

Bay Consortium Workforce Development Board, Inc.

Executive Committee

Wednesday, April 24, 2024

Northern Neck Planning District Commission

457 Main Street, Warsaw, VA 22572

10:00 a.m.

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Draft Agenda
Bay Consortium Workforce Development Board, Inc.
Executive Committee
Wednesday, April 24, 2024
10:00 am

The Executive Committee will meet in person at the Northern Neck Planning District Committee on Wednesday, April 24, 2024 at 10:00 a.m.

- I. Call to Order:**
- II. Welcome and Introductions:**
- III. Approval of Minutes – January 31, 2024:**
- IV. Public Comment:**
- V. Standing Committees**
 - A. One-Stop Committee:**
 - B. Performance and Accountability Committee:**
 - C. Labor Market Committee:**
 - D. Board Development Committee:**
 - E. Youth Council:**
- VI. Old Business:**
- VII. New Business**
 - A. PY 24 – 25 Budget**
 - B. Accounting Manual**
 - i. Old Manual**
 - ii. New Manual**
 - C. Strategic Plan Review**
 - i. Strategic Plan**
 - ii. Strategic Plan Review Document**
 - D. By-laws**
 - i. Committee Restructure**
 - 1. Committee Assignments**
 - ii. Committee Restructure Crosswalk**
 - iii. Letter for missed meeting(s)**
 - 1. One missed meeting**
 - 2. Two or more missed meetings**
 - E. Portal Policy**
 - F. BCWDB PY 24 – 25 Slate of Officers**
 - G. BCWDB PY 24 – 25 Meeting Schedule**
 - H. Performance**
 - i. Title I**

- ii. Youth Outreach Grant**
- iii. Transportation to Learn Grant**
- iv. Critical Sector Job Quality Grant**

I. Funds Transfer

VIII. Executive Director's Update:

IX. Other Items for Discussion:

X. Public Comment:

XI. Adjournment:

Draft Minutes
Bay Consortium Workforce Development Board, Inc.
Executive Committee
Wednesday, January 31, 2024
10:00 a.m.

The Executive Committee met in person at the Northern Neck Planning District Committee on Wednesday, January 31, 2024 at 10:00 a.m.

- I. Call to Order:** Ashley Forbes called the meeting to order at 10:11 a.m.
- II. Welcome and Introductions:** Jacob McCaleb, Business Services Representative, introduced himself to the Executive Committee.
- III. Roll Call:** Present was in-person Ashley Forbes, Greg Moon, Josh Gemerek, Ian Ginger, Marjorie Lampkin, Deborah Warf, Nick Minor, and Blair Templeton as Jennifer Bowhey’s proxy. Also present in-person was Jackie Davis, Lauren Fallin, and Jacob McCaleb. Present virtually on zoom was Steven Golas and Kristina Allen.
- IV. Approval of Minutes – October 25, 2023:** Ian Ginger made a motion to approve the minutes from the October 25, 2023 meeting, and Deborah Warf seconded his motion, passing the motion unanimously.
- V. Public Comment:** There was no public comment.
- VI. Standing Committees**
 - A. One-Stop Committee:** Deborah Warf stated that the One-Stop Committee met on January 9, 2024, and Jessica Weber, One Stop Manager, gave the committee a quarterly update of the Virginia Works Centers. Jacob McCaleb also introduced himself to the One-Stop Committee.
 - B. Performance and Accountability Committee:** Jackie Davis stated that the Performance and Accountability Committee met on January 17, 2024. Steven Golas went over the quarterly performance reports with the committee and noted that some counties did not have any new enrollments, so he is taking a closer look and communicating with those counties to further address the issue.
 - C. Labor Market Committee:** The Labor Market Committee did not meet this quarter.
 - D. Board Development Committee:** The Board Development Committee did not meet this quarter.
 - E. Youth Council:** Marjorie Lampkin stated that the Youth Council met on January 16, 2024. Steven Golas went over the quarterly performance reports with the Youth Council.
- VII. Old Business:** There was no old business to be discussed.
- VIII. New Business**
 - A. Performance Reports:** Ashley Forbes went over the quarterly reports with the Executive Committee.
 - B. Priority of Service Policy:** Nick Minor made a motion to approve the Priority of Service Policy, and Josh Gemerek seconded his motion, passing the motion unanimously and sending the policy for approval of the BCWDB Board.

- C. ROI:** Ashley Forbes went over the ROI with the Executive Committee.
- D. TPI:** Ashley Forbes updated the Executive Committee with TPI updates and stated that there is a Request for Proposal (RFP) that needs to be approved to be sent to the Board for further approval. Deborah Warf made a motion to approve the RFP, and Nick Minor seconded her motion, passing the motion unanimously and sending the RFP to approval of the BCWDB Board.
- IX. Executive Director's Update:** Jackie Davis stated that the VCW Bay website is currently being worked on by a company in the Fredericksburg region, and they are currently in the first phase of undergoing updating the website. The website will be more focused on the Board. Jackie also announced that she and Ashley Forbes have begun working with the consultant on the US DOL grant for critical job sectors. Jackie also stated that there are upcoming interviews for the Program Director position on Friday. Jackie reviewed the 2023 audit with the Executive Committee. She also announced that there are three new CLEO membership nominees. The three new nominees are Mary Ann Gibbs of Mathews County, Tracy Elliot of King William County, and Jaclyn Ammons of King and Queen County.
- X. Other Items for Discussion:** Jackie Davis announced that there is an upcoming BCWDB Board meeting next Wednesday, February 7, 2024 at 10:00 a.m. at the Deltaville Maritime Museum.
- XI. Public Comment:** There was no public comment.
- XII. Adjournment:** With there being no additional business to discuss, Nick Minor made a motion to adjourn the meeting, and Deborah Warf seconded his motion, passing the motion unanimously. Ashley Forbes adjourned the meeting at 10:53 a.m.

Respectfully submitted,
Lauren Fallin

Labor Market Committee
Wednesday, April 3, 2024
10:00 a.m.

The Labor Market Committee met on Wednesday, April 3, 2024, at 10:00 a.m. via Zoom.

- I. Call to Order:** Shawn Hildebrand called the meeting to order at 10:06 a.m.
- II. Roll Call:** Present were Shawn Hildebrand and Felicia Ainsa. Also present were Jackie Davis, Lauren Fallin, Kristina Allen, and Steven Golas. Not present were Ian Ginger, Melvin Carter, and Raymond Staton Jr.
- III. Public Input:** There was no public input.
- IV. Approval of October 4, 2023 Minutes:** Shawn Hildebrand made a motion to approve the October 4, 2023 meeting minutes, and Felicia Ainsa seconded his motion, passing the motion unanimously.
- V. New Business:**
 - A. Strategic Plan Review:** Jackie Davis presented the Strategic Plan Review center metrics to the Labor Market Committee, encompassing BCWDB’s funding, business service representative contacts, detailed services provided, business pipelines, job fairs, advisory councils, etc. and asked the Labor Market Committee for their input and opinions on the metrics and if they have any suggestions for updates, additions, and/or changes to add to the Strategic Plan Review center metrics.
- VI. Old Business:** There was no old business to be discussed.
- VII. Other topics for discussion:** Jackie Davis announced that there is an upcoming BCWDB Board meeting on May 1, 2024, at 10:00 a.m. in Chincoteague, VA, and a networking dinner the night before at the Eastern Shore Virginia Career Works Center.
- VIII. Adjournment:** With there being no further business to discuss, Shawn Hildebrand adjourned the meeting at 10:35 a.m.

Respectfully submitted,

Lauren Fallin

One Stop Committee
Tuesday, April 9, 2024
10:00 a.m.

The One Stop Committee met on Tuesday, April 9, 2024, at 10:00 a.m. via Zoom.

- I. **Call to Order:** Deborah Warf called the meeting to order at 10:02 a.m.
- II. **Roll Call:** Present was Deborah Warf, Hosey Burgess, Robert Dixon, Tracy Harrington, and Stephen Cox. Not present was Brian (Scott) Hall. Also present were Jackie Davis, Lauren Fallin, Steven Golas, Kristina Allen, and Jessica Weber.
- III. **Public Input:** There was no public input.
- IV. **Approval of January 9, 2024 Meeting Minutes:** Stephen Cox made a motion to approve the meeting minutes from the January 9, 2024 meeting, and Hosey Burgess seconded their motion, approving the minutes unanimously.
- V. **New Business:**
 - A. **Strategic Plan Review:** Jackie Davis went over the Strategic Plan Review with the One Stop Committee. The Strategic Plan Review overviews the funding, locality contributions, grant applications, business services CRM count, etc.
 - B. **Rescind Portal Policy:** Jackie Davis announced that the state board rescinded the portal policy and recommended we resend this policy that was approved last year to mirror what the state board is doing and to rescind it. There was a motion by Hosey Burgess to rescind the portal policy, and Stephen Cox seconded the motion, passing it unanimously.
- VI. **Old Business:** There was no old business to be discussed.
- VII. **One Stop Manager Update:** Jessica Weber gave the One Stop Committee the One Stop Manager update. Jessica went over the multi-year visit traffic data for the VAWC centers. She also showed the surveys of all the centers and job placements. Customer traffic needs for services such as adult education, employers, workshop/training participants, veterans, staff appointments, DARS, and Telamon have increased.
- VIII. **Business Services Report:** Jackie Davis went over the Business Services report with the One Stop Committee. She noted that Jacob McCaleb, our Business Services Representative, has been doing outreach with businesses, having business services meetings, and that there will be an upcoming business services meeting at the Compass Theatre in White Stone, VA. Jacob is currently compiling a full Business Services report.
- IX. **Other Topics for discussion:** Jackie Davis announced that the upcoming BCWDB Board meeting will be held in the Eastern Shore at the conference room at Comfort Suites, and that there will be a networking dinner the night before at the Eastern Shore Virginia Career Works Center.

X. Adjournment: With there being no further business to discuss, Deborah Warf adjourned the meeting at 10:36 a.m.

Respectfully submitted,
Lauren Fallin

Board Development Committee
Wednesday, April 10, 2024
10:00 a.m.

The Board Development Committee met on Wednesday, April 10, 2024, at 10:00 a.m. via Zoom.

Jackie Davis quickly overviewed the agenda items with Sara Carroll.

