



Bay Consortium Workforce Development Board, Inc.

Wednesday, May 1, 2024

Comfort Suites Conference Room

4195 Main Street, Chincoteague, VA

10:00 a.m.

Contents

Draft Agenda	3
Draft Minutes	4
Executive Committee	8
Labor Market Committee	11
One Stop Committee.....	12
Board Development Committee.....	13
Youth Council.....	14
Performance and Accountability Committee.....	15
BCWDB PY 22 – 23 3rd Quarter Quarterly Reports.....	16
BCWDB PY 22 – 23 3rd Quarter Success Stories.....	34
Rappahannock Goodwill Industries Success Story – George Washington	34
Rappahannock Community College Success Story - Northern Neck	34
Rappahannock Community College Success Story – Middle Peninsula	34
Eastern Shore Community College Success Stories – Eastern Shore	35
Youth Success Story – George Washington.....	35
Youth Success Story – Northern Neck & Middle Peninsula.....	36
Youth Success Story – Eastern Shore	36
BCWDB PY 24 – 25 Proposed Budget.....	38
BCWDB Strategic Plan	39
Strategic Plan Performance Metrics	40
BCWDB PY 24 – 25 Committee Assignments.....	44
BCWDB Proposed Committee Restructure Crosswalk	46
BCWDB Food and Beverage Policy for Subrecipient and Cooperative Agreements	49
BCWDB Slate of Officers.....	54
BCWDB PY 24 – 25 Meeting Schedule.....	55

Draft Agenda
Bay Consortium Workforce Development Board, Inc.
Wednesday, May 1, 2024
10:00 am

The Bay Consortium Development Board will meet in person at the Comfort Suites Inn Conference Room on Wednesday, May 1, 2024 at 10:00 a.m.

- I. Call to Order**
- II. Welcome and Introductions**
- III. Approval of Minutes – February 7, 2024**
- IV. Public Comment**
- V. Standing Committees**
 - A. Executive Committee**
 - B. Labor Market Committee**
 - C. One-Stop Committee**
 - D. Board Development Committee**
 - E. Youth Council**
 - F. Performance and Accountability Committee**
- 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 Performance Metrics**
 - iii. Strategic Plan Review Document**
 - D. By-laws**
 - i. Committee Restructure**
 - 1. Committee Assignments**
 - ii. Committee Restructure Crosswalk**
 - E. Portal Policy**
 - F. Food and Beverage Policy for Subrecipient and Cooperative Agreements**
 - G. BCWDB PY 24 – 25 Slate of Officers**
 - H. BCWDB PY 24 – 25 Meeting Schedule**
 - 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.
Joint Meeting
Wednesday, February 7, 2024
10:00 a.m.

- I. Call to order:** Ashley Forbes called the meeting to order at 10:00 a.m.
- II. Welcome – Deltaville Maritime Museum:** The BCWDB Board and CLEOs were welcomed and introduced to the Deltaville Maritime Museum.
- III. ROI Presentation:** Fletcher Mangum gave an informative presentation for the ROI to the BCWDB Board and CLEO members.
- IV. Roll Call:**

CLEO Attendance

Jurisdiction	Representative(s)	Attendance
Accomack County	Jessica Hargis, Mike Mason	Absent
Caroline County	Gary Wilson	Present in-person
City of Fredericksburg	Bill Freehling	Absent
Essex County	Bud Smith	Present in-person
King George County	Nick Minor, Ken Strond	Present in-person
King and Queen County	Vivian Seay	Absent
King William County	Justin Catlett	Absent
Lancaster County	Don Gill	Alternate: John
Mathews County	Marianne Gibbs	Present in-person
Middlesex County	Don Harris, Celane Roden, John Anzivino	Present in-person
Northampton County	Charles Kolakowski	Absent
Northumberland County	Lutrell Tadlock, Drew Bayse	Absent
Richmond County	Hope Mothershead	Present in-person
Spotsylvania County	Kevin Marshall	Present in-person
Stafford County	Meg Bohmke	Absent
Westmoreland County	Ben Prescott	Alternate: Donna Cogswell Present remotely on Zoom

There is a physical quorum.

Public (5)		Private (6)	
Joshua Gemerek	Present in-person	Ashley Forbes	Present in-person
Ian Ginger	Present in-person	Greg Moon	Present in-person
Marjorie Lampkin	Present in-person	Jennifer Bowhey	Alternate: Stephen Bowhey Present in-person
Debbye Warf	Present in-person	Stephen Cox	Absent
Nick Minor	Present in-person	Felicia Ainsa	Present remotely on Zoom
Tracey Harrington	Present in-person	Shawn Hildebrand	Absent
Scott Hall	Absent	Melvin Carter	Absent
Hosey Burgess	Present in-person	Raymond Staton Jr.	Absent
Robert Dixon	Present in-person	Dennis Parsons	Present in-person
Vanesa Livingstone	Alternate: Brooke Present in-person	Beverly Davis	Absent
Gary Wilson	Present in-person	Glenn Purcell	Present in-person
Marianne Gibbs	Present in-person	Brittany Metts	Absent
Tracy Elliott	Present in-person	Sara Carroll	Absent
		Ben Whanger	Absent
		Matt Weaver	Present in-person
		Kendall Webre	Present in-person
		Jaclyn Ammons	Absent

There is a physical quorum for both public and private sectors.

