

DRAFT AGENDA

**Bay Consortium Workforce Development Board, Inc.
Youth Council
Monday, July 27, 2020
10:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Minutes from January 27, 2020 Youth Council Meeting
- V. New Business
 - *Quarterly Reports
 - * WIOA Work Experience Procedure Policy
 - * WIOA Youth Incentive Policy
 - * Board Manual
- VI. Old Business
 - *Strategic Plan Priorities
- VII. Other Topics for discussion
- VIII. Adjournment

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Bay Consortium Workforce Development Board, Inc.
Youth Council Meeting
Draft Minutes
Monday, January 27, 2020
10:00 a.m.

The Youth Council met Monday, January 27, 2020, at the Northern Neck Planning District Office.

Call to Order: Marjorie Lampkin called the Youth Council Meeting to order at 10 a.m.

Roll Call: Present were Marjorie Lampkin, Faranda Ferguson, Butch Gross, and Hutt Williams. Not present were Lorraine Justice, Steve Smith, David Ferguson, and Tina Taylor. In addition, present were Jackie Davis, Steven Golas, and Katlyn Moss, WDB Staff.

Approval of Minutes: A motion was made to approve the minutes from the April 23, 2019 meeting, which was seconded and approved.

Public Input: There was no public input.

New Business: Steve Golas reviewed the quarterly reports. Jackie Davis presented members with the WIOA Youth Incentive Policy, noting that it come from a monitoring visit and suggested for consistency. A motion was made to approve the WIOA Youth Incentive Policy, which was seconded and approved. Steven Golas presented members with the WIOA Work Experience Procedure Policy, which also came from a monitoring visit. Members suggested that wording be added to note that participants would have a cap of 20 work experience hours per week since the limit already existed. A motion was made to approve the WIOA Work Experience Procedure Policy with the addition of the cap on hours, which was seconded and approved.

Old Business: Jackie Davis reviewed the Strategic Plans and Committee Assignments with members.

Other Topics: Members discussed the next meeting location, agreeing that meeting in Warsaw seemed to be the best way to achieve a quorum. Butch Gross offered the Northern Neck Technical Center meeting space, to which everyone agreed.

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Katlyn Moss

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 |
|--|---------------------------------------|---|---------------------------------------|---------------------------------------|
| Customer Summary Information | | | | |
| Planned Number of Participants for PY | 54 | 54 | 54 | 54 |
| Total Participants Served | 31 | 37 | 41 | 48 |
| Percent of Planned | 57% | 69% | 76% | 89% |
| New Clients Enrolled this Quarter | 9 | 6 | 4 | 7 |
| WIOA Youth | 31 | 37 | 41 | 48 |
| Follow Up Information | | | | |
| Total Follow-Ups Required | 16 | 18 | 21 | 30 |
| Total Follow-Ups Completed | 16 | 18 | 21 | 30 |
| Total Follow-Up Not Completed | 0 | 0 | 0 | 0 |
| Employment 2nd Quarter after Exit | | | | |
| WIOA Youth - 66% | 100.0% | - | - | 88.9% |
| | 1 1 | 0 0 | 0 0 | 8 9 |
| Employment 4th Quarter after Exit | | | | |
| WIOA Youth - 62.8% | 87.5% | 75.0% | 100.0% | - |
| | 7 8 | 6 8 | 1 1 | 0 0 |
| Credential Attainment within Four Quarters after Exit | | | | |
| WIOA Youth - 70% | 87.5% | 50.0% | 100.0% | - |
| | 7 8 | 4 8 | 1 1 | 0 0 |
| Measurable Skills Gain | | | | |
| WIOA Youth - Baseline % | 8.0% | 16.7% | 19.2% | 34.8% |
| | 2 25 | 4 24 | 5 26 | 8 23 |
| 20% Work Experience Expenditure Requirement | | | | |
| WIOA Youth | 31.4% | 23.9% | 25.4% | 24.7% |
| | \$ 9,457.68 \$ 30,091.26 | \$ 20,925.64 \$ 87,562.56 | \$ 32,431.03 \$ 127,715.88 | \$ 46,474.69 \$ 187,820.87 |

George Washington Planning District 16 Data

| Customer Summary Information | 4th Quarter PY 19 |
|---|-------------------|
| Spotsylvania County New Clients Enrolled this Quarter | |
| WIOA Youth | 3 |
| | 18 |
| Stafford County New Clients Enrolled this Quarter | |
| WIOA Youth | 2 |
| | 10 |
| Caroline County New Clients Enrolled this Quarter | |
| WIOA Youth | 0 |
| | 4 |
| King George County New Clients Enrolled this Quarter | |
| WIOA Youth | 1 |
| | 4 |
| City of Fredericksburg New Clients Enrolled this Quarter | |
| WIOA Youth | 1 |
| | 11 |