- I. Call to Order:**
- II. Roll Call:** Present was Sara Carroll. Also present was Jackie Davis, Lauren Fallin, Kristina Allen, and Steven Golas. Not present was Matt Weaver, Kendall Webre, Joshua Gemerek, and Ben Whanger.
- III. Public Input:**
- IV. Approval of Meeting Minutes from October 19, 2023 Meeting:**
- V. New Business:**
 - A. By-Law Change**
 - B. Committee Assignments**
 - C. Slate of Officers**
 - D. PY 24 – 25 BCWDB Meeting Dates**
 - E. Strategic Plan Review**
 - F. Board Letter Review**
 - i. One missed meeting**
 - ii. Two or more missed meetings**
- VI. Old Business:**
- VII. Other Items for Discussion:**
- VIII. Adjournment:**

Youth Council
Tuesday, April 16, 2024
10:00 a.m.

The Youth Council met on Tuesday, April 16, 2024 at 10:00 a.m. via Zoom.

I. Call to Order: Marjorie Lampkin called the meeting to order at 10:04 a.m.

II. Roll Call: Present were Marjorie Lampkin, Hutt Williams, Chris Giles, and Sherry Davis. Not present were Hope Mothershead and David Ferguson. Also present were Jackie Davis, Steven Golas, Giles Scott, Milly Rivera, and Lauren Fallin.

III. Public Input: There was no public input.

IV. Approval of Meeting Minutes from the January 16, 2024 Meeting: Chris Giles made a motion to approve the meeting minutes from January 16, 2024 meeting, and Sherry Davis seconded his motion, passing the motion unanimously.

V. New Business

A. Youth Report – Giles Scott, BCWDB Youth Outreach Specialist: Giles Scott presented the Youth Report to the Youth Council. Giles gave an overview of what he has currently been doing. Giles has been participating in many different career fairs across our region implementing and expanding the use and education of the Virtual Reality Career Exploration program utilization for the youth across the region.

B. Youth Quarterly Performance Reports: Steven Golas presented the PY 22 – 23 3rd Quarter Youth Quarterly Reports to the Youth Council.

C. Strategic Plan Review: Steven Golas presented the Strategic Plan Review to the Youth Council.

VI. Old Business: There was no old business to be discussed.

VII. Other Topics for discussion: There were no other topics for discussion.

VIII. Adjournment: With there being no further business to be discussed, Chris Giles made a motion to adjourn the meeting, and Sherry Davis seconded the motion, passing the motion unanimously. Marjorie Lampkin adjourned the meeting at 10:32 a.m.

Respectfully submitted,
Lauren Fallin

Performance and Accountability Committee
Wednesday, April 17, 2024
10:00 a.m.

The Performance and Accountability Committee met on Wednesday, April 17, 2024 at 10:00 a.m. via Zoom.

I. Call to Order: Jennifer Bowhey called the meeting to order at 10:03 a.m.

II. Roll Call:

P&A Committee Attendance (Virtual)

Jennifer Bowhey	Present
Vanesa Livingstone	Absent
Dennis Parsons	Absent
Beverly Davis	Present
Gary Wilson	Absent
Glenn Purcell	Absent
Brittany Metts	Absent

Also present were Jackie Davis, Lauren Fallin, Kristina Allen, Steven Golas, Makalia Records, Milagros Rivera-Negron, Jacob McCaleb, and Sherry Davis.

III. Public Input: There was no public input.

IV. Approval of Meeting Notes from January 17, 2024 Meeting: The Performance and Accountability Committee will hold off on approving the minutes until the attendees from the previous meeting can review and approve the meeting minutes.

V. New Business:

A. Quarterly Reports: Steven Golas presented the PY 22 – 23 3rd Quarter BCWDB Quarterly Reports to the Performance and Accountability Committee which includes updates and metrics to the Title I, Youth Outreach, and Transportation to Learn Grant.

B. Title I

C. Youth Outreach Grant

D. Transportation to Learn Grant

E. Critical Sector Job Quality Grant Report– Makalia Records, BCWDB Program Director: Makalia Records presented the Critical Sector Job Quality Grant Report to the Performance and Accountability Committee.

F. Strategic Plan Review: Jackie Davis presented the Strategic Plan review to the Performance and Accountability Committee. The Strategic Plan Review overviews the funding, locality contributions, grant applications, business services CRM count, etc.

VI. Old Business: There was no old business to be discussed.

VII. Other Topics for discussion: Jackie Davis reminded the Performance and Accountability Committee of the upcoming BCWDB Board Meeting on May 1, 2024 at the Comfort Suites Inn in Chincoteague, VA, and the networking dinner the night before at the Eastern Shore Virginia Career Works Center.

VIII. Adjournment: With there being no further business to discuss, Jennifer Bowhey adjourned the meeting at 11:00 a.m.

Respectfully submitted,
Lauren Fallin

BCWDB PY 22 – 23 3rd Quarter Quarterly Reports

Rappahannock Goodwill Industries WIOA Adult and Dislocated Worker													
		1st Quarter PY 23 7/1/23 - 9/30/23			2nd Quarter PY 23 10/1/23 - 12/31/23			3rd Quarter PY 23 1/1/24 - 3/31/24			4th Quarter PY 23 4/1/24 - 6/30/24		
Customer Summary Information													
Planned Number of Participants for PY		52			52			52					
Total Participants Served		43			44			52					
Percent of Planned		83%			85%			100%			-		
New Clients Enrolled this Quarter		2			1			8					
WIOA Adult		41			41			48					
WIOA Dislocated Worker		2			3			4					
Follow Up Information													
Total Follow-Ups Required		55			55			50					
Total Follow-Ups Completed		55			55			50					
Total Follow-Up Not Completed		0			0			0			0		
Employment 2nd Quarter after Exit													
WIOA Adult Program - 86.6%		84.2%	16 # employed	100.0%	8 # employed	88.2%	15 # employed	-		# employed			
			19 # exited		8 # exited		17 # exited				# exited		
WIOA Dislocated Worker Program - 88.6%		-	0 # employed	100.0%	2 # employed	-	0 # employed	-		# employed			
			0 # exited		2 # exited		0 # exited			# exited			
Employment 4th Quarter after Exit													
WIOA Adult Program - 85.5%		87.5%	7 # employed	88.9%	8 # employed	78.9%	15 # employed	-		# employed			
			8 # exited		9 # exited		19 # exited				# exited		
WIOA Dislocated Worker Program - 90%		75.0%	3 # employed	-	0 # employed	-	0 # employed	-		# employed			
			4 # exited		0 # exited		0 # exited			# exited			
Median Earnings 2nd Quarter after Exit													
WIOA Adult Program		\$6,100.00	Not Available	\$6,100.00	Not Available	\$6,100.00	Not Available	\$6,100.00	Not Available	\$6,100.00			
WIOA Dislocated Worker Program		\$8,900.00	Not Available	\$8,900.00	Not Available	\$8,900.00	Not Available	\$8,900.00	Not Available	\$8,900.00			
Credential Attainment within Four Quarters after Exit													
WIOA Adult Program - 81.1%		87.5%	7 # credentialed	77.8%	7 # credentialed	89.5%	17 # credentialed	-		# credentialed			
			8 # exited		9 # exited		19 # exited				# exited		
WIOA Dislocated Worker Program - 70%		75.0%	3 # credentialed	-	0 # credentialed	-	0 # credentialed	-		# credentialed			
			4 # exited		0 # exited		0 # exited			# exited			
Measurable Skills Gain													
WIOA Adult Program - 70.2%		27.3%	9 # gained	39.4%	13 # gained	48.8%	20 # gained	-		# gained			
			33 # exited		33 # exited		41 # exited				# exited		
WIOA Dislocated Worker Program - 69.8%		0.0%	0 # gained	50.0%	1 # gained	50.0%	1 # gained	-		# gained			
			1 # exited		2 # exited		2 # exited			# exited			
40% Minimum Training Expenditure Requirement													
58.79%	WIOA Adult Program		72.8%	\$ 67,143.55	Training Expenditures	\$ 83,300.48	Training Expenditures	\$117,337.21	Training Expenditures	-		Training Expenditures	
				\$ 92,210.87	Total Expenditures	\$132,755.45	Total Expenditures	\$194,769.76	Total Expenditures			Total Expenditures	
58.79%	WIOA Dislocated Worker Program		25.1%	\$ 1,194.09	Training Expenditures	\$ 5,329.13	Training Expenditures	\$ 7,717.58	Training Expenditures	-		Training Expenditures	
				\$ 4,762.58	Total Expenditures	\$ 12,623.70	Total Expenditures	\$ 17,956.75	Total Expenditures			Total Expenditures	
Total Contract Expenditures													
78.06%	WIOA Adult Program		74.4%	\$ 92,678.27	Expenditures	\$133,690.25	Expenditures	\$196,171.96	Expenditures	-		Expenditures	
				\$124,641.46	Total Contract	\$124,641.46	Total Contract	\$247,030.61	Total Contract			Total Contract	
78.06%	WIOA Dislocated Worker Program		3.5%	\$ 5,332.20	Expenditures	\$ 13,763.14	Expenditures	\$ 19,666.01	Expenditures	-		Expenditures	
				\$151,873.40	Total Contract	\$151,873.40	Total Contract	\$ 29,484.25	Total Contract			Total Contract	

George Washington Planning District 16 Data

		3rd Quarter PY 23
Customer Summary Information		
Planned Number of Participants for PY		52
Total Participants Served		45
Percent of Planned		87%
Planning District 16 Total New Clients Enrolled this Quarter		7
	WIOA Adult	42
	WIOA Dislocated Worker	3
Spotsylvania County New Clients Enrolled this Quarter		4
	WIOA Adult	17
	WIOA Dislocated Worker	1
Stafford County New Clients Enrolled this Quarter		3
	WIOA Adult	16
	WIOA Dislocated Worker	1
Caroline County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
King George County New Clients Enrolled this Quarter		0
	WIOA Adult	0
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Adult	8
	WIOA Dislocated Worker	0