Also present in-person was Jackie Davis, Jacob McCaleb, and Giles Scott. Also present remotely on Zoom was Lauren Fallin.

- I. Approval of Minutes from November 1, 2023, meeting:** Deborah Warf from the BCWDB Board made a motion to approve the minutes from the November 1, 2023, meeting, and Ian Ginger from the BCWDB Board seconded their motion, passing the motion unanimously. Hope Mothershead of Richmond County from the CLEOs made a motion to approve the minutes from the November 1, 2023, meeting, and Kevin Marshall of Spotsylvania County from the CLEOs seconded their motion, passing the motion unanimously.
- II. Public Comment:** There was no public comment.
- III. Business Reports – Information:**
 - A. One-Stop Manager Report – Jessica Weber:** Jessica Weber gave the One-Stop Manager Report to the BCWDB Board and CLEO members. She stated how the Warsaw center has an average of 150 visitors a month and have spread awareness of their resources greatly. There has been an increase in customer traffic across all centers, mostly due to seasonal layoffs. The Fredericksburg center had over 1000 visitors last month.
 - B. Business Services Report – Jacob McCaleb:** Jacob McCaleb introduced himself to the BCWDB Board and CLEO members and gave a basic introduction of himself, as well as the Business Services report for the 2nd quarter. He informed the BCWDB Board and CLEO members of his onboarding and current work, such as partner introductions, meetings, learning materials, outreach, and events he is currently working on. Jacob stated that in this quarter, he has currently served 63 businesses in PD16, 40 in PD17, 53 in PD22, and 22 in PD18. The top 5 business services that were utilized were workforce recruitment services, training services, employer information and support services, consulting services, and accessing untapped labor pools.
 - C. Youth Report – Giles Scott:** Giles Scott gave the Youth Report to the BCWDB Board and CLEO members. Giles stated that he attended multiple career exploration events, such as the

Intern Expo at the Fredericksburg Chamber of Commerce, Caroline Career Day, North Stafford College and Career Day, and the Stafford County Job Fair. Giles also has three career exploration events in progress in the Eastern Shore, future career development workshops, and publishing is in process for coloring books. Giles has partnered up with Rappahannock Work and Learn Collaborative, FRCC Workforce Now Committee, LCPS Community Focus Group, Eastern Shore Community Partners, and King and Queen CARE Team. He has partnered with 13 local schools, 3 community colleges, 3 after-school/club programs, and 2 educational providers. Giles has been outreaching and partnering with 9 different local schools utilizing the Career Exploration Virtual Reality (VR) program. The leading interest for the Career Exploration VR program is the medical field.

IV. CLEO New Business

- A. CLEO Nominations:** There are 3 new nominations from the BCWDB Board and CLEO. Marianne Gibbs of Mathews County as a nomination for the Board and CLEO, Jaclyn Ammons, Tracy Elliott. Kevin Marshall of Spotsylvania County made a motion for the 3 new members to be nominated and Hope Mothershead of Richmond County seconded their motion, passing the motion unanimously.
- B. CLEO Liaison:** Jackie Davis stated that the Bylaws call for 2 CLEO liaisons, and we currently just have Nick Minor. Marianne Gibbs was nominated as the CLEO Liaison by Hope Mothershead of Richmond County and Kevin Marshall of Spotsylvania County seconded the motion, passing the motion unanimously.

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

VI. Board New Business

A. Standing Committee Reports

- i. Executive Committee:** Ashley Forbes stated that the Executive Committee met on January 31, 2024, at the Northern Neck Planning District Commission and went over the standing committee reports, quarterly performance reports, ROI, GOVA study update, the Priority of Service Policy, the RFP, and the PY 22 – 23 Audit. The Executive Committee sent the RFP for approval by the BCWDB Board. Dennis Parsons made a motion to approve the RFP and Deborah Warf seconded their motion, passing the motion unanimously.
 - ii. One-Stop Committee:** Deborah Warf stated that the One-Stop Committee met on January 9, 2024, via Zoom. Jessica Weber, the One Stop Manager, gave the committee a quarterly update of the Virginia Works Centers. Jacob McCaleb also introduced himself to the One-Stop Committee.
 - iii. P&A Committee:** Jackie Davis stated that the Performance and Accountability Committee met on January 17, 2024, via Zoom. 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.
 - iv. Labor Market Committee:** The Labor Market Committee did not meet this quarter.
 - v. Board Development Committee:** The Board Development Committee did not meet this quarter.
 - vi. Youth Council:** Marjorie Lampkin stated that the Youth Council met on January 16, 2024, via Zoom. Steven Golas went over the quarterly performance reports with the Youth Council.
- B. Priority of Service Policy:** Ian Ginger made a motion to approve the Priority of Service Policy and Deborah Warf seconded their motion, passing the motion unanimously.

C. **GOVA Study:** Ashley Forbes gave an overview of the GOVA study to the BCWDB Board and CLEO members.

D. **PY 22 – 23 Audit:** Ashley Forbes gave an overview of the PY 22 – 23 Audit to the BCWDB Board and CLEO members.

VII. **Board Old Business:** There was no old business to be discussed.

XII. **Executive Director’s Update:** Jackie Davis gave the Executive Director’s update to the Board and CLEO members. 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.

