5%	\$ 568.70	Training Expenditures	2.2%	\$ 568.70	Training Expenditures	-		Training Expenditures
				\$15,189.72	Total Expenditures		\$ 22,605.84	Total Expenditures		\$ 25,472.12	Total Expenditures			Total Expenditures

## Northern Neck Planning District 17 Data

		3rd Quarter PY 19
<b>Customer Summary Information</b>		
Lancaster County New Clients Enrolled this Quarter		2
	WIOA Adult	15
	WIOA Dislocated Worker	1
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Adult	16
	WIOA Dislocated Worker	1
Richmond County New Clients Enrolled this Quarter		4
	WIOA Adult	22
	WIOA Dislocated Worker	1
Westmoreland County New Clients Enrolled this Quarter		3
	WIOA Adult	21
	WIOA Dislocated Worker	1

## Middle Peninsula Planning District 18 Data

3rd Quarter PY 19

### Customer Summary Information

Essex County New Clients Enrolled this Quarter		3
	WIOA Adult	4
	WIOA Dislocated Worker	1
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	1
King William County New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	2
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	2
Middlesex County New Clients Enrolled this Quarter		3
	WIOA Adult	11
	WIOA Dislocated Worker	0

Eastern Shore Community College													
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>													
Planned Number of Participants for PY	51			51			51						
Total Participants Served	51			52			60						
Percent of Planned	100%			102%			118%			-			
New Clients Enrolled this Quarter	16			1			8						
WIOA Adult	44			45			52						
WIOA Dislocated Worker	7			7			8						
<b>Follow Up Information</b>													
Total Follow-Ups Required	35			54			60						
Total Follow-Ups Completed	35			54			60						
Total Follow-Up Not Completed	0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>													
WIOA Adult Program - 72.5%	88.9%	8	# employed	100.0%	9	# employed	71.4%	5	# employed	-		# employed	
		9	# exited		9	# exited		7	# exited			# exited	
WIOA Dislocated Worker Program - 85%	-	0	# employed	100.0%	3	# employed	100.0%	2	# employed	-		# employed	
		0	# exited		3	# exited		2	# exited			# exited	
<b>Employment 4th Quarter after Exit</b>													
WIOA Adult Program - 79%	50.0%	3	# employed	62.5%	5	# employed	100.0%	9	# employed	-		# employed	
		6	# exited		8	# exited		9	# exited			# exited	
WIOA Dislocated Worker Program - 85%	-	0	# employed	100.0%	3	# employed	-	0	# employed	-		# employed	
		0	# exited		3	# exited		0	# exited			# exited	
<b>Median Earnings 2nd Quarter after Exit</b>													
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00			
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00			
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Adult Program - 65.5%	83.3%	5	# credentialed	100.0%	8	# credentialed	77.8%	7	# credentialed	-		# credentialed	
		6	# exited		8	# exited		9	# exited			# exited	
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	100.0%	3	# credentialed	-	0	# credentialed	-		# credentialed	
		0	# exited		3	# exited		0	# exited			# exited	
<b>Measurable Skills Gain</b>													
WIOA Adult Program - Baseline%	17.9%	7	# gained	53.3%	16	# gained	0.0%	0	# gained	-		# gained	
		39	# exited		30	# exited		24	# exited			# exited	
WIOA Dislocated Worker Program - Baseline%	0.0%	0	# gained	20.0%	1	# gained	0.0%	0	# gained	-		# gained	
		5	# exited		5	# exited		4	# exited			# exited	
<b>40% Minimum Training Expenditure Requirement</b>													
45.46%	WIOA Adult Program	61.3%	\$23,590.00	Training Expenditures	47.1%	\$28,690.00	Training Expenditures	48.0%	\$47,845.77	Training Expenditures	-		Training Expenditures
			\$38,502.98	Total Expenditures		\$60,966.66	Total Expenditures		\$99,578.35	Total Expenditures			Total Expenditures
	WIOA Dislocated Worker Program	56.7%	\$ 7,653.45	Training Expenditures	47.8%	\$11,544.25	Training Expenditures	36.4%	\$10,409.40	Training Expenditures	-		Training Expenditures
			\$13,504.97	Total Expenditures		\$24,169.72	Total Expenditures		\$28,573.95	Total Expenditures			Total Expenditures