Rappahannock Community College WIOA Adult and Dislocated Worker												
	1st Quarter PY 23 7/1/23 - 9/30/23			2nd Quarter PY 23 10/1/23 - 12/31/23			3rd Quarter PY 23 1/1/24 - 3/31/24			4th Quarter PY 23 4/1/24 - 6/30/24		
Customer Summary Information												
Planned Number of Participants for PY	55			55			55					
Total Participants Served	18			23			27					
Percent of Planned	33%			42%			49%			-		
New Clients Enrolled this Quarter	6			5			4					
WIOA Adult	17			22			26					
WIOA Dislocated Worker	1			1			1					
Follow Up Information												
Total Follow-Ups Required	37			33			28					
Total Follow-Ups Completed	37			33			28					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Adult Program - 86.6%	92.3%	12 # employed	13 # exited	91.7%	11 # employed	12 # exited	100.0%	5 # employed	5 # exited	-	# employed	# exited
WIOA Dislocated Worker Program - 88.6%	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-	# employed	# exited
Employment 4th Quarter after Exit												
WIOA Adult Program - 85.5%	80.0%	8 # employed	10 # exited	90.0%	9 # employed	10 # exited	92.3%	12 # employed	13 # exited	-	# employed	# exited
WIOA Dislocated Worker Program - 90%	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-	# employed	# exited
Median Earnings 2nd Quarter after Exit												
WIOA Adult Program	\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available	
WIOA Dislocated Worker Program	\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available	
Credential Attainment within Four Quarters after Exit												
WIOA Adult Program - 81.1%	100.0%	10 # credentialed	10 # exited	100.0%	10 # credentialed	10 # exited	100.0%	13 # credentialed	13 # exited	-	# credentialed	# exited
WIOA Dislocated Worker Program - 70%	-	0 # credentialed	0 # exited	-	0 # credentialed	0 # exited	-	0 # credentialed	0 # exited	-	# credentialed	# exited
Measurable Skills Gain												
WIOA Adult Program - 70.2%	62.5%	10 # gained	16 # exited	70.0%	14 # gained	20 # exited	70.8%	17 # gained	24 # exited	-	# gained	# exited
WIOA Dislocated Worker Program - 69.8%	-	0 # gained	0 # exited	-	0 # gained	0 # exited	-	0 # gained	0 # exited	-	# gained	# exited
40% Minimum Training Expenditure Requirement												
57.67%	WIOA Adult Program	74.4%	\$ 26,239.03	Training Expenditures	59.7%	\$ 41,348.33	Training Expenditures	58.8%	\$ 60,733.60	Training Expenditures	-	Training Expenditures
			\$ 35,280.34	Total Expenditures		\$ 69,242.78	Total Expenditures		\$ 103,213.23	Total Expenditures		
WIOA Dislocated Worker Program	-	-	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	-	Training Expenditures
			\$ -	Total Expenditures		\$ 2,100.00	Total Expenditures		\$ 2,100.00	Total Expenditures		
Total Contract Expenditures												
45.51%	WIOA Adult Program	27.3%	\$ 35,771.74	Expenditures	53.6%	\$ 70,225.58	Expenditures	50.8%	\$ 104,687.43	Expenditures	-	Expenditures
			\$ 131,039.56	Total Contract		\$ 131,039.56	Total Contract		\$ 206,039.56	Total Contract		
WIOA Dislocated Worker Program	0.4%	-	\$ 398.40	Expenditures	2.7%	\$ 2,896.80	Expenditures	10.5%	\$ 3,295.20	Expenditures	-	Expenditures
			\$ 106,241.52	Total Contract		\$ 106,241.52	Total Contract		\$ 31,241.52	Total Contract		

Northern Neck Planning District 17 Data	
	3rd Quarter PY 23
Customer Summary Information	
Planned Number of Participants for PY	30
Total Participants Served	14
Percent of Planned	47%
Planning District 17 Total New Clients Enrolled this Quarter	1
WIOA Adult	13
WIOA Dislocated Worker	1
Lancaster County New Clients Enrolled this Quarter	
WIOA Adult	2
WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter	
WIOA Adult	1
WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter	
WIOA Adult	6
WIOA Dislocated Worker	1
Westmoreland County New Clients Enrolled this Quarter	
WIOA Adult	4
WIOA Dislocated Worker	0

Middle Peninsula Planning District 18 Data	
	3rd Quarter PY 23
Customer Summary Information	
Planned Number of Participants for PY	25
Total Participants Served	8
Percent of Planned	32%
Planning District 18 Total New Clients Enrolled this Quarter	2
WIOA Adult	8
WIOA Dislocated Worker	0
Essex County New Clients Enrolled this Quarter	0
WIOA Adult	4
WIOA Dislocated Worker	0
King and Queen County New Clients Enrolled this Quarter	1
WIOA Adult	1
WIOA Dislocated Worker	0
King William County New Clients Enrolled this Quarter	1
WIOA Adult	1
WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter	0
WIOA Adult	1
WIOA Dislocated Worker	0
Middlesex County New Clients Enrolled this Quarter	0
WIOA Adult	1
WIOA Dislocated Worker	0

Eastern Shore Community College WIOA Adult and Dislocated Worker													
	1st Quarter PY 23 7/1/23 - 9/30/23			2nd Quarter PY 23 10/1/23 - 12/31/23			3rd Quarter PY 23 1/1/24 - 3/31/24			4th Quarter PY 23 4/1/24 - 6/30/24			
Customer Summary Information													
Planned Number of Participants for PY	39			39			39						
Total Participants Served	28			29			30						
Percent of Planned	72%			74%			77%			-			
New Clients Enrolled this Quarter	5			1			1						
WIOA Adult	25			26			27						
WIOA Dislocated Worker	3			3			3						
Follow Up Information													
Total Follow-Ups Required	16			16			17						
Total Follow-Ups Completed	16			16			17						
Total Follow-Up Not Completed	0			0			0			0			
Employment 2nd Quarter after Exit													
WIOA Adult Program - 86.6%	100.0%	5	# employed	100.0%	4	# employed	100.0%	4	# employed	-		# employed	
		5	# exited		4	# exited		4	# exited			# exited	
WIOA Dislocated Worker Program - 88.6%	100.0%	1	# employed	100.0%	1	# employed	100.0%	1	# employed	-		# employed	
		1	# exited		1	# exited		1	# exited			# exited	
Employment 4th Quarter after Exit													
WIOA Adult Program - 85.5%	100.0%	2	# employed	100.0%	1	# employed	100.0%	5	# employed	-		# employed	
		2	# exited		1	# exited		5	# exited			# exited	
WIOA Dislocated Worker Program - 90%	-	0	# employed	-	0	# employed	-	0	# employed	-		# employed	
		0	# exited		0	# exited		0	# exited			# exited	
Median Earnings 2nd Quarter after Exit													
WIOA Adult Program	\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00			
WIOA Dislocated Worker Program	\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00			
Credential Attainment within Four Quarters after Exit													
WIOA Adult Program - 81.1%	100.0%	1	# credentialed	-	0	# credentialed	80.0%	4	# credentialed	-		# credentialed	
		1	# exited		0	# exited		5	# exited			# exited	
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	-	0	# credentialed	-	0	# credentialed	-		# credentialed	
		0	# exited		0	# exited		0	# exited			# exited	
Measurable Skills Gain													
WIOA Adult Program - 70.2%	20.0%	5	# gained	24.0%	6	# gained	40.0%	10	# gained	-		# gained	
		25	# exited		25	# exited		25	# exited			# exited	
WIOA Dislocated Worker Program - 69.8%	33.3%	1	# gained	33.3%	1	# gained	33.3%	1	# gained	-		# gained	
		3	# exited		3	# exited		3	# exited			# exited	
40% Minimum Training Expenditure Requirement													
70.40%	WIOA Adult Program	56.1%	\$ 8,959.64	Training Expenditures	59.3%	\$16,975.27	Training Expenditures	71.3%	\$39,494.21	Training Expenditures	-		Training Expenditures
			\$15,956.64	Total Expenditures		\$28,642.27	Total Expenditures		\$55,389.78	Total Expenditures			Total Expenditures
WIOA Dislocated Worker Program	47.5%	\$ 937.10	Training Expenditures	54.5%	\$ 1,880.15	Training Expenditures	59.1%	\$ 2,613.14	Training Expenditures	-			Training Expenditures
		\$ 1,972.91	Total Expenditures		\$ 3,450.61	Total Expenditures		\$ 4,420.75	Total Expenditures				Total Expenditures
Total Contract Expenditures													
52.41%	WIOA Adult Program	22.2%	\$16,231.05	Expenditures	39.9%	\$29,191.09	Expenditures	61.0%	\$56,213.01	Expenditures	-		Expenditures
			\$73,202.51	Total Contract		\$73,202.51	Total Contract		\$92,202.87	Total Contract			Total Contract
WIOA Dislocated Worker Program	4.9%	\$ 2,135.75	Expenditures	8.7%	\$ 3,776.29	Expenditures	20.1%	\$ 4,909.27	Expenditures	-			Expenditures
		\$43,426.47	Total Contract		\$43,426.47	Total Contract		\$24,426.47	Total Contract				Total Contract

Eastern Shore Planning District 22 Data	
	3rd Quarter PY 23
Customer Summary Information	
Planned Number of Participants for PY	39
Total Participants Served	26
Percent of Planned	67%
Planning District 22 Total New Clients Enrolled this Quarter	1
WIOA Adult	24
WIOA Dislocated Worker	2
Accomack County New Clients Enrolled this Quarter	
WIOA Adult	19
WIOA Dislocated Worker	2
Northampton County New Clients Enrolled this Quarter	
WIOA Adult	5
WIOA Dislocated Worker	0

BCWDB PY 22 – 23 3rd Quarter Youth Quarterly Reports

Rappahannock Goodwill Industries WIOA Youth													
		1st Quarter PY 23 7/1/23 - 9/30/23			2nd Quarter PY 23 10/1/23 - 12/31/23			3rd Quarter PY 23 1/1/24 - 3/31/24			4th Quarter PY 23 4/1/24 - 6/30/24		
Customer Summary Information													
Planned Number of Participants for PY		26			26			26					
Total Participants Served		25			28			28					
Percent of Planned		96%			108%			108%			-		
New Clients Enrolled this Quarter		3			3			0					
WIOA Youth		25			28			28					
Follow Up Information													
Total Follow-Ups Required		9			9			9					
Total Follow-Ups Completed		9			9			9					
Total Follow-Up Not Completed		0			0			0			0		
Employment 2nd Quarter after Exit													
WIOA Youth - 78.1%	80.0%	4	# employed	50.0%	1	# employed	100.0%	1	# employed	-		# employed	
		5	# exited		2	# exited		1	# exited			# exited	
Employment 4th Quarter after Exit													
WIOA Youth - 81.1%	75.0%	3	# employed	-	0	# employed	80.0%	4	# employed	-		# employed	
		4	# exited		0	# exited		5	# exited			# exited	
Credential Attainment within Four Quarters after Exit													
WIOA Youth - 70%	100.0%	1	# credentialed	-	0	# credentialed	50.0%	1	# credentialed	-		# credentialed	
		1	# exited		0	# exited		2	# exited			# exited	
Measurable Skills Gain													
WIOA Youth - 69.1%	23.5%	4	# gained	35.0%	7	# gained	38.1%	8	# gained	-		# gained	
		17	# exited		20	# exited		21	# exited			# exited	
20% Work Experience Expenditure Requirement													
29.93%	WIOA Youth	8.0%	\$ 3,372.58	Training Expenditures	22.1%	\$ 15,173.85	Training Expenditures	29.9%	\$ 27,413.50	Training Expenditures	-		Training Expenditures
			\$ 42,327.76	Total Expenditures		\$ 68,565.08	Total Expenditures		\$ 91,589.56	Total Expenditures		Total Expenditures	
Total Contract Expenditures													
55.90%	WIOA Youth	25.7%	\$ 42,953.88	Expenditures	41.8%	\$ 69,815.53	Expenditures	55.9%	\$ 93,463.84	Expenditures	-		Expenditures
			\$167,209.37	Total Contract		\$167,209.37	Total Contract		\$167,209.37	Total Contract		Total Contract	