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 |
|--|---------------------------------------|---|---------------------------------------|---------------------------------------|
| Customer Summary Information | | | | |
| Planned Number of Participants for PY | 42 | 42 | 42 | 42 |
| Total Participants Served | 37 | 39 | 42 | 42 |
| Percent of Planned | 88% | 93% | 100% | 100% |
| New Clients Enrolled this Quarter | 5 | 2 | 3 | 0 |
| WIOA Youth | 37 | 39 | 42 | 42 |
| Follow Up Information | | | | |
| Total Follow-Ups Required | 10 | 10 | 8 | 10 |
| Total Follow-Ups Completed | 10 | 10 | 8 | 10 |
| Total Follow-Up Not Completed | 0 | 0 | 0 | 0 |
| Employment 2nd Quarter after Exit | | | | |
| WIOA Youth - 66% | 2 | 3 | 2 | 2 |
| | 2 | 4 | 2 | 2 |
| | 100.0% | 75.0% | 100.0% | 100.0% |
| Employment 4th Quarter after Exit | | | | |
| WIOA Youth - 62.8% | 1 | 1 | 2 | 4 |
| | 2 | 2 | 2 | 4 |
| | 50.0% | 50.0% | 100.0% | 100.0% |
| Credential Attainment within Four Quarters after Exit | | | | |
| WIOA Youth - 70% | 1 | 2 | 2 | 3 |
| | 2 | 2 | 2 | 4 |
| | 50.0% | 100.0% | 100.0% | 75.0% |
| Measurable Skills Gain | | | | |
| WIOA Youth - Baseline % | 5 | 6 | 1 | 0 |
| | 23 | 17 | 19 | 17 |
| | 21.7% | 35.3% | 5.3% | 0.0% |
| 20% Work Experience Expenditure Requirement | | | | |
| WIOA Youth | \$ 10,421.52 | \$ 18,445.35 | \$ 33,549.03 | \$ 39,728.81 |
| | \$ 30,923.03 | \$ 67,626.52 | \$ 107,183.40 | \$ 136,234.63 |
| | 33.7% | 27.3% | 31.3% | 29.16% |
| 29.16% | | | | |

Northern Neck Planning District 17 Data

| Customer Summary Information | | 4th Quarter PY 19 |
|---|--|-------------------|
| | | |
| Lancaster County New Clients Enrolled this Quarter | | 0 |
| WIOA Youth | | 3 |
| | | |
| Northumberland County New Clients Enrolled this Quarter | | 0 |
| WIOA Youth | | 4 |
| | | |
| Richmond County New Clients Enrolled this Quarter | | 0 |
| WIOA Youth | | 8 |
| | | |
| Westmoreland County New Clients Enrolled this Quarter | | 0 |
| WIOA Youth | | 9 |
| | | |

Middle Peninsula Planning District 18 Data

| Customer Summary Information | | 4th Quarter PY 19 |
|--|--|-------------------|
| Essex County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 0 |
| King and Queen County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 11 |
| King William County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 0 |
| King William County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 1 |
| Mathews County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 0 |
| Mathews County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 0 |
| Middlesex County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 0 |
| Middlesex County New Clients Enrolled this Quarter | | |
| WIOA Youth | | 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 |
|--|---------------------------------------|---|---------------------------------------|---------------------------------------|
| Customer Summary Information | | | | |
| Planned Number of Participants for PY | 35 | 35 | 35 | 35 |
| Total Participants Served | 22 | 30 | 34 | 34 |
| Percent of Planned | 63% | 86% | 97% | 97% |
| New Clients Enrolled this Quarter | 5 | 7 | 4 | 0 |
| WIOA Youth | 22 | 30 | 34 | 34 |
| Follow Up Information | | | | |
| Total Follow-Ups Required | 17 | 21 | 23 | 23 |
| Total Follow-Ups Completed | 17 | 21 | 23 | 23 |
| Total Follow-Up Not Completed | 0 | 0 | 0 | 0 |
| Employment 2nd Quarter after Exit | | | | |
| WIOA Youth - 66% | 6 7 | 2 2 | 2 4 | 1 1 |
| | 85.7% | 100.0% | 50.0% | 100.0% |
| Employment 4th Quarter after Exit | | | | |
| WIOA Youth - 62.8% | 3 3 | 4 5 | 5 7 | 2 2 |
| | 100.0% | 80.0% | 71.4% | 100.0% |
| Credential Attainment within Four Quarters after Exit | | | | |
| WIOA Youth - 70% | 3 3 | 3 4 | 6 6 | 0 1 |
| | 100.0% | 75.0% | 100.0% | 0.0% |
| Measurable Skills Gain | | | | |
| WIOA Youth - Baseline % | 0 19 | 7 14 | 2 16 | 8 12 |
| | 0.0% | 50.0% | 12.5% | 66.7% |
| 20% Work Experience Expenditure Requirement | | | | |
| WIOA Youth | \$ 32,292.97 \$ 42,640.78 | \$ 36,692.46 \$ 57,251.03 | \$ 43,613.92 \$ 89,217.64 | \$ 48,874.82 \$ 103,147.38 |
| | 75.7% | 64.1% | 48.9% | 47.4% |
| 47.38% | | | | |