## Eastern Shore Planning District 22 Data

3rd Quarter PY 19

### Customer Summary Information

Accomack County New Clients Enrolled this Quarter		7
	WIOA Adult	33
	WIOA Dislocated Worker	5
Northampton County New Clients Enrolled this Quarter		1
	WIOA Adult	19
	WIOA Dislocated Worker	3



SkillSource Group												
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20		
<b>Customer Summary Information</b>												
Planned Number of Participants for PY	54			54			54					
Total Participants Served	31			37			41					
Percent of Planned	57%			69%			76%			-		
New Clients Enrolled this Quarter	9			6			4					
WIOA Youth	31			37			41					
<b>Follow Up Information</b>												
Total Follow-Ups Required	16			18			21					
Total Follow-Ups Completed	16			18			21					
Total Follow-Up Not Completed	0			0			0			0		
<b>Employment 2nd Quarter after Exit</b>												
WIOA Youth - 66%	100.0%	1	# employed	-	0	# employed	-	0	# employed	-	# employed	
		1	# exited		0	# exited		0	# exited		# exited	
<b>Employment 4th Quarter after Exit</b>												
WIOA Youth - 62.8%	87.5%	7	# employed	75.0%	6	# employed	-	1	# employed	-	# employed	
		8	# exited		8	# exited		1	# exited		# exited	
<b>Credential Attainment within Four Quarters after Exit</b>												
WIOA Youth - 70%	87.5%	7	# credentialed	50.0%	4	# credentialed	100.0%	1	# credentialed	-	# credentialed	
		8	# exited		8	# exited		1	# exited		# exited	
<b>Measurable Skills Gain</b>												
WIOA Youth - Baseline %	8.0%	2	# gained	16.7%	4	# gained	19.2%	5	# gained	-	# gained	
		25	# exited		24	# exited		26	# exited		# exited	
<b>20% Work Experience Expenditure Requirement</b>												
25.39%	WIOA Youth	31.4%	\$ 9,457.68	Training Expenditures	23.9%	\$20,925.64	Training Expenditures	25.4%	\$ 32,431.03	Training Expenditures	-	Training Expenditures
			\$ 30,091.26	Total Expenditures		\$87,562.56	Total Expenditures		\$ 127,715.88	Total Expenditures		Total Expenditures

## George Washington Planning District 16 Data

		3rd Quarter PY 19
<b>Customer Summary Information</b>		
Spotsylvania County New Clients Enrolled this Quarter		2
	WIOA Youth	15
Stafford County New Clients Enrolled this Quarter		1
	WIOA Youth	8
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	4
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	3
City of Fredericksburg New Clients Enrolled this Quarter		1
	WIOA Youth	11