George Washington Planning District 16 Data

		3rd Quarter PY 23
Customer Summary Information		
Planned Number of Participants for PY		26
Total Participants Served		28
Percent of Planned		108%
Planning District 16 Total New Clients Enrolled this Quarter		0
	WIOA Youth	28
Spotsylvania County New Clients Enrolled this Quarter		0
	WIOA Youth	6
Stafford County New Clients Enrolled this Quarter		0
	WIOA Youth	15
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	2
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	0
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Youth	5

Rappahannock Community College												
	1st Quarter PY 23 7/1/23 - 9/30/23			2nd Quarter PY 23 10/1/23 - 12/31/23			3rd Quarter PY 23 1/1/24 - 3/31/24			4th Quarter PY 23 4/1/24 - 6/30/24		
Customer Summary Information												
Planned Number of Participants for PY	32			32			32					
Total Participants Served	11			14			15					
Percent of Planned	34%			44%			47%			-		
New Clients Enrolled this Quarter	1			3			1					
WIOA Youth	11			14			15					
Follow Up Information												
Total Follow-Ups Required	13			15			17					
Total Follow-Ups Completed	13			15			17					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Youth - 78.1%	100.0%	3	# employed	100.0%	2	# employed	100.0%	2	# employed	-	# employed	
		3	# exited		2	# exited		2	# exited		# exited	
Employment 4th Quarter after Exit												
WIOA Youth - 81.1%	-	0	# employed	100.0%	1	# employed	100.0%	3	# employed	-	# employed	
		0	# exited		1	# exited		3	# exited		# exited	
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	100.0%	3	# credentialed	-	# credentialed	
		0	# exited		0	# exited		3	# exited		# exited	
Measurable Skills Gain												
WIOA Youth - 69.1%	20.0%	2	# gained	23.1%	3	# gained	41.7%	5	# gained	-	# gained	
		10	# exited		13	# exited		12	# exited		# exited	
20% Work Experience Expenditure Requirement												
25.51%	WIOA Youth	28.0%	\$ 4,503.24	Training Expenditures	25.6%	\$ 9,640.11	Training Expenditures	25.5%	\$ 10,591.58	Training Expenditures	-	Training Expenditures
			\$ 16,075.13	Total Expenditures		\$ 37,719.00	Total Expenditures		\$ 41,526.05	Total Expenditures		Total Expenditures
Total Contract Expenditures												
28.12%	WIOA Youth	10.8%	\$ 16,651.94	Expenditures	25.3%	\$ 38,872.62	Expenditures	28.1%	\$ 43,256.48	Expenditures	-	Expenditures
			\$153,812.55	Total Contract		\$153,812.55	Total Contract		\$153,812.55	Total Contract		Total Contract

Northern Neck Planning District 17 Data

		3rd Quarter PY 23
Customer Summary Information		
Planned Number of Participants for PY		15
Total Participants Served		10
Percent of Planned		67%
Planning District 17 Total New Clients Enrolled this Quarter		0
	WIOA Youth	10
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Youth	3
Richmond County New Clients Enrolled this Quarter		0
	WIOA Youth	1
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	3

Middle Peninsula Planning District 18 Data

		3rd Quarter PY 23
Customer Summary Information		
Planned Number of Participants for PY		17
Total Participants Served		5
Percent of Planned		29%
Planning District 18 Total New Clients Enrolled this Quarter		2
	WIOA Youth	5
Essex County New Clients Enrolled this Quarter		0
	WIOA Youth	2
King and Queen County New Clients Enrolled this Quarter		1
	WIOA Youth	1
King William County New Clients Enrolled this Quarter		1
	WIOA Youth	1
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Youth	1

Eastern Shore Community College														
	1st Quarter PY 23 7/1/23 - 9/30/23				2nd Quarter PY 23 10/1/23 - 12/31/23				3rd Quarter PY 23 1/1/24 - 3/31/24				4th Quarter PY 23 4/1/24 - 6/30/24	
Customer Summary Information														
Planned Number of Participants for PY	30				30				30					
Total Participants Served	17				18				22					
Percent of Planned	57%				60%				73%				-	
New Clients Enrolled this Quarter	5				1				4					
WIOA Youth	17				18				22					
Follow Up Information														
Total Follow-Ups Required	9				9				11					
Total Follow-Ups Completed	9				9				11					
Total Follow-Up Not Completed	0				0				0				0	
Employment 2nd Quarter after Exit														
WIOA Youth - 78.1%	100.0%	2	# employed	100.0%	2	# employed	100.0%	4	# employed	-		# employed		
		2	# exited		2	# exited		4	# exited			# exited		
Employment 4th Quarter after Exit														
WIOA Youth - 81.1%	-	0	# employed	100.0%	1	# employed	100.0%	2	# employed	-		# employed		
		0	# exited		1	# exited		2	# exited			# exited		
Credential Attainment within Four Quarters after Exit														
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	0.0%	0	# credentialed	-		# credentialed		
		0	# exited		0	# exited		1	# exited			# exited		
Measurable Skills Gain														
WIOA Youth - 69.1%	11.1%	1	# gained	30.0%	3	# gained	36.4%	4	# gained	-		# gained		
		9	# exited		10	# exited		11	# exited			# exited		
20% Work Experience Expenditure Requirement														
47.33%	WIOA Youth	57.6%	\$ 8,187.16	Training Expenditures	50.4%	\$12,736.69	Training Expenditures	47.3%	\$17,794.55	Training Expenditures	-		Training Expenditures	
			\$14,201.88	Total Expenditures		\$25,262.20	Total Expenditures		\$37,593.34	Total Expenditures			Total Expenditures	
Total Contract Expenditure Requirement														
46.06%	WIOA Youth	17.4%	\$14,515.38	Training Expenditures	30.9%	\$25,889.20	Training Expenditures	46.1%	\$38,533.84	Training Expenditures	-		Training Expenditures	
			\$83,660.65	Total Expenditures		\$83,660.65	Total Expenditures		\$83,660.65	Total Expenditures			Total Expenditures	

Eastern Shore Planning District 22 Data

		3rd Quarter PY 23
Customer Summary Information		
Planned Number of Participants for PY		30
Total Participants Served		22
Percent of Planned		73%
Planning District 22 Total New Clients Enrolled this Quarter		4
	WIOA Youth	22
Accomack County New Clients Enrolled this Quarter		4
	WIOA Youth	15
Northampton County New Clients Enrolled this Quarter		0
	WIOA Youth	7

3rd Quarter PY 2023			
	Negotiated Level	Actual	% of Negotiated Level
Youth Measures			
Employment 2nd Quarter after Exit	78.1	100.0	128%
Employment 4th Quarter after Exit	81.1	90.0	111%
Credential Attainment within 4 Quarters after Exit	70.0	66.7	95%
Measurable Skills Gain	69.1	38.6	56%

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)**

Youth Program - Transportation to Learn Grant Performance Measures

The project will be evaluated on the achievement of the following measures:

Performance Measure	Goal	Cumulative Completed
# of student participants	700	Individuals Served through hands on work experience with a singular employer: 122
		Individuals provided transportation to a career expos experience with multiple employers: 1650
# of target businesses for onsite tours	50	1
# of site visits	20	10
Percentage of Funds Expended:	Total Funds Awarded: \$25000.00 \$7,000.00 = 28%	

Youth Program - Outreach and Marketing Grant Performance Measures:

The project will be evaluated on the achievement of the following measures:

	Goal	Cumulative Completed
Engage Youth	600	837
Engage Parents/Adults	100	28
Engaged Educators	50	39
Engaged Businesses	10	3
Total Tries VR		907
Video Recording Completed	In progress, we have short samples finalizing the final product that tells the VR story	
Reservation Tool Designed	Completed – Designed and launched 3 parts.	
Outreach Materials Developed	Completed – Designed and printed career exploration flyer.	
BCWDB/One-Stop Staff Trained	2/3 Center staff trained	
Percentage of Funds Expended:	Total Funds Awarded: \$25000.00 \$11,000.00 = 44%	

BCWDB PY 22 – 23 3rd Quarter Success Stories

Rappahannock Goodwill Industries Rappahannock Goodwill Industries Success Story – George Washington

Josue came to the American Job Center/Virginia Career Works Fredericksburg Center to inquire about the WIOA Adult program. He was working part-time and under-employed, with experience primarily in the food service industry. Josue was seeking full-time employment and requested the assistance of the WIOA program to help him meet his career goal of becoming a Licensed Barber. Josue began the 1110-hour Barber training course at Seward's Barber Academy in Fredericksburg, VA on May 30, 2023. Seward's Barber Academy is a combined barber school and barber shop. Josue had the opportunity to hone his craft and cut customers' hair while enrolled in training which led to developing his skills and securing his own clientele. Josue also started posting his barbing skills through social media, which further increased his client base.

Josue recently completed the 1100-hour Barber training and passed the written test and state exam before earning his Commonwealth of Virginia Barber license on January 31, 2024. Josue currently works full time at a local barber shop in the region. He still has a future goal to open his own Barber shop once he is financially able. Therefore, the WIOA Case Manager (CM) provided guidance and resources to Josue to assist him when he is ready to start his small business. CM provided and coordinated services with the Small Business Administration (consultation) located at Mary Washington Economic Development Center, HR Block for personal/business taxes and services and GCFlearnfree.org for financial literacy tools.