VIII. **Other Items for Discussion:** There were no other topics for discussion.

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

X. **Adjournment:** With there being no further business to discuss, Ian Ginger made a motion to adjourn the meeting, and Deborah Warf seconded their motion, passing the motion unanimously. Ashley Forbes adjourned the meeting at 11:19 a.m.

Respectfully submitted,
Lauren Fallin

Executive Committee
Wednesday, April 24, 2024
10:00 a.m.

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

I. Call to Order: Ashley Forbes called the meeting to order at 10:16 a.m.

II. Roll Call:

Ashley Forbes	Present
Greg Moon	Present Virtually
Jennifer Bowhey	Present alt. Donnie Potter
Joshua Gemerek	Absent
Marjorie Lampkin	Present
Ian Ginger	Present Virtually
Deborah Warf	Present

III. Welcome and Introductions: The Executive Committee introduced themselves to Jennifer Bowhey’s alternate Donnie Potter.

IV. Approval of Minutes – January 31, 2024: Deborah Warf made a motion to approve the January 31, 2024 meeting minutes, and Marjorie Lampkin seconded the motion, passing the motion unanimously.

V. Public Comment: There was no public comment.

VI. Standing Committees

A. One-Stop Committee: Deborah Warf told the Executive Committee that the One-Stop Committee met on April 9, 2024. At the meeting the minutes from the previous meeting were reviewed and approved, the Strategic Plan Review Metrics were presented and reviewed, and the rescinded Portal Policy was reviewed and discussed. Jessica Weber also gave the One Stop Manager update to the One-Stop Committee, and Jackie Davis gave the Business Services Report to the One-Stop Committee.

B. Performance and Accountability Committee: Jackie Davis told the Executive Committee that the Performance and Accountability Committee met on April 17, 2024 and went over the Strategic Plan Review Metrics, the PY 22 – 23 3rd Quarter BCWDB Quarterly Reports, the Youth Outreach Grant, and the Transportation to Learn Grant. Makalia Records also gave the Performance and Accountability Committee a report on the Critical Sector Job Quality Grant.

C. Labor Market Committee: Jackie Davis told the Executive Committee that the Labor Market Committee met on April 3, 2024 and went over the Strategic Plan Review Metrics. She mentioned that Felicia Ainsa noted to add Title I funding in the Strategic Plan Review Metrics, so they were added into the Strategic Plan Review Metrics.

D. Board Development Committee: Jackie Davis told the Executive Committee that the Board Development Committee was supposed to meet on April 10, 2024, but only Sara Carroll attended the meeting, so her and Jackie Davis quickly overviewed the agenda items.

E. Youth Council: Marjorie Lampkin told the Executive Committee that the Youth Council met on April 16, 2024 and reviewed the Strategic Plan Review Metrics, the PY 22 – 23 BCWDB Youth Quarterly Reports, and Giles Scott presented the Youth Council the Youth Report.

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

VIII. New Business

- A. **PY 24 – 25 Budget:** Jackie Davis presented the PY 24 – 25 Budget to the Executive Committee. Deborah Warf made a motion to approve the budget and send it to the Board, and Ashley Forbes seconded her motion, passing the motion unanimously. Marjorie Lampkin abstained from the motion.
- B. **Accounting Manual:** Jackie Davis presented the updated accounting manual effective July 1, 2024 to the Executive Committee, which is a more detailed, thorough accounting manual with updated policies. Deborah Warf made a motion to approve the new, updated accounting manual and send it to the board, and Marjorie Lampkin seconded the motion, passing it unanimously.
 - i. **Old Manual**
 - ii. **New Manual**
- C. **Strategic Plan Review**
 - i. **Strategic Plan:** Jackie Davis presented the updated Strategic Plan effective May 1, 2024 to the Executive Committee.
 - ii. **Strategic Plan Review Document:** Jackie Davis presented the Strategic Plan Review Document to the Executive Committee.
- D. **By-laws:** Jackie Davis presented the updated by-laws to the Executive Committee.
 - i. **Committee Restructure:** Jackie Davis presented and explained the Committee Restructure to the Executive Committee.
 - 1. **Committee Assignments:** Jackie Davis presented the new committee assignments for PY 24 – 25 to the Executive Committee.
 - ii. **Committee Restructure Crosswalk:** Jackie Davis presented the crosswalk of the restricted committees and who is on each committee to the Executive Committee.
 - iii. **Letter for missed meeting(s):** Jackie Davis presented the letter that will be sent to BCWDB Board members if they miss meetings.
 - 1. **One missed meeting**
 - 2. **Two or more missed meetings**
- E. **Portal Policy:** Jackie Davis presented the updated Portal Policy. Jackie announced that the State Board has rescinded the policy and has made the recommendation to rescind our portal policy. Deborah Warf made a motion to rescind the portal policy and send it to the Board, and Marjorie Lampkin seconded the motion, passing the motion unanimously.
- F. **BCWDB PY 24 – 25 Slate of Officers:** Jackie Davis presented the BCWDB PY 24 – 25 Slate of Officers to the Executive Committee. Deborah Warf made a motion to approve the Slate of Officers and send it to the Board, and Marjorie Lampkin seconded the motion, passing it unanimously.
- G. **BCWDB PY 24 – 25 Meeting Schedule:** Jackie Davis presented the BCWDB PY 24 – 25 Meeting Schedule to the Executive Committee, consisting of four different meeting time options. The Executive Committee recommended going with two options, options three and four, to present to the Board to choose which meeting schedule to go by.
- H. **Performance:** Jackie Davis presented the PY 22 – 23 3rd Quarter BCWDB Quarterly Reports to the Executive Committee.
 - i. **Title I**
 - ii. **Youth Outreach Grant**
 - iii. **Transportation to Learn Grant**
 - iv. **Critical Sector Job Quality Grant**