<b>Rappahannock Community College</b>															
	<b>1st Quarter PY 19 7/1/19 - 9/30/19</b>				<b>2nd Quarter PY 19 10/1/19 - 12/31/19</b>				<b>3rd Quarter PY 19 1/1/20 - 3/31/20</b>				<b>4th Quarter PY 19 4/1/20 - 6/30/20</b>		
<b>Customer Summary Information</b>															
Planned Number of Participants for PY	42				42				42						
Total Participants Served	37				39				42						
Percent of Planned	88%				93%				100%				-		
New Clients Enrolled this Quarter	5				2				3						
WIOA Youth	37				39				42						
<b>Follow Up Information</b>															
Total Follow-Ups Required	10				10				8						
Total Follow-Ups Completed	10				10				8						
Total Follow-Up Not Completed	0				0				0				0		
<b>Employment 2nd Quarter after Exit</b>															
WIOA Youth - 66%	100.0%	2	# employed	75.0%	3	# employed	100.0%	2	# employed	-		# employed			
		2	# exited		4	# exited		2	# exited			# exited			
<b>Employment 4th Quarter after Exit</b>															
WIOA Youth - 62.8%	50.0%	1	# employed	50.0%	1	# employed	100.0%	2	# employed	-		# employed			
		2	# exited		2	# exited		2	# exited			# exited			
<b>2</b>															
WIOA Youth - 70%	50.0%	1	# credentialed	100.0%	2	# credentialed	100.0%	2	# credentialed	-		# credentialed			
		2	# exited		2	# exited		2	# exited			# exited			
<b>Measurable Skills Gain</b>															
WIOA Youth - Baseline %	21.7%	5	# gained	35.3%	6	# gained	5.3%	1	# gained	-		# gained			
		23	# exited		17	# exited		19	# exited			# exited			
<b>20% Work Experience Expenditure Requirement</b>															
31.30%	WIOA Youth	33.7%	\$10,421.52	Training Expenditures	27.3%	\$18,445.35	Training Expenditures	31.3%	\$ 33,549.03	Training Expenditures	-		Training Expenditures		
			\$30,923.03	Total Expenditures		\$67,626.52	Total Expenditures		\$ 107,183.40	Total Expenditures			Total Expenditures		

## Northern Neck Planning District 17 Data

3rd Quarter PY 19

### Customer Summary Information

Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	4
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Richmond County New Clients Enrolled this Quarter		1
	WIOA Youth	10
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	9

## Middle Peninsula Planning District 18 Data

3rd Quarter PY 19

### Customer Summary Information

Essex County New Clients Enrolled this Quarter		1
	WIOA Youth	12
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	1
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		1
	WIOA Youth	3

Eastern Shore Community College														
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20	
<b>Customer Summary Information</b>														
Planned Number of Participants for PY	35				35				35					
Total Participants Served	22				30				34					
Percent of Planned	63%				86%				97%				-	
New Clients Enrolled this Quarter	5				7				4					
WIOA Youth	22				30				34					
<b>Follow Up Information</b>														
Total Follow-Ups Required	17				21				23					
Total Follow-Ups Completed	17				21				23					
Total Follow-Up Not Completed	0				0				0				0	
<b>Employment 2nd Quarter after Exit</b>														
WIOA Youth - 66%	85.7%	6	# employed	100.0%	2	# employed	50.0%	2	# employed	-		# employed		
		7	# exited		2	# exited		4	# exited			# exited		
<b>Employment 4th Quarter after Exit</b>														
WIOA Youth - 62.8%	100.0%	3	# employed	80.0%	4	# employed	-	5	# employed	-		# employed		
		3	# exited		5	# exited		7	# exited			# exited		
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Youth - 70%	100.0%	3	# credentialed	75.0%	3	# credentialed	100.0%	6	# credentialed	-		# credentialed		
		3	# exited		4	# exited		6	# exited			# exited		
<b>Measurable Skills Gain</b>														
WIOA Youth - Baseline %	0.0%	0	# gained	50.0%	7	# gained	12.5%	2	# gained	-		# gained		
		19	# exited		14	# exited		16	# exited			# exited		
<b>20% Work Experience Expenditure Requirement</b>														
48.88%	WIOA Youth	75.7%	\$32,292.97	Training Expenditures	64.1%	\$36,692.46	Training Expenditures	48.9%	\$43,613.92	Training Expenditures	-		Training Expenditures	
			\$42,640.78	Total Expenditures		\$57,251.03	Total Expenditures		\$89,217.64	Total Expenditures			Total Expenditures	