Rappahannock Community College Rappahannock Community College Success Story - Northern Neck

In July 2022, Allie came to RCC and expressed interest in training. She was a single mother of three, worked full-time and was receiving SNAP benefits. She was determined eligible for WIOA as an Adult.

Allie had been working as a Patient Access Representative at a local senior care facility. She wanted to enhance her skills, so she enrolled in Medication Aide, successfully completed the program and received her license as a Medication Aide. Next, she enrolled in the Patient Care Technician (PCT) training. This program includes nurse aide and clinical medical assistant. She successfully completed this program as well. Allie completed her training in May 2023 and started a new job as a PCT on July 9, 2023. With this new job, her pay increased \$3.50 hour plus she receives full benefits. She has done very well. Congrats!

Rappahannock Community College Rappahannock Community College Success Story – Middle Peninsula

In September 2023, Abe was referred to RCC for possible WIOA training. He was eligible to work in the United States and was eligible to participate in WIOA. He had earned a bachelor's

degree in Computer Information Systems. However, like many clients, he did not have the experience needed to actually get hired. So, he settled for working as a chef at an Italian restaurant.

In researching training options, he decided he would like to enroll with Carolinas Solutions Group in their Broadband Fiber Optics Career Path program. This program includes three internationally recognized certifications:

1. Certified Premises Cabling Tech
2. Certified Fiber Optic Tech
3. Certified Outside Plant Tech

Abe began his training on September 25th and earned certifications in all three by November 18th.

Abe is still working at his restaurant job but started an “apprenticeship” job with his training provider. They are working on a project for 5 Below and will likely be doing this for six to twelve months. He is very pleased with his training and expects to learn much more with the apprenticeship. Congratulations and best of luck!

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

Story #1

Shakora is an adult participant currently in the 2nd quarter of follow-up. The training provider, Eastern Shore Academy of Cosmetology notified the program that Shakora passed the cosmetology state board examination this quarter. It took a while, but Shakora did not give up. So, not only is she a licensed cosmetologist, but she is also a certified braiding stylist, and she holds a certification as a microblading technician. Shakora loves the beauty profession! Shakora opened her own salon, “On Fleek Braiding Boutique” a couple of months ago to help her customers show their inner beauty on the outside. Shakora is masterful at giving her clientele the best beauty advice based on her acquired knowledge and education. If you want to change things up for spring, call Shakora and she will fix you up. This aesthetician is an entrepreneur with the skills to shoot to the stars. If you are ever in Exmore, Virginia, look her up!

Story #2

LaTysha, a dislocated worker (currently in follow-up), was enrolled in the applied behavioral analysis certification program at Old Dominion University at the training would extend her career pathway from early elementary school teacher to applied behavior analyst (ABA). She aspired to earn the certification to open her own business serving children with disabilities outside the school setting as the timeframe to work with children was limited and often did not prove beneficial with strict school district time constraints. LaTysha worked hard and was doing well until the COVID-19 pandemic. After that life became difficult with childcare, and all the obstacles adoptive single parents face with a special needs child. LaTysha had to put the ABA

training on hold and started teaching again, reserving her evenings for caring for the unique needs of her daughter. Today, LaTysha assists other parents who must develop and learn specialized ways to deliver love and care to the special children in their lives. Right now, it is a volunteer service, but when time and opportunity come together for LaTysha to complete her ABA certification, she will complete it and will revisit her entrepreneurial dream of opening her own ABA business. We are rooting for LaTysha to complete her goal.

Rappahannock Goodwill Industries

Youth Success Story – George Washington

William came to the American Job Center/Virginia Career Works Fredericksburg Center to learn more about the WIOA Youth Program and its offerings. He entered the WIOA Youth program with barriers to employment which included a disability and minimal work experience with limited job retention. William's goal was to participate in a WIOA Youth Work Experience (WEX) to enhance his work skills and gain employment. William preferred to participate in a WEX at a local Goodwill store located close to where he lived. Williams' WEX goals included enhancing workplace communication, time management, punctuality, customer service, and response to supervision.

At the conclusion of the WEX, William expressed that he wanted to obtain a job at the Goodwill store. The WIOA Case Manager supported William throughout the job application and interview process, as well as during his onboarding process. William obtained a part-time job at Goodwill as a Retail Associate. In just two short months, William received a job promotion from part time Retail Associate to full time Retail Associate. William stated that he wants to continue to grow in his job at Goodwill. William's new goal is to work towards becoming eligible for a promotion to a Team Lead position.

Rappahannock Community College Youth Success Story – Northern Neck & Middle Peninsula

Northern Neck

In July 2022, 21-year-old Warren came to RCC with a desire to get some training. He really wanted to be a truck driver, but he had difficulty passing his CDL learner's test. One of the requirements to be enrolled in CDL training is that the student must obtain a CDL learner's permit prior to training. An alternative option was Solar Installation Technician training. He was enrolled in that training. He earned his OSHA certification but was unable to complete the hands-on training. After that, Warren attended and completed the WIOA Youth Summer Program hosted by STEAMBridge. Regardless of other training options, Warren still wanted to drive a truck. Eventually, he was partnered with DARS. He successfully completed and attained his CDL training and is now employed with a local demolition contractor. Because of his determination, Warren is now a truck driver. Congratulations and best of luck to him!

Middle Peninsula

DayKwan was homeless, staying with various friends and family with no involvement from his parents, when he came to the WIOA Youth Program at RCC. He was seeking direction and a way to improve his life by building a solid career path. After career exploration and goal setting, he saw welding as a viable career path with the goal of eventually working at Newport News Shipbuilding. He was enrolled in the welding program and participated in career readiness to become ready for a work experience placement. He was placed with a local screen manufacturing company where he gained valuable work experience. He excelled in this work experience opportunity and was able to easily gain employment after completing the welding program with Lowes. His case manager worked long and hard with DayKwan to help him apply at Newport News Shipbuilding. After a long and daunting process and a year of following up on his application, he finally was hired and is jubilant in his new career!

Eastern Shore Community College

Youth Success Story – Eastern Shore

Owen successfully completed a work experience activity at Eastern Shore Regional Library and Heritage Center working as a library aid volunteer. In Owen's time with the library, he mainly focused on shelving returned library materials and collection maintenance work through general tidying and reshelving mis-shelved items. Owen also assisted with weekly teen gaming programs and was introduced to the library's process of searching the catalog for and comparing donated items with a matching item in the collection. Owen's shelving work demonstrates a consistent carefulness in making sure library items are accurately located, which greatly improves a patron's experience when browsing or searching the collection. With clear instruction at the beginning of a new task, Owen's commitment to accurately and successfully completing his work is evident, and his focus on the job at hand results in steady productivity. Charle, Owen's site supervisor stated, "I have been consistently impressed with Owen's diligent work and attention to detail and believe that Owen would be a valuable library team member." We are proud of Owen and are waiting with hopeful expectation to see the next step in his pursuit of becoming a librarian.

BCWDB PY 24 – 25 Proposed Budget

Bay Consortium Workforce Development Board		
PY 24-25 Proposed Budget		
Revenue	Approved PY23-24 Budget	Proposed PY24-25 Budget
Total WIOA Title I		
Admin	\$ 194,666.90	\$ 117,503.32
Adult	\$ 528,906.38	\$ 431,344.41
Dislocated	\$ 423,495.29	\$ 346,486.20
Youth	\$ 671,464.84	\$ 486,645.93
FieldPrint	\$ 2,711.50	\$ 2,400.00
Locality	\$ 92,070.38	\$ 99,758.00
Critical Sector Job Quality Grant	\$ 495,878.00	\$ 392,507.00
VCW Mgmt	\$ 12,000.00	\$ 6,000.00
Transportation to Learn	\$ 25,000.00	\$ 13,839.29
Youth Outreach	\$ 25,000.00	\$ 9,000.00
Career DWG	\$ 54,167.00	
GOVA TPI	\$ 198,190.58	
Community Project Funding		\$ 200,000.00
Total Revenue	\$ 2,723,550.87	\$ 2,105,484.15
Expenses		
Board		
Advertising	\$ 500.00	\$ 500.00
Audit	\$ 16,200.00	\$ 16,200.00
Dues/Publications	\$ 500.00	\$ 500.00
Employee Salaries	\$ 262,387.50	\$ 270,259.13
Employee Benefits	\$ 78,716.25	\$ 81,077.74
Employee Taxes	\$ 24,270.84	\$ 24,998.97
Equip. Purchase	\$ 1,500.00	\$ 1,500.00
Equip. Rental	\$ 4,000.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ 750.00
Insurance	\$ 7,000.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 2,000.00
Postage	\$ 500.00	\$ 500.00
Printing	\$ 500.00	\$ 500.00
Telephone/Communications/Webpage	\$ 7,500.00	\$ 7,500.00
Professional Fees/PT Staff	\$ 2,000.00	\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 5,000.00
Staff Travel	\$ 20,000.00	\$ 20,000.00
Board/CLEO Travel	\$ 13,500.00	\$ 13,500.00
Board Total	\$ 456,824.59	\$ 467,785.83
Programs		
SUB AREA 16 Adult/Dislocated	\$ 286,923.75	\$ 262,777.11
SUB AREA 17 and 18 Adult/Dislocated	\$ 243,551.05	\$ 119,444.14
SUB AREA 22 Adult/Dislocated	\$ 119,121.17	\$ 95,555.31
SUB AREA 16 YOUTH	\$ 169,656.60	\$ 144,568.39
SUB AREA 17 and 18 YOUTH*	\$ 155,363.94	\$ 65,712.91
SUB AREA 22 YOUTH	\$ 84,561.37	\$ 52,570.32
One-Stop Operator	\$ 50,000.00	\$ 50,000.00
Business Services	\$ 107,416.88	\$ 98,713.75
Incumbent Worker Training	\$ 15,000.00	\$ 15,000.00
On-the-Job Training	\$ 15,000.00	\$ 20,000.00
Youth Outreach	\$ 100,416.88	\$ 102,829.38
Youth Initiative	\$ 50,000.00	
GOVA TPI	\$ 188,440.58	
CAREER DWG	\$ 54,167.00	
Transportation to Learn	\$ 22,500.00	\$ 12,175.00
Youth Outreach and Marketing	\$ 22,750.00	\$ 7,000.00
Critical Sector Job Quality Grant	\$ 471,539.47	\$ 347,191.00
Community Project Funding		\$ 200,000.00
Programs Total	\$ 2,156,408.67	\$ 1,593,537.32
Expenses Total	\$ 2,613,233.27	\$ 2,061,323.15
Unobligated Reserve	\$ 110,317.60	\$ 44,161.00
Total	\$ 2,723,550.87	\$ 2,105,484.15