Eastern Shore Planning District 22 Data

| | 4th Quarter PY 19 |
|--|-------------------|
| Customer Summary Information | |
| | |
| Accomack County New Clients Enrolled this Quarter | 0 |
| WIOA Youth | 23 |
| | |
| Northampton County New Clients Enrolled this Quarter | 0 |
| WIOA Youth | 11 |
| | |

4th Quarter PY 2019

| | Proposed Negotiated | Actual | % of Negotiated | Status |
|--|------------------------|----------|--------------------|--------|
| | | | | |
| Adult Measures | | | | |
| Employment 2nd Quarter after Exit | 72.50 | 91.10 | 126% | E |
| Employment 4th Quarter after Exit | 79.00 | 83.30 | 105% | E |
| Median Earnings 2nd Quarter after Exit | 5750.00 | 5962.00 | 104% | E |
| Credential Attainment within 4 Quarters after Exit | 65.50 | 82.90 | 127% | E |
| Measurable Skills Gain | Baseline | Baseline | Baseline | |
| Dislocated Workers Measures | | | | |
| Employment 2nd Quarter after Exit | 85.00 | 100.00 | 118% | E |
| Employment 4th Quarter after Exit | 85.00 | 93.30 | 110% | E |
| Median Earnings 2nd Quarter after Exit | 8150.00 | 8430.00 | 103% | E |
| Credential Attainment within 4 Quarters after Exit | 70.00 | 57.10 | 82% | FTM |
| Measurable Skills Gain | Baseline | Baseline | Baseline | |
| Youth Measures | | | | |
| Employment 2nd Quarter after Exit | 66.00 | 91.70 | 139% | E |
| Employment 4th Quarter after Exit | 62.80 | 100.00 | 159% | E |
| Credential Attainment within 4 Quarters after Exit | 70.00 | 60.00 | 86% | FTM |
| 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 2019 and 2020, 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*

Rappahannock Goodwill Industries Success Story – George Washington

HH met the WIOA Program Coordinator at an outreach event in the local jail prior to his release. He had been incarcerated for roughly six years.

A month after his release, HH followed-up on the information received during the outreach event and was found eligible for WIOA services as an Adult. In his initial meetings with WIOA staff, HH maintained a professional and upbeat demeanor and had a visible drive to be successful and obtain long-term, successful employment, despite his incarceration.

HH had a definitive interest in obtaining his CDL-Class A and finding work as a driver. He was open and honest with his concerns about his past criminal history and it impacting his ability to find employment. The WIOA Career Services Specialist and HH spoke at length about how they would need to focus on his marketability and how to navigate speaking about his record with employers.

Despite his nervousness and worries, HH was extremely motivated to get through training and find work. HH began his training at the beginning of January 2020 with CDS Tractor Trailer Training. He excelled through his classes and was consistent in his attendance, all the while maintaining contact with the WIOA Career Services Specialist. He earned an “A” average equivalency on all of his tests and completed his training in roughly a month and a half. HH graduated at the end of February 2020 and received his CDL-Class A license.

The WIOA Career Services Specialist prepared and revised his resume to fit his needs and sent him a few resource articles about navigating your criminal record with employers.

HH received an offer from a trucking company to become driver and went through the training with the company. Unfortunately, he was unable to obtain the authorization from his parole officer to travel to all states. At the time, he was only able to obtain authorization to travel four states surrounding Virginia. The company had no choice but to let him go.

Despite the setback, HH did not let this stop him from finding employment. HH worked with a local temp agency to find work while searching for a driving position to fit his needs. He worked in the warehouse of a distribution center for a grocery chain, which helped him brush up on his skills with pallet jacks and other tools he would possibly be using as a truck driver. HH persisted through temporary work for a few months during the outbreak of the Covid-19 pandemic while working with the WIOA Career Services Specialist on job search. He never lost his upbeat and positive attitude.

HH’s attitude and persistence led to securing full time employment in late June 2020 as a driver full-time—less than a year from being released from jail. He was able to obtain full travel authorization from his parole officer and is on the road to a bright future.