## Eastern Shore Planning District 22 Data

3rd Quarter PY 19

### Customer Summary Information

Accomack County New Clients Enrolled this Quarter

3

WIOA Youth

22

Northampton County New Clients Enrolled this Quarter

1

WIOA Youth

12

### 3rd Quarter PY 2019

	<b>Proposed Negotiated Level</b>	<b>Actual</b>	<b>% of Negotiated Level</b>	<b>Status</b>
<b>Adult Measures</b>				
Employment 2nd Quarter after Exit	72.50	90.00	124%	E
Employment 4th Quarter after Exit	79.00	94.10	119%	E
Median Earnings 2nd Quarter after Exit	5750.00	5786.00	101%	E
Credential Attainment within 4 Quarters after Exit	65.50	76.50	117%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	
<b>Dislocated Workers Measures</b>				
Employment 2nd Quarter after Exit	85.00	94.10	111%	E
Employment 4th Quarter after Exit	85.00	62.50	74%	FTM
Median Earnings 2nd Quarter after Exit	8150.00	8988.00	110%	E
Credential Attainment within 4 Quarters after Exit	70.00	75.00	107%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	
<b>Youth Measures</b>				
Employment 2nd Quarter after Exit	66.00	66.70	101%	E
Employment 4th Quarter after Exit	62.80	80.00	127%	E
Credential Attainment within 4 Quarters after Exit	70.00	100.00	143%	E
Measurable Skills Gain	Baseline	Baseline	Baseline	



## **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)**

*For Program Years 2018 and 2019, the following measures **will not** be included in the local negotiations process:*

- *Median Earnings 2nd Quarter after Exit - Youth*
- *Measurable Skills Gains -Adult, Dislocated Workers, and Youth*

## Customer Survey

### George Washington Area 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>	143	0	65	23	0	48	0	0		
<b>Were your needs met?</b>	<b>Yes</b>	<b>No</b>								
<i>Number of Visitors</i>	282	0								
<b>Was the Staff Knowledgeable?</b>	<b>Yes</b>	<b>No</b>								
<i>Number of Visitors</i>	282	0								
<b>If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?</b>	<b>Yes</b>	<b>No</b>	N/A	<b>Additional Comments:</b> <ol style="list-style-type: none"> <li>1. Melissa is amazing.</li> <li>2. Thank you to everyone!</li> <li>3. Staff was very knowledgeable.</li> <li>4. Thank you helping with my resume.</li> </ol>						
<i>Number of Visitors</i>	282	0	0							
<b>How helpful was the Staff during your visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>						<b>4</b>	<b>5 (Excellent)</b>
<i>Number of Visitors</i>	0	0	0						120	142
<b>How would you rate your overall visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>					
<i>Number of Visitors</i>	0	0	0	120	142					

### Northern Neck Area 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>	0	18	0	0	0	0	0	1		
<b>Were your needs met?</b>	<b>Yes</b>	<b>No</b>								
<i>Number of Visitors</i>	18	0								
<b>Was the Staff Knowledgeable?</b>	<b>Yes</b>	<b>No</b>								
<i>Number of Visitors</i>	18	0								
<b>If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?</b>	<b>Yes</b>	<b>No</b>	N/A	<b>Additional Comments:</b> <ol style="list-style-type: none"> <li>1. This program is the best thing that could ever happen to me. It gave me the chance to do what I want to do in life; a second chance.</li> <li>2. I like RCC.</li> <li>3. My mother has been telling to do this for years. Figuring it was about time to capitalize on the opportunity.</li> </ol>						
<i>Number of Visitors</i>	7	0	0							
<b>How helpful was the Staff during your visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>						<b>4</b>	<b>5 (Excellent)</b>
<i>Number of Visitors</i>	0	0	0						2	16
<b>How would you rate your overall visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>					
<i>Number of Visitors</i>	0	0	0	3	15					

### Middle Peninsula Area 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>	0	19	1	0	0	0	0	1
<b>Were your needs met?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	21	0						
<b>Was the Staff Knowledgeable?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	21	0						
<b>If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?</b>	<b>Yes</b>	<b>No</b>	N/A					
<i>Number of Visitors</i>	10	0	0					
<b>How helpful was the Staff during your visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>	<b>Additional Comments:</b> 1. David Schneider was exceptional in helping me. 2. Perfect 3. Everything was awesome. I'm satisfied. 4. Very helpful 5. The best 6. Flexible 7. Very Professional 8. Very knowledgeable and able to answer every question asked. 9. No complaints 10. Thank you		
<i>Number of Visitors</i>	0	0	0	1	20			
<b>How would you rate your overall visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>			
<i>Number of Visitors</i>	0	0	0	1	20			