Vision and Mission

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

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

Goals

Funding

Objective: Maximize funding opportunities to support strategic priorities

Action Items:

1. Diversify streams of revenue to support the goals of the organization
2. Secure professional grant writer on an as needed basis
3. Monitor funds for correlation with goals

Program Development and Implementation

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

Action Items:

1. Provide responsive and innovative employer services utilizing the Business Services Teams and other resources
2. Provide responsive and innovative training and support services for jobseekers through our Virginia Career Works Centers
3. Ensure compliance for all programs through tracking and documentation
4. Provide streamlined and consistent business and job seeker services across the BCWDB

Business and Community Outreach

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

Action Items:

1. Create and implement a comprehensive outreach plan to support the goals of the organization that include connection with regional employers, education, and the community stakeholders
2. Improve communication with local government, by enhancing outreach with local social services and human resources departments
3. Coordinate and collaborate with community partners to better align resources

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

BCWDB PY 24 – 25 Committee Assignments



PY24-25 Committee Assignment

**All meetings will be in person

Executive Committee

Chair

Vice Chair

Secretary/Treasurer

Member-At-Large

Outgoing Chair

Committee Chairs

Policy and Strategic Planning Committee

Melvin Carter

Dennis Parson

Shawn Hildbrand

Tracy Harrington

Raymond Staton

Gary Wilson

Operations and Performance Committee

Matthew Weaver

Jennifer Bowhey

Beverly Davis

Vanesa Livingston

Robert Dixon

Tracey Elliot

Communications Committee

Kyle Allwine

Ben Whanger

Kendall Webre

Jaclyn Ammons

Marianne Gibbs

Sara Carroll

Business and Workforce Services Committee

Felicia Ansia

Stephen Cox
Brittany Metts
Hosey Burgess
Debbye Warf
Marjorie Lampkin
Scott Hall

BCWDB Proposed Committee Restructure Crosswalk

Current	Proposed
<p>Labor Market</p> <ul style="list-style-type: none"> • Strategic Plan • Local Plan • ETPL • Policy 	<p>Policy and Strategic Planning Committee</p> <ul style="list-style-type: none"> • Strategic Plan • Local Policy • ETPL for Adult, Dislocated and Youth Training – Initial Approval • Policy • By-Laws (Board Development)
<p>Performance and Accountability</p> <ul style="list-style-type: none"> • Data Oversight <ul style="list-style-type: none"> ○ Quantitative ○ Qualitative ○ Monitoring ○ Performance Standards ○ Service Delivery Quality ○ Customer Satisfaction • Service Providers <ul style="list-style-type: none"> ○ New, Continue, or terminate • Accountability for delivery or services <ul style="list-style-type: none"> ○ Establish performance indicators 	<p>Operations and Performance Committee</p> <ul style="list-style-type: none"> • Performance Accountability <ul style="list-style-type: none"> ○ Data Oversight for Adult, Dislocated and Youth <ul style="list-style-type: none"> ▪ Performance Standards ○ Service Providers – One-Stop Operator, Adult, Dislocated and Youth Services ○ Accountability for delivery of One-Stop Operator, Adult, Dislocated and Youth Services <ul style="list-style-type: none"> ▪ Customer Satisfaction/Service Delivery Quality (Employer and Job Seeker) • Recommend Policy and Services • Strategic Partner Relationships <ul style="list-style-type: none"> ○ Education ○ Partners ○ Apprenticeship ○ Monitoring/Technical Training
<p>Board Development</p> <ul style="list-style-type: none"> • By-laws • Board Certification (CLEO Responsibility) • Board Membership VBWD 200-02 (CLEO Reasonability) • Board Onboarding • Slate of Officers (Nominating Committee) • Committee Assignments 	
<p>Youth Council</p> <ul style="list-style-type: none"> • Youth Contracts • Youth Performance • Local and Strategic Plan as related to Youth • ETPL for Youth Training 	

<ul style="list-style-type: none"> • Forge Partnerships with K-12, Apprenticeship and Technical Training 	
	<p>Communications Committee</p> <ul style="list-style-type: none"> • Development and Implementation of Communications <ul style="list-style-type: none"> ○ Bring awareness to employers, jobseekers and stakeholders about resources • Development of a Communications Plan
<p>One-Stop</p> <ul style="list-style-type: none"> • Development and continuous improvement of WIOA Services <ul style="list-style-type: none"> ○ Coordination and non-duplication of services • MOU Development and Implementation • Policy 	<p>Business And Workforce Services Committee</p> <ul style="list-style-type: none"> • One-Stop Delivery System (One-Stop) <ul style="list-style-type: none"> ○ Development and Implementation of MOU/IFA ○ Center Certification ○ Coordination of Youth, Adult and Dislocated Worker Services and Activities ○ Access and Equity • Labor Market Information • Strategies to address short and long-term skills needed by employers • Funding and Service Priorities, Partner Collaboration and Leveraging resource • Career Pathway Development • Metrics for Business Services • Development and Implementation of Business Services Plan
<p>Executive Committee</p> <ul style="list-style-type: none"> • Composed of Chair, Vice-Chair, Secretary/Treasurer and Member-at-Large (Chair and Vice-Chair also Board Chair and Vice-Chair) • Plan, coordinate and expedite the work for the Board • Review and endorse grant submissions • Take action on behalf of the Board when necessary (Exercise full authority of the Board as permitted by law) • Development and oversight of Budget • Resolve conflict between committees and reviews all action items from standing committees 	<p>Executive Committee</p> <ul style="list-style-type: none"> • Composed of Chair, Vice-Chair, Secretary/Treasurer and Member-at-Large (Chair and Vice-Chair also Board Chair and Vice-Chair) • Plan, coordinate and expedite the work for the Board • Review and endorse grant submissions • Take action on behalf of the Board when necessary (Exercise full authority of the Board as permitted by law) • Development and oversight of Budget, Budget Modifications and funds transfer requests • Resolve conflict between committees and reviews all action items from standing committees

	<ul style="list-style-type: none"> • Addresses any issues not assigned to any specific committee • Committee assignments (Board Development) • Board Certification (Board Development) • Onboarding of new members (Board Development)
<p>Nominating Committee (Ad Hoc)</p> <ul style="list-style-type: none"> • Appointed by Chair two months prior to annual meeting (May) • Include Chair and two other members (not from same PDC) • Develop Slate of Officers (Board Development has been performing this function) 	<p>Joint Working Committee</p> <ul style="list-style-type: none"> • Comprised of the Officers of Board and CLEO • Development of Budget • Develop Slate of Board Officers

BCWDB One Missed Meeting Letter

January 21, 2010
Mr. Kelvin Pettit
P. O. Box 620
Onley, VA 23418

Dear Mr. Pettit:

We have missed you at several of our board meetings. The purpose of the Bay Consortium Workforce Investment Board and its staff is to promote leadership and vision through the delivery of programs and services to employers and job seekers. Ours is an important charge, and each jurisdiction needs to share the responsibility and be represented. As part of the By-Laws established by the Bay Consortium Board, Article 4, Section 5 addresses attendance. "Any Director who is absent and who is not represented by a designated alternate at two successive regular meetings shall be notified in writing that his or her absence or the absence of a duly designated alternate at the next regular meeting will result in notification being sent to the chief elected official of the jurisdiction represented by the Director that said Director is in violation of these By-laws and a replacement is needed. Any Director who is absent from three successive regular meetings and who has not designated an alternate at any of these meetings shall be removed by Corporation. Such notice shall be mailed, postage prepaid, to the last known address of such Director and a copy to the chief elected official of the jurisdiction represented by such Director. Automatic removal shall result in a vacancy, which shall be filled by the Consortium. A proxy entitles the bearer to vote on an issue in the Director's absence but does not denote representation with regard to established attendance guidelines. To be counted as present at a meeting, the director must be in attendance or have a designated alternate present."

Our next meeting will be February 3, 2010 in Fredericksburg, and I look forward to seeing you then. Your dedication and expertise in the past have been immensely appreciated.
Sincerely yours,

Michael D. Jenkins
Executive Director

BCWDB Two Missed Meetings Letter

Dear _____,

We missed you! We haven't seen you at the last two Board Meetings. As you know, our By-Laws require the Executive Director of the Bay Consortium Workforce Development Board to ensure that every district is represented if possible when we conduct quarterly Board Meetings. Specifically, I am tasked to communicate with Board Members who have missed two consecutive Board Meetings. This is that notification. We really need your help so that we make the best decisions possible for the region.

We know circumstances may hinder attendance from time to time and we have tried to provide alternatives when a meeting must be missed. The easiest way to handle a meeting that cannot be attended by a member is to ask another member to act as your proxy, however, this does not count towards attendance. To be counted as present ask another individual to attend the meeting in your place, this person would be considered your alternate.

If your situation has changed and you know that you will not be able to attend our Board Meetings, please let me know so that we can try to find someone to fill your position and represent your jurisdiction. We do thank you for your past participation and hopefully your continued support. Please do not hesitate to contact me at any time if you have any comments, concerns or questions.

Sincerely,
Jackie

BCWDB Portal Policy
Bay Consortium Workforce Development Board

Policy Number: 22-02
Effective Date: February 1, 2023
Rescinded: May 1, 2024
Title: BCWDB Workforce Portal Utilization Policy

PURPOSE

The Virginia Board of Workforce Development’s (VBWD) strategic plan includes the goal to “Increase awareness, accessibility, and usage of the Virginia Career Works Job Seeker Workforce Services Referral Portal (“Portal”) to connect workers to sustainable jobs and provide actionable information to decision makers within Virginia’s workforce development system.”

This policy provides guidance for leveraging and utilizing the Portal to improve efficiency, transparency, and outcomes for all workforce partners in the Bay Consortium region.

BACKGROUND

A primary goal of the Portal is to allow job seekers to register for services and to identify appropriate referrals for workforce programs and services. The business value of the Portal to the Commonwealth includes:

- Reduce redundancy of client paperwork
- Increase efficiency by sharing client information across providers
- Increase data transparency to better allocate funding
- Increase management of co-enrollment of clients
- Enable self-service access to workforce resources by clients
- Streamline client access to services through a single online source to request program services without having to use multiple systems

The foundation of the Portal is the Workforce Data Trust established by State code (*see section on References for additional information*) and requires a central repository of data from all workforce programs and services be established and available for performance reporting and sharing information between workforce partners.