Rappahannock Community College Success Story - Northern Neck

Our personal lives have been mostly on hold during this quarter, due to the COVID-19 pandemic. Our work lives and careers have been moving along, but in a completely different manner. We look forward to returning to a more normal way of life.

While we may have been on hold, our frontline workers have not. All frontline workers deserve our thanks, our respect, and our support. Many of our WIOA clients have been frontline workers, including nurses, nurse aides, CDL drivers, and many more. One of our local nursing home facilities had multiple cases of the virus. Day in and day out, our clients worked directly with COVID patients. After working long, grueling hours, they went home to care for their families who also needed them. Some of the clients work full time, care for their families, and attend classes to further their education and careers.

We need to recognize our successful WIOA frontline workers. They make us very proud, and we should continue to encourage and support them in every way.

Rappahannock Community College Success Story – Middle Peninsula

LB came to the workforce program as a dislocated worker and was eligible for WIOA funding. He was always a pleasure to work with remaining focused and goal driven throughout his occupational skills training. WIOA assisted LB with HVAC training as he participated in the Advanced Certification program. One of his biggest goals was to walk in his graduation ceremony to receive his career studies certificate. Unfortunately, due to COVID-19, he was unable to do so. The workforce development team is planning a small personal ceremony for LB once facilities fully reopen. LB expressed gratitude each time he had interactions with workforce staff as he worked towards his goals. He is now employed with a reputable company as an HVAC installer. The company shares that he is a positive and valued employee. Below is his story in his own words.

Approximately on August 22, 2017 I went to work like any other Tuesday Morning. I clocked in and headed to my designated area. After an hour into my shift there was a message over the intercom system stating we were having an emergency staff meeting. Little did I know my whole family's lives were about to be flipped upside down. In that meeting we were told the plant was closing down permanently and the first wave of shut down would be in 60 days. So many things started rushing through my mind. My wife was scheduled to retire on July 1, 2018 and my salary was the primary funds for my family. My health insurance would also be lost, and all I could say to myself is how am I supposed to start over at 50.

In that meeting they said that on August 29, 2017 the Community College Workforce Alliance would be on the job to explain the different opportunities there were for Dislocated Workers. I originally went to Workforce for help with the unemployment process, but found they had so much more to offer. I then found out about the Grant-Funded training programs they had to offer. After talking it over with my wife and twin sons we made the decision as a family for me to pursue the training that could lead to my next career. Over the next 2 years (January 2018-December 2019) I was able to, with the financial assistance of the Workforce Innovation

Opportunity Act, complete the course work and become certified in HVAC and hold a CFC card. Workforce even helped me obtain a Job in the HVAC field while I was taking the courses. I would not be where I am today without God, my loving wife, 2 sons, and the WIOA.

One thing I would like to share with others that may be going through something similar would be no matter how old you are, no matter how hard the times may get that the light at the end of the tunnel is worth every minute of it.

Eastern Shore Community College Success Stories – Eastern Shore

Story #1

CC is an Adult who enrolled in the Electricity training in 2018. CC came into the program with an interest in starting a new career after many years as a laborer. CC obtained good grades throughout his training program and his instructors had high respect for CC's work ethic. The instructors reported to case manager that CC showed up to class regularly ready with necessary supplies and was eager to learn. CC was able to obtain his Electricity Career Studies Certificate despite the COVID-19 pandemic and all the challenges that accompanied it. CC is employed full-time and is currently seeking employment in the electronics field.

Story #2

PP is a DW who enrolled in a certificate program in the fall semester of 2019 at Tidewater Community College. PP was laid off as part of the Eastern Shore Community College Reboot Initiative in the spring of 2019 and did not know at that time what the next career step would be. PP researched the Geographical Information Systems Certificate at TCC and decided that is was the best next step for a new career. PP's program was three semesters with two classes per semester. PP obtained over a 3.0/4.0 scale in her program of study. PP completed her program spring 2020 and has graduated with her certification. PP is seeking employment in her new career field.

SkillSource Group Youth Success Story – George Washington

BB, 24 years old from Stafford, VA, came into the Virginia Career Works Fredericksburg Center in March 2020, seeking guidance on finding a better paying job and career goals. BB has a high school diploma, and has worked a handful of jobs making minimum wage. He is very people-oriented, and enjoys working with the public; however, he seeks a work environment where he may utilize his communication skills and strong work ethic to gain opportunities for advancement. His interests are varied, but he is leaning toward the Computer/IT or Business Management field. After speaking to the WIOA Youth Program Case Manager about the benefits of the program, Ben enrolled the next day.