- I. Funds Transfer:** Jackie Davis presented the Funds Transfer to the Executive Committee. Deborah Warf made a motion to approve and send the Funds Transfer to the Board, and Ashley Forbes seconded her motion, passing it unanimously. Marjorie Lampkin abstained from the motion.
- IX. Executive Director's Update:** Jackie Davis presented the Executive Director's Update to the Executive Committee. Jackie presented Giles Scott's contributions that have been recognized by the VADOE and Fredericksburg VAWC.
- X. Other Items for Discussion:** Jackie Davis reminded the Executive Committee of the upcoming networking dinner and BCWDB Board meeting being held next week.
- XI. Public Comment:** There was no public comment.
- XII. Adjournment:** With there being no further business to discuss, Deborah Warf made a motion to adjourn the meeting, and Marjorie Lampkin seconded the motion, passing it unanimously. Ashley Forbes adjourned the meeting at 12:00 p.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			
				19 # exited				8 # exited				17 # exited		-	
WIOA Dislocated Worker Program - 88.6%		-		0 # employed		100.0%		2 # employed		-		0 # employed			
				0 # exited				2 # exited				0 # exited		-	
Employment 4th Quarter after Exit															
WIOA Adult Program - 85.5%		87.5%		7 # employed		88.9%		8 # employed		78.9%		15 # employed			
				8 # exited				9 # exited				19 # exited		-	
WIOA Dislocated Worker Program - 90%		75.0%		3 # employed		-		0 # employed		-		0 # employed			
				4 # exited				0 # exited				0 # 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%		87.5%		7 # credentialed		77.8%		7 # credentialed		89.5%		17 # credentialed			
				8 # exited				9 # exited				19 # exited		-	
WIOA Dislocated Worker Program - 70%		75.0%		3 # credentialed		-		0 # credentialed		-		0 # credentialed			
				4 # exited				0 # exited				0 # exited		-	
Measurable Skills Gain															
WIOA Adult Program - 70.2%		27.3%		9 # gained		39.4%		13 # gained		48.8%		20 # gained			
				33 # exited				33 # exited				41 # exited		-	
WIOA Dislocated Worker Program - 69.8%		0.0%		0 # gained		50.0%		1 # gained		50.0%		1 # gained			
				1 # exited				2 # exited				2 # exited		-	
40% Minimum Training Expenditure Requirement															
58.79%		72.8%		\$ 67,143.55 Training Expenditures		62.7%		\$ 83,300.48 Training Expenditures		60.2%		\$117,337.21 Training Expenditures			
				\$ 92,210.87 Total Expenditures				\$132,755.45 Total Expenditures				\$194,769.76 Total Expenditures		-	
WIOA Dislocated Worker Program		25.1%		\$ 1,194.09 Training Expenditures		42.2%		\$ 5,329.13 Training Expenditures		43.0%		\$ 7,717.58 Training Expenditures			
				\$ 4,762.58 Total Expenditures				\$ 12,623.70 Total Expenditures				\$ 17,956.75 Total Expenditures		-	
Total Contract Expenditures															
78.06%		74.4%		\$ 92,678.27 Expenditures		107.3%		\$133,690.25 Expenditures		79.4%		\$196,171.96 Expenditures			
				\$124,641.46 Total Contract				\$124,641.46 Total Contract				\$247,030.61 Total Contract		-	
WIOA Dislocated Worker Program		3.5%		\$ 5,332.20 Expenditures		9.1%		\$ 13,763.14 Expenditures		66.7%		\$ 19,666.01 Expenditures			
				\$151,873.40 Total Contract				\$151,873.40 Total Contract				\$ 29,484.25 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
WIOA Dislocated Worker Program - 88.6%	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-		# employed
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
WIOA Dislocated Worker Program - 90%	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-	0 # employed	0 # exited	-		# employed
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%	10 # credentialed	10 # exited	100.0%	10 # credentialed	10 # exited	100.0%	13 # credentialed	13 # exited	-		# credentialed
WIOA Dislocated Worker Program - 70%	-	0 # credentialed	0 # exited	-	0 # credentialed	0 # exited	-	0 # credentialed	0 # exited	-		# credentialed
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
WIOA Dislocated Worker Program - 69.8%	-	0 # gained	0 # exited	-	0 # gained	0 # exited	-	0 # gained	0 # exited	-		# gained
40% Minimum Training Expenditure Requirement												
57.67%	WIOA Adult Program	74.4%	\$ 26,239.03 \$ 35,280.34	Training Expenditures Total Expenditures	59.7%	\$ 41,348.33 \$ 69,242.78	Training Expenditures Total Expenditures	58.8%	\$ 60,733.60 \$103,213.23	Training Expenditures Total Expenditures	-	Training Expenditures Total Expenditures
	WIOA Dislocated Worker Program	-	\$ - \$ -	Training Expenditures Total Expenditures	0.0%	\$ - \$ 2,100.00	Training Expenditures Total Expenditures	0.0%	\$ - \$ 2,100.00	Training Expenditures Total Expenditures	-	Training Expenditures Total Expenditures
Total Contract Expenditures												
45.51%	WIOA Adult Program	27.3%	\$ 35,771.74 \$131,039.56	Expenditures Total Contract	53.6%	\$ 70,225.58 \$131,039.56	Expenditures Total Contract	50.8%	\$104,687.43 \$206,039.56	Expenditures Total Contract	-	Expenditures Total Contract
	WIOA Dislocated Worker Program	0.4%	\$ 398.40 \$106,241.52	Expenditures Total Contract	2.7%	\$ 2,896.80 \$106,241.52	Expenditures Total Contract	10.5%	\$ 3,295.20 \$ 31,241.52	Expenditures Total Contract	-	Expenditures 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	1
WIOA Adult	2
WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter	0
WIOA Adult	1
WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter	0
WIOA Adult	6
WIOA Dislocated Worker	1
Westmoreland County New Clients Enrolled this Quarter	0
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	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%	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	1
WIOA Adult	19
WIOA Dislocated Worker	2
Northampton County New Clients Enrolled this Quarter	0
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%		# employed 5		50.0%		# employed 2		100.0%		# employed 1		# employed -			
		# exited 4				# exited 1										# exited 1	
Employment 4th Quarter after Exit																	
WIOA Youth - 81.1%		75.0%		# employed 4		-		# employed 0		80.0%		# employed 5		# employed -			
		# exited 3				# exited 0										# exited -	
Credential Attainment within Four Quarters after Exit																	
WIOA Youth - 70%		100.0%		# credentialed 1		-		# credentialed 0		50.0%		# credentialed 2		# credentialed -			
		# exited 1				# exited 0										# exited 1	
Measurable Skills Gain																	
WIOA Youth - 69.1%		23.5%		# gained 17		35.0%		# gained 20		38.1%		# gained 21		# gained -			
		# exited 4				# exited 7										# exited 8	
20% Work Experience Expenditure Requirement																	
29.93%		8.0%		\$ 3,372.58		22.1%		\$ 15,173.85		29.9%		\$ 27,413.50		-			
				Training Expenditures				Training Expenditures				Training Expenditures					
		\$ 42,327.76		Total Expenditures				\$ 68,565.08		Total Expenditures				\$ 91,589.56		Total Expenditures	
Total Contract Expenditures																	
55.90%		25.7%		\$ 42,953.88		41.8%		\$ 69,815.53		55.9%		\$ 93,463.84		-			
				Expenditures				Expenditures				Expenditures					
		\$167,209.37		Total Contract				\$167,209.37		Total Contract				\$167,209.37		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 misshelved 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. Charles, 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: 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](#).