REFERENCES

- *Code of Virginia, Section 2.2-435.8.* Defining the use of the Virginia Workforce Data Trust.
- *Code of Virginia, Section 2.2-2472.* Powers and duties of the Board; Virginia Workforce System created.

DEFINITIONS

Data Trust - As defined by State code, the Virginia Workforce Data Trust is a centralized workforce data repository maintained by the Secretary of Labor of the Commonwealth and integrates related workforce organizations, systems, data elements, and functionality.

System of Record - Technology platform supporting the individual Workforce Innovation & Opportunity Act (WIOA) programs including VOS for Titles I and III, AWARE for Title IV, etc.

Target Portal Utilization Rate - The proportion of active/new clients requesting services as reported by the program systems of record compared to the number of active/new clients registered the portal.

POLICY

To fully realize the benefits of the Portal, there is a need to ensure consistent and comprehensive usage of the portal across all American Job Centers (AJC) in the Bay Consortium region.

A phased implementation (Attachment A) shall begin January 1, 2023. The Bay Consortium Workforce Development Board (BCWDB) must complete an implementation plan that will lead to full adoption and utilization of the Portal no later than June 30, 2023. This implementation plan, includes a client onboarding process with action and timelines, and shall be completed and submitted to the Director of the VBWD no later than February 28, 2023.

Beginning July 1, 2023 all new AJC clients shall be onboarded through the Portal and all subsequent referrals shall be recorded and tracked through the Portal.

A phased implementation plan has been developed for initial launch and maintenance. Attachment A. Implementation of the Portal shall remain ongoing and featured as a monthly topic in Partners meetings.

A. BUSINESS PROCESS

DOCUMENTATION PROCEDURE

The Portal is a system of documentation that supports service referrals. The Portal provides the Bay Consortium with the ability to better plan, coordinate, and establish referral control processes for Virginia Career Works services to ensure timely response, transparency, appropriate access, and approved authorized staff.

The Portal access will be provided both on entry to any Virginia Career Works Bay Consortium Regional service guest, customer, or referral agency. The portal will also be present for usage in Center lobbies and resource rooms, as well as accessible to various electronic links and outreach materials and forums.

Image 1. Customer Portal Flow

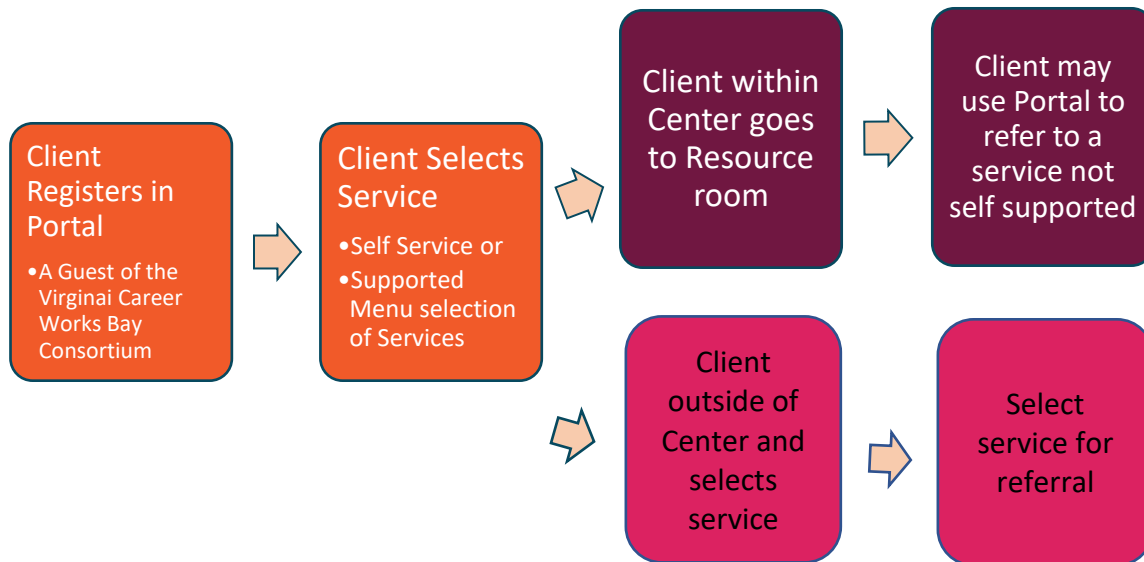
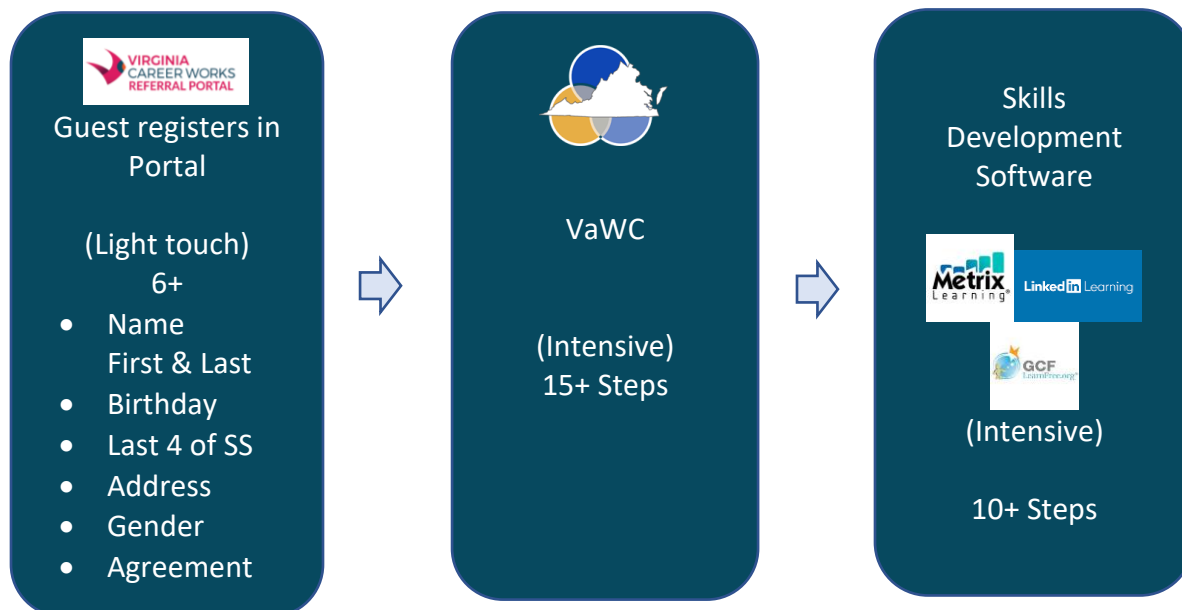


Image 2. Portal Flow with Center Databases



B. SYSTEM USERS

1. PROFESSIONAL REGISTERED USERS

All affiliated partners with a completed MOU will have access to the Portal's Professional Center and the ability to assign at a minimum 1 primary referral staff professional and 1 back-up user. All professional users will need to complete the VCW Referral Portal Professional Center Access Request.

Access to the Professional Center will enable workforce professionals to:

- Create and manage groups of clients for easier reporting and management
- Recommend or assign additional referrals to individuals or a group of individuals
- Custom configuration of participant information
- Access and generate dynamic reports on clients' demographic, barrier, and referral data
- Export data into CSVs

2. CUSTOMER USERS

Any individual with a phone number or email is able to register as a user of the Portal as a customer. Customers can potentially be a employers (register as an individual representative), job-seekers, workers, educational provider, and youth. The Portal is designed to count Center service traffic and should be integral to all Center traffic.

C. DOCUMENTATION PROCESS

The Portal documents the contacts points (referrals) a client makes through the Bay Consortium in an electronic forum.

If the portal is disabled due to a power outage, internet network outage, or other documentable technical challenge. Referrals can be made through a paper forum and case notes and referral documents can be uploaded into the portal as show-proof.

The portal is an electronic system which must account for digital literacy needed of clients or challenging to clients with limited technology access. Clients will always be invited to enroll in the referral system however, failure to actively use the system will not prevent the provision of service. Clients can be provided support to enroll through interpreters, physical assistance, etc. to increase accessibility and overcome barrier.

D. METRICS

Starting in July of 2023, the portal will be fully integrated into Bay Consortium client customer service flow. However, this goal is geared towards a metered increase of enrollment to be achieved prior to official launch to encourage usage in a soft launch.

Metric goals:

- 10% of in-person clients to use the Portal by April 2023
- 35% of in-person clients to use the Portal by May 2023

75% of in-person clients to use the Portal by June 2023

100%* of in-person clients to use the Portal by July of 2023

*Clients whom refuse will be provided an electronic invitation for service but will not be barred from receiving services.

E. STAFF REFLECTION PROCESS

The Portal is an evolving electronic referral mechanism, and it is anticipated that documents will be regularly reviewed and at a minimum an annual report of usage be created and reviewed by the Bay Consortium leadership committees.

Success of the Portal is directly tied to staff knowledge and usage. Staff training is also directly tied to avenues of training and learning. Materials will be created as stand-alone training tools that will be reviewed as part of the annual report. Updates and changes will be made to ensure that training materials are accurate and reflective of current processes.