BB had been arrested in 2015 while residing in his house with his parents and brother. His brother was in possession of drugs and BB was taken into custody at the same time. BB worked with a lawyer who advised him to plead guilty. He did, spending three months in jail for possession of something that, according to BB, was not his. BB began his probation and was given a shortened period after reporting in frequently and good behavior. BB verbalized he has since been living not only with the constant memories of jail, but also the stigma of having a felony, and that it would

limit his possibilities with many employers. He immediately researched an expungement and what it would entail. He has one more year in the waiting period to begin the expungement process.

After enrolling in the program, BB's WIOA Youth Case Manager worked with him on his resume, interviewing skills, and job search. Ben was open to a work experience and flexible to any work environment. He began with Md Tech Solutions, working as an instructor's assistant. In short order he was learning and training in the new business' recruiting and administrative areas on the ground level. The Covid-19 Pandemic began to affect businesses and the academy closed for a temporary period. BB then was able to attend two virtual Financial Literacy classes on Credit and Savings, and a virtual Leadership Workshop. He has also worked part time independently on tasks involving employability skills.

The WIOA Youth Program wanted to initiate a Facebook page for Young Adults and BB seemed a great choice to help it get started. BB began with a list of questions that would need to be answered, which he posed to his case manager and the program director. He then built the page, demonstrated it for the case manager, the program director, and senior officials at The Bay Consortium. He is currently serving as the administrator on a weekly basis. Aside from posting general facts about the program, BB is communicating with the Center Director regarding center virtual events and posting new dates on calendars. He has also started a video post of various young adults that have successfully completed or are currently participating in the program where they describe their experiences.

The Facebook page is growing each week, as he is reaching out to new people and businesses through different networks. His personality and confidence are shining, and he told his case manager recently, "I love being able to help so many different people and I am so glad I walked into the Center that day, you have changed my life". He is excited to begin the expungement process and his WIOA Youth Case Manager is by his side for guidance.

Md Tech Solutions has recently re-opened and expressed to the Case Manager that they would like BB to return and complete his work experience. They are writing a job description to offer him a full-time position on the staff. BB will be able to work with people, computers, and possibly move into Business Management in the future.

Rappahannock Community College Youth Success Story – Northern Neck

For some clients, the chart of progress looks less like a steady climb up a mountain and more like an EKG. A. began her educational journey with RCC while enrolled in the Middle College Program in 2010. She completed her two required classes in one semester and graduated from the program that December with her high school diploma and a silver CRC. She entered the work field doing entry-level hospitality jobs for several years and struggled financially. Over a year after she had her son she decided that it was time to pursue her dream of working in the medical field and returned to RCC. A month after WIOA enrollment, she gave birth to her daughter. Feeling overwhelmed with two young children and unable to drive to King George for her desired phlebotomy classes, she chose to participate in Job Readiness workshops for the first semester. Her son was then involved in car accident and was hospitalized for several weeks. A. stayed by her son's side until he recovered months later. She was still anxious to begin her

postsecondary education. She was finally able to begin her phlebotomy classes at the Warsaw Campus the semester after her son recovered. The case manager assisted with her obtaining FAFSA funds for tuition with WIOA paying for supportive services. A. worked continually towards her Phlebotomy Career Studies Certificate taking one to two classes per semester while working full time and caring for her children. A. faced multiple illnesses with her children, her employer going under financially, and car issues but she never gave up. The case manager continued to provide encouragement, guidance, community resource information and assistance with a resume. A. successfully completed her certificate with a 3.06 GPA and gained full-time employment as a Phlebotomist at a local hospital. Her financial situation has now stabilized, her children are doing well and she has her dream job. Finally, her progress chart is starting to look like she is steadily climbing the mountain of success.

Rappahannock Community College Youth Success Story – Middle Peninsula

K. enrolled in WIOA on March 3, 2020. He was very eager to begin welding classes. His severe reading disability had made secondary school difficult and he was anxious to taste success with a hands-on program. He was attentive in class and his instructor stated that he was progressing well. Then COVID-19 stuck and, only two and a half weeks into his course, his class was placed on hold. Months of waiting ensued. In the meantime, the case manager stayed in contact with K. and provided job readiness and financial literacy information. K. waited patiently while reviewing the materials that the case manager provided. Finally, on June 30, 2020, K. was able to return to class. Smaller class sizes, social distancing, and increased sanitation procedures have been put in place. Once again, K. showed his enthusiasm for welding in class. He is resuming his welding dream and has gained some great leadership development skills.