### Eastern Shore Area 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>	0	13	2	21	8	10	9	0
<b>Were your needs met?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	21	3						
<b>Was the Staff Knowledgeable?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	24	0						
<b>If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?</b>	<b>Yes</b>	<b>No</b>	N/A					
<i>Number of Visitors</i>	24	0	0					
<b>How helpful was the Staff during your visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>	<b>Additional Comments:</b> 1. So-so 2. Helpful 3. Polite workers 4. Not much to choose from 5. Friendly 6. Only a few jobs for low-skilled 7. Understood my needs		
<i>Number of Visitors</i>	0	0	7	9	8			
<b>How would you rate your overall visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>			
<i>Number of Visitors</i>	0	0	7	9	8			

## **Success Stories**

### ***Rappahannock Goodwill Industries Success Story – George Washington***

FF came to the WIOA program after he was honorably discharged from the military and relocated back to his home state of Virginia with his young, growing family. He was a Transitioning Service Member looking for employment in the IT field. FF was unemployed but had a bachelor's degree in Cyber Security, and experience in the military that would help him in his desired occupation. However, FF found that employers were looking for individuals with credentials to go along with their experience and education. He came to the WIOA program with the very reasonable goal of obtaining his Security+ credential in order to obtain employment in the IT field. Due to his veteran status, FF hit the top tier of the priority of service and was found eligible as an Adult. FF met with the Case Manager to develop his Individual Employment Plan (IEP) and lay out his roadmap to employment. He explored training providers before choosing MDTech Solutions, LLC. for their Security+ course. He started training the beginning of December 2019 and completed his Security+ course by the beginning of January 2020. He took and passed his exam and earned his credential.

FF was transitioning to the Air Force Reserves and relocating out of state. The Case Manager and he met to search for jobs in the area he would be moving to. They targeted a handful of companies—both government and private sector—who were looking for veterans with IT credentials, training, and experience. They also tweaked his resume to fit with the jobs he was looking for. FF traveled back and forth between states for a few weeks looking at housing options and job openings with various companies. FF shared with the Case Manager that he had applied and interviewed with many companies and received multiple offers.

FF leveraged his military experience, education, and Security+ certification to obtain a position with a multi-billion-dollar global IT company. FF was diligent and cooperative during his training and was willing to go the extra mile to reach his goals and get his training and credential. With his military background, education, and the credential received through WIOA funding, FF is well on his way to the career that he has worked so hard for.

### ***Rappahannock Community College Success Story - Northern Neck***

In Fall 2019, D. came into RCC, completed the common intake form and met the priority of service guidelines for WIOA. He had earned his A & S degree from Rappahannock Community College but wanted to enroll in CDL training. As a child, D. had cerebral palsy and was left with a slight limp. I suggested he get his DOT physical to be sure there were no issues, which he did. He passed! He was enrolled in WIOA and began training in January 2020. CDS, the training provider, voiced concerns about his ability to complete the training. I had no hesitation about his ability to pass but wondered if employers would consider him a high liability risk. D. completed his training, received his CDL license in February and began applying for jobs. In March, D. started a new job as a CDL driver. Congratulations! D. has been a pleasure to work with and always expresses his appreciation for our help.