Attachment A

Activity	To-do items	Target Date	Bay Consortium Region Targets
Step 1. Staff Communication	The COVID-19 pandemic has created a greater need for workforce programs to quickly and easily connect client with critical workforce development resources and other state services. The Portal serves as an uniform virtual tool to connect.		
A1. Staff orientation of the portal	The Portal has gone through several reiterations and the Portal will be introduced or re-presented to affiliated agencies. Agency leadership will have the opportunity to review the established Portal and discuss within their organizational structure.	October 23, 2022-December 2022 Completed	Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations). Based on staff size and access the following are anticipated to be completed in this order: Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula *Any future Center locations
B1. Affiliated Agency Messaging	Each affiliated agency that is participating in the Portal will have the opportunity to submit the display information they want to offer on the Bay specific Portal menu of services. The option will remain open for updates and items to be added with a designated review and processing period.	January 1-January 31, 2023 Ongoing update option	
C1. Staff Professional User selection	Agency affiliates will select their designated Staff Professional Users, and all will complete the VCW Referral Portal Professional Center Access Request, read and watch the Article: Managing Referrals. In addition, at least 1 triage staff person will be designated from the Center staff at each Bay location to have overarching access to the Portal for quality review and dissemination of referrals.	Initial Paperwork Submission Deadline to One-Stop Manager: January 13, 2023 Processing Period: January 1, 2023-March 1, 2023	

Activity	To-do items	Target Date	Bay Consortium Region Targets
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Step 2. Staff Training	The portal is a centralized place to capture client information and share relevant information with agency-specific systems. This reduces duplicative paperwork required by the various state agencies and dramatically increases service efficiency by sharing information with professionals who are serving the same clients. In addition, one unified system increases transparency and generates data for ongoing program improvements.		
A2. Training Development	It is understood, while general training resource are available, Centers should develop training that incorporates the overall workflow of the Center-Virginia Workforce Connection, Skills Learning databases, etc. training elements will include: A. Recorded video Pictorial guide with narrative (translated into SPANISH) B. Confirm all locations for loading of C. Portal connectivity (computers, lobbies, tablets, phone) and test access to ensure display matches training material	Development Period for One-Stop Manager: February 1, 2023-February 30, 2023 Presentations scheduled for March 2023 for Staff Professional Users	Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations). Based on staff size and access the following are anticipated to be completed in this order: Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula *Any future Center locations
B2. Close-the-loop Training	Triage staff will be provided the initial training these are the key leadership individuals at the 3 regional Center locations: Center Navigator Program Specialist Eastern Shore Workforce Services Manager WIOA Youth Influencer	March 1-12, 2023	
C2. Professional User Training	Presentations scheduled for Staff Professional Users for a target 1.5 hour training offer sessions in-person, virtual, and hybrid in each particular regional Center location. <i>Particular cross training to highlight client data shared with Geographic Solutions Eligibility System.</i>	March 12-31, 2023	
D2. Center Staff Training	All Center staff will be trained on assisting clients to establish and navigate the Portal.	April 2023	
E2. Staff Training Access	The Center will have adapted an interface to host communal staff meeting notes, training materials, and general messaging. And commit to launching a training program in the case of the establishment of additional physical Center locations.	May 2023 establishment and ongoing access	

Activity	To-do items	Target Date	Bay Consortium Region Targets
Step 3. Client Communication	When clients create an account, the portal asks them for basic information. The language is simplified to avoid bureaucratic jargon. The Portal captures the client’s information and barriers to personalize service recommendations. As clients provide more data, portal recommendations grow more accurate.		

	Once the client completes the user profile setup, the client can review a selection of service options to add to their “My Journey” page. Each referral and service option guides clients to explore different program resources.		
A3. Online Access	The Portal is accessible through the Bay Consortium website (baywib.org).	Completed	<p>Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations).</p> <p>Based on staff size and access the following are anticipated to be completed in this order:</p> <p>Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula</p> <p>*Any future Center locations</p>
B3. Establish Outreach Entry Avenues to the Portal	<p>The Portal is envisioned to be convenient and accessible the following access points have been identified through current marketing and outreach for the Portal link to be added, mainly as a QR code:</p> <ul style="list-style-type: none"> A. Added to organizational tagline as an access link to the center B. Center general flyer C. 1 large front door poster for each D. Center highlighting our online registration E. Business cards and signature lines on emails F. Slideshow for Resource Room computers with steps and some print out instructions-languages such as SPANISH, DARI, etc. 	<p>March 12-31, 2023</p> <p>Establish marketing drafts</p> <p>Include in Staff Training April 2023 for setting up</p> <p>Items needed for Soft Launch</p>	
C3. Soft Launch of public enrollment	<p>All Centers will have the signage posted concerning the Portal.</p> <p>Lobby and Resource Rooms will have all computers and tablets with links to the portal.</p>	End of April 2023	
D3. Regional Public awareness campaign	Center announcements on social media (Facebook, Instagram, Youtube, Twitter, etc.)	May-July 2023	

Activity	To-do items	Target Date	Bay Consortium Region Targets
Step 4. Staff Process Reflection	The Portal is a system of documentation that supports service referrals. The Portal provides the Bay Consortium with the ability to better plan, coordinate, and establish referral control processes for Virginia Career Works services to ensure timely response, transparency, appropriate access, and approved authorized staff.		
A4. Establish Metrics	The following Leadership divisions will approve formal metrics, policy and procedure for the Bay Consortium Portal implementation.	<p>January 2023</p> <p>One-Stop Committee</p> <p>Executive Committee</p> <p>Board Approval</p>	<p>Targets are established for the entire Virginia Career Works Bay Consortium Region consisting of the (Eastern Shore, Northern Neck and Middle Peninsula, and Fredericksburg locations).</p>

B4. Affiliated Agency Feedback	Affiliated agency leadership will have the opportunity to review Portal progress by sharing of Metrics goal status and also share user feedback.	Ongoing-Monthly	Based on staff size and access the following are anticipated to be completed in this order: Eastern Shore Fredericksburg Center Northern Neck and Middle Peninsula *Any future Center locations
C4. Ongoing Staff Messaging	Staff will receive monthly and quarterly reminders of the Portal by sharing of Metrics goal status during interagency staff meetings. Should metrics fall well below target marks.	Ongoing-Monthly and Quarterly	
D4. Leadership Feedback	Affiliate Agencies will have the opportunity to review Portal metrics and review feedback during quarterly Board Meetings.	Quarterly	
D4. MyJourney Report	The Bay Consortium uses a number of databases both free and fee-based. An annual report of progress is both a requirement to measure investment but also review growth, assess barriers, and overcome challenges. The report will include user feedback gathered by quarterly surveys to a sample of users through engagement virtually through a personal survey. The Center also uses a Customer Satisfaction Survey tool and will track comments and feedback an incorporate into reporting.	June 30, 2023 and annually in June thereafter	

A proud partner of the  network

BCWDB Slate of Officers



SLATE OF OFFICERS PY24-25

Chair – Greg Moon

Vice-Chair – Ashley Forbes

Secretary/Treasurer – Joshua Gemerek

Member-at-Large – Ian Ginger

BCWDB PY 24 – 25 Meeting Schedule



PY24-25 Meeting Schedule

**All meetings will be in person

Option 1:

Business and Workforce Services Committee	July 9, 2024	10:00 am
Policy and Strategic Planning Committee	July 10, 2024	10:00 am
Communications Committee	July 15, 2024	10:00 am
Operations Committee	July 17, 2024	10:00 am
Executive Committee	July 31, 2024	10:00 am
Joint Board/CLEO Meeting	August 7, 2024	10:00 am
Policy and Strategic Planning Committee	October 7, 2024	10:00 am
Business and Workforce Services Committee	October 8, 2024	10:00 am
Communications Committee	October 15, 2024	10:00 am
Operations Committee	October 16, 2024	10:00 am
Executive Committee	October 30, 2024	10:00 am
Joint Board/CLEO Meeting	November 6, 2024	10:00 am
Business and Workforce Services Committee	January 7, 2025	10:00 am
Policy and Strategic Planning Committee	January 8, 2025	10:00 am
Communications Committee	January 13, 2025	10:00 am
Operations Committee	January 15, 2025	10:00 am
Executive Committee	January 29, 2025	10:00 am
Joint Board/CLEO Meeting	February 5, 2025	10:00 am
Business and Workforce Services Committee	April 8, 2025	10:00 am
Policy and Strategic Planning Committee	April 9, 2025	10:00 am
Communications Committee	April 14, 2025	10:00 am
Operations Committee	April 16, 2025	10:00 am
Executive Committee	April 30, 2025	10:00 am
Board Meeting	May 7, 2025	10:00 am
CLEO Meeting	May 14, 2025	10:00 am

Option 2:

Business and Workforce Services Committee	August 6, 2024	2:00 pm
Policy and Strategic Planning Committee	August 6, 2024	2:00 pm
Communications Committee	August 6, 2024	2:00 pm
Operations Committee	August 6, 2024	2:00 pm
Executive Committee	August 6, 2024	3:30 pm
Joint Board/CLEO Meeting	August 7, 2024	9:00 am
Policy and Strategic Planning Committee	November 5, 2024**	2:00 pm
Business and Workforce Services Committee	November 5, 2024**	2:00 pm
Communications Committee	November 5, 2024**	2:00 pm
Operations Committee	November 5, 2024**	2:00 pm
Executive Committee	November 5, 2024**	2:00 pm
Joint Board/CLEO Meeting	November 6, 2024**	9:00 am
Business and Workforce Services Committee	February 4, 2025	2:00 pm
Policy and Strategic Planning Committee	February 4, 2025	2:00 pm
Communications Committee	February 4, 2025	2:00 pm
Operations Committee	February 4, 2025	2:00 pm
Executive Committee	February 4, 2025	2:00 pm
Joint Board/CLEO Meeting	February 5, 2025	9:00 am
Business and Workforce Services Committee	May 6, 2025	2:00 pm
Policy and Strategic Planning Committee	May 6, 2025	2:00 pm
Communications Committee	May 6, 2025	2:00 pm
Operations Committee	May 6, 2025	2:00 pm
Executive Committee	May 6, 2025	2:00 pm
Board Meeting	May 7, 2025	9:00 am
CLEO Meeting	May 14, 2025	10:00 am

Option 3:

Business and Workforce Services Committee	August 7, 2024	10:00 am
Policy and Strategic Planning Committee	August 7, 2024	10:00 am
Communications Committee	August 7, 2024	10:00 am
Operations Committee	August 7, 2024	10:00 pm
Executive Committee	August 7, 2024	11:00 am
Joint Board/CLEO Meeting	August 7, 2024	1:00 pm
Policy and Strategic Planning Committee	November 6, 2024	10:00 am
Business and Workforce Services Committee	November 6, 2024	10:00 am
Communications Committee	November 6, 2024	10:00 am
Operations Committee	November 6, 2024	10:00 am
Executive Committee	November 6, 2024	11:00 am
Joint Board/CLEO Meeting	November 6, 2024	1:00 pm
Business and Workforce Services Committee	February 5, 2025	10:00 am
Policy and Strategic Planning Committee	February 5, 2025	10:00 am
Communications Committee	February 5, 2025	10:00 am
Operations Committee	February 5, 2025	10:00 am
Executive Committee	February 5, 2025	11:00 am
Joint Board/CLEO Meeting	February 5, 2025	1:00 pm
Business and Workforce Services Committee	May 7, 2025	10:00 am
Policy and Strategic Planning Committee	May 7, 2025	10:00 am
Communications Committee	May 7, 2025	10:00 am
Operations Committee	May 7, 2025	10:00 am
Executive Committee	May 7, 2025	11:00 am
Board Meeting	May 7, 2025	1:00 pm
CLEO Meeting	May 14, 2025	10:00 am