Eastern Shore Community College Youth Success Stories – Eastern Shore

Story #1

RR moved to the Eastern Shore and began attending a local high school at the beginning of her senior year. She moved from a difficult situation she had endured since a child, and even had to live out of her car for periods of time during her junior year. Despite the hardships, she approached her senior year with a positive, hopeful outlook. Her high school career coach gave her a tour of the school and showed her the technical classroom in which she hoped to continue developing skills. However, she needed too many core courses to graduate, which prevented her from enrolling in the technical program. She moved forward with her required courses, and started to make friends. She was cleared for a medical condition and able to obtain her driver's license again. This allowed her to begin employment at a local company. Although her school attendance began to dwindle mid-way through her senior year, she stayed on track, thrived in her stable living condition and enjoyed earning a regular paycheck. She graduated in June 2020 and continues to work full-time. RR is planning to attend the local community college in the fall to study nursing.

Story #2

SS is an OSY currently enrolled at a four year university pursuing a degree in kinesiology. SS participated in the summer youth employment activity at Bayside Rehab to gain valuable work experience for her future goals. SS is currently working at Walmart to earn money to return to

school in the fall. If all goes as planned SS will acquire her Bachelor's degree next spring and has already begun the application process for a Master's degree program. SS' ultimate goal is to earn her Doctor of Physical Therapy (DTP) degree to work as the team trainer for a professional basketball team to gain experience. SS ten year goal is to serve as the president of the National Basketball Association's Athletic Trainer Association.

Bay Consortium Workforce Development Board

Policy Number: 20-02

Effective Date: February 5, 2020

Revised Date: August 5, 2020

Title: WIOA Work Experience Procedure Policy

PURPOSE

To provide policy direction for the implementation of Work Experiences (WEXs) for WIOA eligible adults, dislocated workers and youth.

REFERENCES

- WIOA Sec. 129 (c)(2)(C); 134(c)(2)(A);188(a)(2) and (3)
- 20 CFR 680.170; 680.830; 680.840; 681.600; 683.270 and 280.
- US DOL Wage and Hour Division

BACKGROUND

An internship or work experience for adults and dislocated workers is defined at [20 CFR 680.170] as a planned, structured, time-limited learning experience that takes place in a workplace. An internship or work experience may be paid or unpaid, as appropriate. An internship or work experience may be provided in the private for-profit, non-profit, or public sectors.

For the WIOA youth program, work experience is similarly defined at [20 CFR 681.600] with the additional requirement that youth work experiences must include academic and occupational education.

WEXs are a contractual exchange between the WIOA service provider, WEX employer, and WEX participant. A WEX is not designed to replace an existing employee or position. Wages are provided by the WIOA service provider and paid directly to the participant developing an employer/employee relationship between the service provider and the WEX participant. Labor standards apply in any WEX where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated.

WIOA includes a major focus on providing youth with work experience opportunities. WIOA prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of local area funds on WIOA youth work experiences. WIOA youth program funds spent on paid and unpaid work experiences, including wages and staff costs must be tracked and reported as part of the local WIOA youth financial reporting.

Note:

- WIOA does not discern between “work experience (WEX)” or “internship”. The definition of both is the same.
- WIOA permits local areas to offer transitional jobs which are limited work experiences, that are subsidized and for those individuals with barriers to employment because of chronic unemployment or inconsistent work history. [20 CFR 680.830] There are limits on the amount of funds local areas may use.

POLICY

WEXs must provide a planned and structured learning experience that will contribute to the achievement of the participant’s employment goals through a measurable training component.

WEX agreements must be signed by all parties prior to the start of the WEX. Work experiences for youth must include academic and occupational education.

A. Participant Eligibility

All WEX participants must meet program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Service Strategy or Individual Employability Plan that documents the participant’s need for and benefit from a WEX.

Individuals who have received funding through an ITA, cohort or other WIOA funded training are also eligible for WEX. Funding for training and WEXs are separate.

B. Employer Eligibility

The WEX Employer:

- Must be registered with the Internal Revenue Service (IRS) and have an account with the Virginia Employment Commission for Unemployment Insurance and carry Workman’s Compensation Insurance; [20 CFR 683.280]
- Must be licensed to operate in the Commonwealth of Virginia and provide their Federal Employer Identification Number (FEIN);
- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [WIOA Sec. 188(a)(2)]
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention



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of filling the vacancy with a WEX participant or as the result of having a WEX participant; [20 CFR 683.270]

- Shall not allow the WEX activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.270]
- Shall not allow the participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship. [20 CFR 188(a)(3)]

C. WEX Timeframe

There are no regulations governing the amount of time a participant may be placed in a WEX. Typically, WEXs average between 2-10 weeks; all WIOA Service Providers will adhere to the Fair Labor Standards Act (FLSA) when determining the number of work experience hours appropriate for participants. When determining the duration of a WEX activity, the following should be considered:

- Objectives of the WEX;
- Length of time necessary for the participant to learn the skills identified in the learning plan;
- The employer having sufficient quantity of meaningful work activities for the participant; and
- Service provider budget.