Strategic Plan Performance Metrics

July 2023 – June 2024

Strategic Goal – Funding

Objective: Maximize funding opportunities to support strategic priorities

Action Item:

1. Diversity streams of revenue to support the goals of the organization
 - a. Target - \$1M each year applied/request
 - i.\$100,000 Locality Support
 1. Requested \$134K
 - ii.\$25,000 Business Sponsorship/Support (At least three businesses)**
 - iii.\$900,000 miscellaneous grants
 1. Grants Applied For
 - a. \$200,000 Community Project through A. Spanberger
 - b. \$500,000 Critical Jobs Grant
2. Secure professional grant writer on an as needed basis
 - a. WorkEd Consulting (we may need to procure for the future and put a \$ amount in the proposal)
3. Monitor funds for correlation with goals
 - a. Report created to the Board on how funding is being used to support the Board's Vision and Mission
 - i.Does the activities performed support the goals

Strategic Goal – 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.

1. Provide responsive and innovative employer services utilizing the Business Services Teams and other resources**
 - a. Number of Businesses touched by the Business Services Representative with name of businesses and a detailed list of services provided – all contacts should be unique and not duplicative. Contacts should be in the VAWC if they are a registered employer.
 - i.# in person per region
 1. 50-Fredericksburg (unique)
 2. 25-Northern Neck (unique)
 3. 25-Middle Peninsula (unique)
 4. 25-Eastern Shore (unique)
 - ii.# by email per region
 1. 100-Fredericksburg (unique)
 2. 50-Northern Neck (unique)
 3. 50-Middle Peninsula (unique)
 4. 50-Eastern Shore (unique)
 - iii.# by phone per region
 1. 100-Fredericksburg (unique)
 2. 50-Northern Neck (unique)
 3. 50-Middle Peninsula (unique)
 4. 50-Eastern Shore (unique)
 - iv.Businesses that are repeat businesses **
 1. Name of business
 2. Services Provided
 3. Region
 - v.Number of IWT Provided **
 1. \$15,000 budgeted, help at least three businesses
 - vi.Number of OJT Provided **