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

JC came to the Workforce office seeking training to obtain his CDL license. He was funded through WIOA. He was a single father of one son and unemployed. JC sought resources as well to assist with homelessness. He met many barriers to successful completion of his initial training including transportation and housing. HE had to miss days of training to work when he didn't have money to take care of himself or his son. Although, he did not miss enough days that would have failed him from the training. The training provider agreed to continue working with him at their facility in Woodford to try and get his completion and credentials. He had scheduling conflicts and continued to face transportation barriers to successfully complete the additional training. The original OST provider dismissed JC from their program due to non-compliance of training requirements. The workforce team understood JC's hardships and barriers and continued to seek ways to assist him in his goals in obtaining CDL licensure. Several months of working with JC and keeping him engaged led to JC finding another provider that would provide him a refresher course and test him. WIOA provided JC with additional training and supportive services funding, as he was in a better place to continue and complete training. He spent four days in a refresher course and passed his CDL test obtaining his license. Below is a transcribed excerpt from a recently received letter from Joseph.

***Letter from Participant to Rappahannock Community College Career Services Specialist***

Dear Mr. Schneider,

I want to thank all of you that stuck with me and helped me through to get my CDL license. Thank you, Mr. Perry, Mrs. Lampkin, and the whole workforce team that believed in me. Because of all of you, I now have a successful career that is great for me and my son. This is such a great place from where I was before. I thank you all for helping me with my finances and everything. I hope this program can get even bigger so other people like me can make a difference in the community. Thank all of you so much and God bless all of you.

Sincerely, JC

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

***Story #1***

PP is an Adult who started training at ESCC last spring and enrolled in the Early Childhood Education Career Studies Certificate program. PP did well both semesters in her training as she received A's and B's and made the Dean's list. PP is currently working on the 2nd part of her training having enrolled in the Early Childhood Education Associate Degree. PP said that she has plans to work in the local public-school system, preferably elementary School. PP has completed 15 credits of her degree training.

***Story #2***

MM is a DW enrolled in the Business Management Associate Degree training and has an anticipated graduation date of spring 2020. MM has endured a lot but has come through and managed to succeed. MM was laid off from his job in 2017 after a permanent closure of the company he worked for. MM enrolled in training after the layoff. While enrolled in classes, MM re located to Alabama for a job that allowed him to gain some work experience. MM continued taking online classes at ESCC and eventually moved back to the Eastern Shore after his temporary job ended. We are excited for the anticipated graduation of MM and the career that MM will have.

## ***SkillSource Group Youth Success Story – George Washington***

AN is a 20-year-old male who enrolled in the Bay Consortium WIOA Youth Program just after graduating from Caroline County High School in May 2019. He was raised in rural Caroline County, an only child, was diagnosed with learning difficulty at a young age, coupled with social anxiety and depression. Beginning with our initial phone call, it was obvious that his mother, Mrs. Nelson, wanted to shelter AN from anything that would cause him to be uncomfortable and/or anything less than a success. After discussing different aspects of the program during approximately 7 conversations and by sending her links with program information, AN's mom made an appointment and brought him into the Fredericksburg Workforce Center.

At that point, AN began to speak for himself. He discussed his inability to speak in front of groups, his upbringing in a rural residence, and how he had only worked 2 jobs which were given to him by family on their farms nearby. He had never had an interview, never talked much to strangers, or was inclined to support himself. He did now. He talked in the enrollment interview with more positivity than what his mother had portrayed.

AN immediately talked about commercial driving school, forklift driving, and heavy equipment operations. He wanted formal training in one of these paths and to begin a career for himself to gain self-sufficiency. He was very open to the idea of coming to a Leadership Workshop. He attended our Leadership Seminar on 9/7/2019. During the seminar, he engaged and spoke up several times, showing new self-confidence.

AN began Commercial Driving School, and immediately was taken aback by the book learning. Within the first week he called his case manager to talk about available tutoring to help him with comprehension. Our Adult Basic Education partner provided a tutor up to 5 hours per week, helping AN through the first 3 weeks of the school. The next several weeks were learning to drive, maneuvers, and testing all parts of the truck. AN did exceedingly well with this part and was very proud.