D. Compensation

Participants enrolled in a paid WEX shall be compensated an hourly stipend at not less than the State or local minimum wage, whichever is higher. Participants shall be paid only for the hours worked during the WEX as documented on the participant's WEX time sheet.

WEX participants shall not be paid for:

- Sick leave;
- Vacation breaks;
- Lunch breaks; or
- A holiday recognized by the service provider as a "paid holiday".

WEX participants are not authorized to work overtime.

When determining the hourly wage for a WEX participant, the following considerations should be taken into consideration. This list is not intended to be all inclusive:

- Objectives of the WEX;
- Type of work performed during the WEX;
- Skill set of the participant;
- Skill set required for the WEX; and/or
- Service provider budget.

E. WEX Funding Limits

WEXs are subject to the same maximum dollar limits (\$4,000) as described in BCWDB Individual Training Account Policy 00-02.

PROCEDURES

A. Participant File Documentation

The following WEX documents must be located in the participant file:

- Comprehensive Assessment identifying a WEX as an appropriate service;
- Completed ISS/IEP documenting the WEX services and outcomes;
- WEX Agreement (completed prior to the start of the WEX);
- Learning Plan (completed by participating WEX Business prior to the start of the WEX);
- Pre- and Post-Assessments;
- Time cards/sheets; and
- Case notes according to BCWDB Case Note Policy 14-01.

B. WEX Agreement

WEX Agreements must contain, at a minimum, the following:

- Clear statement of purpose;
- Identification of all parties including the WEX participant;
- Requirements of the employer, participant and WIOA service provider;
- WEX start and end dates;
- Training job title and responsibilities;
- Required tools, equipment or uniforms, if applicable;
- Supportive services that are needed by the participant, if applicable;
- Detailed computation of the anticipated stipend to be earned;
- Concurrence between employer and union when WEX is under a collective bargaining agreement, if applicable;
- A training plan that is incorporated by reference in the body of the contract; and
- Signature and dates of all parties to the agreement.

A single WEX Agreement may be written for group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the Agreement are the same for all participants covered by the Agreement.

C. Modifications

WEX agreements may be modified. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of WEX agreements are not valid.

D. Monitoring

Service providers must ensure regular and on-going monitoring and oversight of the WEX. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the WEX agreement should be dealt with promptly.

The WIOA service provider's oversight of the WEX participant's training and payroll records may be reviewed by Federal, State and local fiscal and program monitors. These entities will have the right to access, examine and inspect any site where any phase of the WEX program is being conducted. The service provider will maintain its records and accounts in such a way as to facilitate the audit. Records must be maintained for five (5) years after the conclusion of the WEX.

DEFINITIONS

Learning Plan – A signed agreement between the worksite supervisor, the participant and the WIOA service provider that describes the goals and project requirements during the WEX.

Pre-Assessment – A documented evaluation of the participant's skills prior to, or at the beginning of the WEX.

Post-Assessment – A documented evaluation of the participant's skills at the end of the WEX. The assessment is intended to show improvement, or lack thereof, during the WEX.

Subsidized Work Experience – A paid, planned, structured learning experience that takes place in a workplace for a limited period of time.

Transitional Jobs – provides limited work experience that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history.

Unsubsidized Work Experience – An unpaid, planned, structured learning experience that takes place in a workplace for a limited period of time.

Work Experience Agreement – A written agreement between the WEX employer, the participant, and the WIOA service provider that outlines the program requirements and expected outcomes.



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Bay Consortium Workforce Development Board

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| Policy Number: 20-01 |
| Effective Date: February 5, 2020 |
| Revised Date: August 5, 2020 |
| Title: WIOA Youth Incentive Policy |

PURPOSE

The purpose of this policy and procedure is to establish guidelines for the provision of incentives for youth for recognition and achievement of goals that are tied to individualized career activities.

REFERENCE

- Reference P.L.113-128 Workforce Innovation and Opportunity Act (WIOA) sections 129 and 150.
- 20 CFR § 681.640,650
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

YOUTH INCENTIVE

Incentives are designed to encourage successful participation in youth program activities. These incentives must support the goals of BCWDB Youth programs as documented in the client's Individual Services Strategy (ISS). Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills and/or basic skills attainment goals as stated in the client's ISS and documented in accordance with applicable WIOA regulations. Incentives will be in the form of a check or other documentable means (i.e. gift card without fees). Under no circumstances may a client be given cash. These incentives are intended to recognize the youth's achievements in an activity.