1. \$15,000 budgeted, have at least three OJTs.
 - vii. Number of Apprenticeship Provided **
 1. 5 Apprenticeships
 - a. 2 Fredericksburg Region
 - b. 1 Northern Neck
 - c. 1 Middle Peninsula
 - d. 1 Eastern Shore
 - viii. Job Fairs hosted – one per region with at least 25 employers at each **
 - ix. Internships/work experience – 25 through out the region with multiple employers **
 - x. Creation of sector advisory councils/committee/board consisting of business lead, education and service providers in the region that meet regularly to discuss sector needs, challenges, and best practices. **
 1. Build career pathways
 - a. North Carolina example
 2. Work with partner to build solutions to employer needs
2. Provide responsive and innovative training and support services for jobseekers through our Virginia Career Works Centers
 - a. Report to detail
 - i. Number of clients who walk through the door
 - ii. Customer satisfaction
 - iii. Continuous improvement for customer flow
 - iv. Outreach provided in the region about the Virginia Career Works Centers
 - b. Ensure compliance for all programs through tracking and documentation
 - i. Monitoring reviews (yearly)
 - ii. Contract tracking (monthly)
 - iii. Desk Reviews (Quarterly)
 - c. Partner meetings to address customer flow, customer needs, provide solutions for issues.
 3. Provide streamlined and consistent business and job-seeker services across the BCWDB
 - a. Business Services Policy and Plan produced and implemented
 - b. Business Services Policy enforced with partners
 - i. Reports to Board to details efforts and challenges
 - ii. Reports to Board with results from the business advisory committee/council/boards

Strategic Goal – Business and Community Outreach

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

1. Create and implement a comprehensive outreach plan to support the goals of the organization that include connection with regional employers, education, and the community stakeholders
 - a. Creation of the outreach plan
 - i. What should it include?
 - b. Implementation of the outreach plan
 - c. Number of employers engaged – see previous Goal Program Development **
 - d. Number of educational providers engaged
 - i. Local school systems

- ii. Community Colleges
 - iii. Other educational providers in the region
- e. Number of stakeholders engaged to include partners **
 - i. Detailed report of partners and stakeholders
- f. Through the Business Services Representative – Local Economic Development Engagements **
 - i. Detailed report of engagement with Local Economic Development throughout the region to include details about engagement. What is being done to promote the work of the BCWDB. Each ED must be contacted at least quarterly.
- g. Through the Business Services Representative – Chamber of Commerce Engagement **
 - i. Detailed report of engagement with Chamber of Commerce throughout the region to include details about engagement. What is being done to promote the work of the BCWDB. Chamber contacts must be at least quarterly.
- 2. Improve communications with local government, by enhancing outreach with local social services and human resources department.
 - a. Provide better communication with local government
 - i. Produce a quarterly report that will be sent to all local government to include CLEO Consortium
 - ii. Meet at least quarterly with the regional LDSS
 - iii. Include LDSS on Business Services Teams Meetings, Regional Partnership Meetings, and any events that are planned in the region.
- 3. Coordinate and collaborate with community partners to better align resources.
 - a. Work through partner meetings, Business Services Team, WIOA Providers One-Stop Manager to better align services to ensure no duplication to optimize all partner resources **
 - b. Creation of business advisory committee/council/boards by sector as above. **

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

Jaelyn 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 Food and Beverage Policy for Subrecipient and Cooperative Agreements

Bay Consortium Workforce Development Board

Policy Number: 23-03

Effective Date: May 1, 2024

Title: Food and Beverage Policy for Subrecipient and Cooperative Agreements

PURPOSE

This Policy establishes rules for Bay Consortium Workforce Development Board (BCWDB) Subrecipients* and Cooperative Agreement Recipients* in connection with the use of appropriated funds to provide food and/or beverages (also referred to as meals and refreshments) at an event. Except as provided in this Policy, federal funds are not to be used to provide food and/or beverages.

This Policy does not require that federal funds be expended to provide food and/or beverages at federally funded meetings, conferences, and events. This Policy merely sets out the circumstances under which food and/or beverages may be provided, and the cost limitations that apply to those expenditures. Budgetary considerations should be borne prominently in mind when planning such events to determine the feasibility and prudence of expending federal funds to pay for food and/or beverages. Food and beverage costs can be significant at an event – pay careful attention to these costs and whether they are truly necessary for a successful event.

This Food and Beverage Policy is designed to complement other federal rules, and BCWDB guidelines, that govern various aspects of conferences, meetings, and similar events, held or funded by the BCWDB.

Finally, the examples contained in this Policy statement are not to be viewed as definitive, but rather as helpful illustrations to assist decision making in the context of event planning.

*Note: This Policy also applies to the use of federal funds by subrecipients, whose compliance is monitored directly by the BCWDB to ensure compliance with the Policy.

TABLE OF CONTENTS

Section 1	Use of Funds to Provide Food and/or Beverages
Section 2	Rules for Subrecipient- and Cooperative Agreement Recipient-Provided Food and/or Beverages
Section 3	Food and/or Beverage Cost Thresholds
A.	Refreshments
B.	Meals
Section 4	Considerations When Providing Food and/or Beverages
Section 5	Appendix Definitions

Section 1 Use of Funds to Provide Food and/or Beverages

Contact Information

- If you have any questions regarding how to interpret this Policy or apply it to costs incurred under a grant or cooperative agreement, please contact the Jackie Davis, Executive Director jdavis@baywib.org or Kristina Allen, Fiscal Specialist kallen@baywib.org of the BCWDB.

Except as provided in this Policy, appropriations administered by the BCWDB are not to be used to provide food and/or beverages.