While going through this class, both inside and outside the classroom AN also attended two Financial Literacy workshops, one on Budgeting and one on Savings. He worked in the center Resource Room several times during and after the CDL license was granted on January 6, 2020 to search for an entry level job. Due to his young age, AN was turned down many times for job interviews. However, AN, having come quite a long way with his confidence and support, told his Case Manager, "I don't want to go back and work on my neighbors farm, or have my dad call my Uncle to do some landscaping Christine – I want a full time job making good money because I have a trade and I am a good, dedicated worker!"

AN definitely was a success already, with working many hours on his resume to make sure it was accurate and attending job fairs. He also would stop trucks in the parking lot to ask them if they were hiring. Employees in the center often stopped and asked, "how is that big ole sweet young guy doing – he is so dedicated to looking for a job. All he talks about is getting some experience and someone giving him a chance". An employer, Old Dominion Fence, Inc., has given him a chance and hired AN for truck driving while training to be a forklift operator as well, transporting to Northern VA, DC, and the surrounding counties.

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



Many of our participants have a bumpy road when trying to improve their lives. A few of them have huge boulders in their way. This was the case for C. She was a referral from the public-school system as both she and her husband had dropped out of school when she had her son. Her husband and mother-in-law were present at every appointment. Case manager's experience as a former DSS Family Services Supervisor assisted in the quick realization that this was a domestic violence situation. The stated time for taking assessments was extended and case manager spent the additional hour alone with C. creating a safety plan for her and providing resource information. C's attendance at court-ordered GED and parenting classes was sporadic, only as her husband allowed. The case manager worked with the GED program, which allowed leniency given her situation. Case manager met alone with C. after each GED class to encourage her, teach her about the dynamics of abuse and continue providing resources. Additionally, case manager utilized information provided by client to safely support her in a court hearing by meeting alone with the lawyers to change the outcome. After a recent escalation in violence, her husband was arrested and is serving jail time. C. has now safely relocated out of the area, has gained unsubsidized employment and is enrolling in GED classes online in her new locality. Case manager has encouraged her to get counseling and to continue to develop her support system. She and her son are now both safe and look forward to the future.

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

TB knew that he wanted to be a tradesman as he enjoyed working with his hands. After high school graduation, he began working for an HVAC company as a helper but quickly realized that it was not the career pathway for him. He became interested in welding. He completed his stick welding (SMAW) course with great remarks from his instructor. He passed his SMAW credential and enrolled in gas metal welding. In the midst of that course, the college switched to online training only due to the Coronavirus pandemic. His case manager and welding instructor still communicate with him regularly to keep him engaged. However, TB is making the most of this time and found another job. Starting next week, he will be working for a propane company assembling, disassembling, and repairing gas tanks. He will receive training on the job and when that is complete, he will get his own company truck. The company has already agreed to ensure that TB is able to make it to all of his night welding classes once they resume. He is excited that he will be able to use his welding skills at work and plans to take all welding courses that RCC offers.

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

#### **Story #1**

B & T are twins who are inseparable. It is very difficult to tell them apart. Where there is one, there is the other. They are identical. When I met both of them last year, their attendance was poor and their grades were Okay. They both needed classes and especially SOL's in order to graduate this year. They started their senior year as term graduates, meaning they still had verified credits to earn. In addition, a beloved aunt and a cousin passed away. This could have been an obstacle in the past. However, this year, they soldiered on, each earning WISE Financial Literacy certificates and passed WorkKeys assessments. The twins passed all of their class tests and maintained GREAT grades. They are ready to graduate and move on to the next stage in young adulthood. They hope to take classes at ESCC next fall in the Early Childhood program.

#### **Story #2**

BB is an OSY who completed the C.N.A. training recently. BB was employed at place where she did not want to work and decided she needed a change. BB came to ESCC to take a nursing training to begin her career. BB succeeded in the C.N.A training as she received A's and B's in her classes and has graduated from the C.N.A training. BB is currently employed at a Nursing Home as a C.N.A. BB has hopes of returning to school at ESCC to enroll in the LPN.

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

**Chairman:** Dennis Parsons

**Vice Chairman:** Ken Knull

**Secretary/Treasurer:** Percy Pollard

**Member At Large:** Debbye Warf