PROCEDURE

Programmatic goals shall be documented in the client's Individual Service Strategy. Goals must be specific and measurable in objective terms. Based on funding availability, incentives can be given up to the amounts listed for each goal achieved. If there are questions regarding funding availability, contact the BCWDB staff to discuss funding concerns. If it is jointly determined by the BCWDB and service provider that funding is not available, the BCWDB staff will send confirmation to WIOA Service Providers that incentives have been placed on hold until the beginning of the next program year.

Achievements eligible for an incentive award require documentation for the award. Award amounts include:

1. Attain high school diploma or GED, evidenced by copy of high school diploma or GED: \$100.00
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: \$60.00 total.
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: \$20.00 for each set of activities completed not to exceed \$60.00 total.
4. Complete TABE post-test demonstrating attainment educational functioning levels, evidenced by printed TABE results: \$25.00 per post-test, maximum of 2 payments
5. Attain a post-secondary credential (occupational certificate, diploma or degree), evidenced by copy of the credential: \$100.00

Youth incentive awards are limited to a lifetime amount of up to \$500.00 maximum per eligible youth. Exceptions may be granted by the BCWDB staff. Requests for a waiver must be submitted in writing and clearly state why an exception should be made for that particular client. Approved waivers must be in place prior to the exception activity.

Attainment of goals identified in the ISS also must be clearly documented in the client's file and in the Virginia Workforce Connection System. An Incentive Tracking Log must be maintained and list all incentives awarded to each youth; the log is provided by the BCWDB. Incentive awards shall be made in a uniform and consistent manner, as explained in this policy and procedure, that ensures all participants receive equal rewards for equal achievement.

DOCUMENTATION

Case managers must maintain an Incentive Tracking Log provided by BCWDB staff, listing all incentives awarded to each youth. Attainment of goals must be clearly documented in the client's file and in the Virginia Workforce Connection System. The client's receipt of checks, cash equivalents, or a material reward shall be acknowledged by them in the form of a signature documented on the Participant Receipt Form. The Incentive Tracking Log shall include, at a minimum, the client's name, VAWC State ID number, funding stream, specific goal accomplished that is being rewarded, and the amount and type of incentive. The Incentive Tracking Log shall be maintained in the client's folder, with a copy submitted for reimbursement. The Incentive Tracking Log shall be signed by the client receiving the incentive and by the case manager who delivered it to them.

Program operators must track the costs of incentives to the specific funding stream in which the client receiving the reward is participating and shall bill the BCWDB accordingly. Checks and other documentable means are the only allowable forms for an incentive payment and the WIOA Service Provider will follow financial policies in place for reimbursement from the BCWDB.



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WIOA Youth Incentive Tracking Log Form

Participant Name: _____

WIOA Program: Youth

| Incentive Date | Funding Stream (OSY/ISY) | Participant Name | VAWC State ID | Goal Attained | Incentive Amount/Type |
|----------------|--------------------------|------------------|---------------|---------------|-----------------------|
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Strategic Priorities

Strategic Priority Number One: Funding – Performance and Accountability

Goal: Maximize funding opportunities to support strategic priorities

Objectives:

1. Diversify streams of revenue to support the strategic priorities
2. Support professional grant writing to supplement existing revenue
3. Monitor funds for correlation with goals
4. Evaluation – Review Quarterly reports, annual budgets, and grant revenue

Strategic Priority Number Two: Program Development and Implementation – One Stop

Goal: Lead workforce system of partners to provide comprehensive programs and services

Objectives:

1. Provide responsive and innovative employer services
2. Provide responsive and innovative training and support services for jobseekers
3. Ensure WIOA compliance through technical assistance, tracking and documentation
4. Evaluation – Review quantity and quality of services provided to job seekers and employers

Strategic Priority Number Three: Business and Community Engagement –Board Development

Goal: Enhance outreach and connectivity to business and community partners

Objectives:

1. Enhance connections with regional employers through ongoing outreach and resource promotion
2. Enhance communication and collaboration with local elected officials
3. Coordinate and collaborate with community partners to promote and align resources of all stakeholders without duplicating services
4. Evaluation – Track business and community outreach by WDB members and staff

Strategic Priority Number Four: Marketing – Labor Market

Goal: Enhance visibility and viability of WDB as an important key community resource

Objectives:

1. Align WDB marketing activities with VA Career Works initiative to support strategic priorities
2. Pursue sponsorships and partnerships to support program initiatives
3. Build rapport with industry and business community through ongoing needs assessment, resource promotion, and service enhancement
4. Evaluation – Institute feedback methods to capture community opinion and usage of workforce services