- The rules for when a Subrecipient or Cooperative Agreement Recipient of the BCWDB may provide food and/or beverages are provided in Section 2.
- Where this Policy permits the provision of food and/or beverages, the cost of such food and beverages must 1) be reasonable, and 2) not exceed the applicable BCWDB- established cost thresholds provided in Section 3.
- Moreover, the circumstances under which food and/or beverages are provided (to whom, when, and in what manner) must be reasonable, so as to avoid even the appearance of wasteful spending on food and/or beverages. Requirements and considerations for mitigating such concerns are provided in Section 4.

Section 2 Rules for Subrecipient and Cooperative Agreement Recipient Provided Food and/or Beverages

A subrecipient or cooperative agreement recipient may use its BCWDB funding to provide food and/or beverages when all of the following criteria are satisfied —

1. The provision of food and/or beverages is consistent with the award conditions and program guidelines, and the event at which they are provided is an allowable activity under the award.
2. The food and/or beverages provided are necessary to the event in that attendees would not be able to fully participate without food and/or beverage.
 - Food and beverages are necessary when there is a need to cover essential material in a limited time-period, and due to the overall length of the event, it is impractical for attendees to seek refreshments or meals elsewhere without missing important event information (e.g., discussions, lectures, speeches).
 - There should be several hours of substantive/instructional material presented before and after a refreshment or meal. When providing a full meal, substantive/instructional material related to the event topic must be presented during the meal for it to be considered necessary.
 - Food and/or beverages are not necessary when they are provided merely for the pleasure or convenience of the attendees.
3. The food and/or beverages are provided at the event under appropriate circumstances that minimize costs and prevent the appearance of waste and abuse of resources (see Section 4, below, for more information).
4. The cost of the food and/or beverages provided is reasonable, and does not exceed the following cost thresholds (see Section 3, below, for more information):
 - a. Refreshments: The cost of refreshments plus any service costs (e.g., labor costs for room setup, taxes, tips) plus the effect of your indirect cost rate (if applicable), cannot exceed 23% of the locality Meals and Incidental Expenses (M&IE) rate per attendee per day; and

- b. Meals: The cost of any meal provided, plus any hotel service costs, cannot exceed 150% of the locality Meals and Incidental Expenses (M&IE) rate per meal.
5. The food and/or beverages provided are not related directly to amusement and/or social events. Any event where alcohol is being served is considered a social event and, consequently, no costs associated with that event are allowable.

Section 3 Food and/or Beverage Cost Thresholds

In providing food and/or beverages at an event, the BCWDB, and its subrecipients, cooperative agreement recipients, and contractors, must all follow the following limits on the costs of refreshments and meals:

A. Refreshments

The cost of refreshments, plus any event service costs (e.g., labor cost for room setup, taxes, tips) plus the effect of your indirect cost rate (if applicable), cannot exceed 23 percent of the locality meals and incidental expenses (M&IE) rate per attendee per day. These rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>.

- Refreshments include light food and drink served during break time, such as coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.
- For example, if the M&IE rate for a particular location is \$54 per person per day, then the total refreshment costs cannot exceed \$12.42 (\$54 x 23%) per attendee per day. However, in the calculation below, you can see that a Event Food & Beverage rate of \$10 per person is actually a rate of \$15.25 per person after the effect of taxes, gratuity, and the indirect cost rate:

Example

Hotel Food & Beverage Rate	\$10.00
Tax Percentage	7%
Gratuity Percentage	18%
Indirect Cost Rate Percentage	22%
Effective Food & Beverage Rate	\$15.25

[Tool you may use to calculate the Effective Food & Beverage Rate](#)

B. Meals

The cost of any meal provided, plus any service costs (e.g., labor cost for room setup, taxes, tips), cannot exceed 150 percent of the locality M&IE rate per meal per attendee. <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>

- For example, if lunch will be provided in a locality with a \$49/day M&IE rate, and the lunch rate is \$13, then the cost of the lunch provided at the conference cannot exceed \$19.50 (\$13 x 150%) per attendee per day.

Note: While the BCWDB does not necessarily agree that indirect rates should generally be applied to food costs, to the extent that an organization has an indirect cost rate which does include such food costs as a permissible item for inclusion with the indirect rate, then those indirect costs must be included as part

of the calculation to see if you meet the cost thresholds, as indicated above. Of course, it is always permissible for an existing subrecipient or recipient of a cooperative agreement to opt out of applying any indirect rates to food costs, by notifying the BCWDB of that decision in writing.

Section 4 Considerations When Providing Food and/or Beverages

The BCWDB, subrecipients and cooperative agreement recipients, must take into account the following considerations in planning any events where food and/or beverages will be served:

- a. *Formal agenda.* The event where food and/or beverages will be served must be supported with a formal agenda.
- b. *Mandatory attendance.* The event where food and/or beverages will be served must be mandatory for, and open to, all participants.
- c. *Timing of food and/or beverages.* Provide several hours of substantive/instructional material both before and after food and/or beverages are served. (Please note that viewing exhibits is not considered to be substantive/instructional material.)
- d. *All full meals should be “working” meals.* When providing a full meal, ensure that there is substantive/instructional material that will accompany that meal – for example, a speaker or video presentation on the substantive event topic.
- e. *Appropriate break foods.* Where break foods are provided, ensure that these are appropriate and adhere to the cost thresholds.
- f. *Alcohol is prohibited.* Do not pay for bar (i.e., alcohol) charges using federal funds, or registration fees (i.e., program income), as this will be considered an unallowable cost. Do not make alcohol available at the event (doing so may make the entire event unallowable). Cash bars are not permitted at federally-funded events.
- g. *Per diem.* Advise participants to reduce per diem appropriately. Attendees (including subrecipient and cooperative agreement recipient staff traveling using federal funding) may not receive a full per diem reimbursement for a day where they were provided a full meal at a federally-funded event, and are responsible for reducing their per-diem request by the cost of the meal.
- h. *Concessions.* In planning a meeting or conference, hotels and vendors often offer concessions (free or discounted items/services) that reduce the BCWDB’s conference costs. Recipients are encouraged to accept non-perishable concessions from hotels or vendors that would reduce costs instead of concessions on perishable items such as reception, food, etc. Examples of such non-perishable concessions include discounts on audiovisual services or equipment, meeting space, and parking costs.
- i. *Receptions.* Receptions are expressly prohibited and are considered to be an unallowable cost with federal funds.
- j. *Appearance issues.* Food and beverage costs are often subjected to close-scrutiny, and all entities using BCWDB funding to provide food and/or beverages must take care to minimize costs and ensure that the spending on food and beverages does not appear to be lavish or wasteful.
- k. *Conference.* A conference is defined in §200.432 as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must

exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award. The Federal awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children, and the elderly.

Section 5 Appendix Definitions

The following definitions apply to this Policy:

"BCWDB" means the Bay Consortium Workforce Development Board, and includes each and all of its components.

"Conference" or "Meeting" is a pre-arranged formal event involving topical matters of general interest, (e.g., matters that will contribute to improved conduct, supervision, or management of the BCWDB's functions or activities), to Federal and non-Federal participants, rather than a routine business meeting primarily involving day-to-day BCWDB operations and concerns. It has designated participants and/or registration, a published substantive agenda, and scheduled speakers or discussion panels on a particular topic. "Meeting" includes other designations, such as a conference, convention, seminar, symposium, training for subrecipients or contractors, and workshop.

"Subrecipient" means a State, local, or federally-recognized Indian tribal government, educational institution, hospital, or a for-profit or non-profit organization which is responsible for the performance or administration of all or some part of a federal award. See 2 C.F.R. Part 225, Appendix A; 2 C.F.R. Part 215, Appendix A. This definition includes cooperative agreement recipients.

"Food" and/or "beverages" retain their common meanings. Food and/or beverages are commonly served (and referred to) in two contexts: 1) Meals (such as a continental-breakfasts, working lunches, or dinners) and 2) Refreshments/breaks. (**Note: Alcoholic beverages are not allowable costs using federal funds.**)

"Meals and incidental expenses" or "M&IE" rates are set by the U.S. General Services Administration (GSA) and show maximum daily reimbursement (per diem) rates for meals and incidental expenses. These rates vary depending on geographical area. See: www.gsa.gov/mie.

"Reasonable" as it applies to cost of food and/or beverages means those costs which a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made. Costs to consider include the cost of food and/or beverage including service fees, cost per attendee, total cost of the event, and costs incurred relative to costs in the geographical area; as well as the BCWDB-established cost thresholds.

"Working lunch/dinner" as it relates to this Policy means a formal and mandatory lunch/dinner necessary for all participants to have full participation in the conference or event. A working lunch/dinner must include a formal agenda including a program or speakers that will impart necessary information important for full understanding of the subject matter of the conference. There should be several hours of informative sessions providing substantive information both before and after a working lunch/dinner (exhibits are not included). Indicators of a working lunch/dinner include seating for all participants. **A cash bar is expressly prohibited.**

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	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 4, 2025	10:00 am
Policy and Strategic Planning Committee	February 4, 2025	10:00 am
Communications Committee	February 4, 2025	10:00 am
Operations Committee	February 4, 2025	10:00 am
Executive Committee	February 4, 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

Option 2:

Business and Workforce Services Committee	July 24, 2024	10:00 am
Policy and Strategic Planning Committee	July 24, 2024	10:00 am
Communications Committee	July 24, 2024	10:00 am

Operations Committee	July 24, 2024	10:00 pm
Executive Committee	July 24, 2024	11:00 am
Joint Board/CLEO Meeting	August 7, 2024	1:00 pm
Policy and Strategic Planning Committee	October 23, 2024	10:00 am
Business and Workforce Services Committee	October 23, 2024	10:00 am
Communications Committee	October 23, 2024	10:00 am
Operations Committee	October 23, 2024	10:00 am
Executive Committee	October 23, 2024	11:00 am
Joint Board/CLEO Meeting	November 6, 2024	1:00 pm
Business and Workforce Services Committee	January 22, 2025	10:00 am
Policy and Strategic Planning Committee	January 22, 2025	10:00 am
Communications Committee	January 22, 2025	10:00 am
Operations Committee	January 22, 2025	10:00 am
Executive Committee	January 22, 2025	11:00 am
Joint Board/CLEO Meeting	February 5, 2025	1:00 pm
Business and Workforce Services Committee	April 23, 2025	10:00 am
Policy and Strategic Planning Committee	April 23, 2025	10:00 am
Communications Committee	April 23, 2025	10:00 am
Operations Committee	April 23, 2025	10:00 am
Executive Committee	April 23, 2025	11:00 am
Board Meeting	May 7, 2025	1:00 pm
CLEO Meeting	May 14, 2025	10:00 am