



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

**Wednesday, July 29, 2020**

**11:00 am**

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**Draft Agenda**  
Bay Consortium Workforce Development Board, Inc.  
Executive Committee Meeting  
Wednesday, July 29, 2020

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—May 27, 2020 Meeting
- IV. Public Comment
- V. Standing Committees/Youth Council Reports
  - A. One Stop Committee
    - i. Work Experience Procedure Policy
    - ii. Youth Incentive Policy
    - iii. Self Sufficiency Policy
    - iv. Trade Adjustment ACT and WIOA Dislocated Worker Co-Enrollment Policy
  - B. Performance and Accountability Committee
    - i. Quarterly Reports
  - C. Labor Market Committee
  - D. Board Development Committee
  - E. Youth Council
    - i. Work Experience Procedure Policy
    - ii. Youth Incentive Policy
- VI. Old Business
  - A. Proposed 20-21 Budget
- VII. New Business
  - A. Board Manual
  - B. Strategic Priorities
  - C. Lease
  - D. Training Providers
- VIII. Executive Director’s Update
- IX. Other Items for Discussion
- X. Public Comment
- XI. Adjournment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,  
Katlyn Moss

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

**One-Stop Committee Meeting**

**Draft Minutes**

**Tuesday, July 14, 2020**

**10:00 a.m.**

The One-Stop Committee met Tuesday, July 14, 2020 via Zoom.

**Call to Order:** Debbye Warf called the committee meeting to order at 10:00 a.m.

**Roll Call:** Present were Debbye Warf, Rebecca Mann, Nikole Cox, Cherlanda Sidney-Ross, and Tracy Harrington. In addition, present was Jackie Davis, Steven Golas, and Katlyn Moss, WDB Staff. A quorum was present.

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

**Approval of Minutes:** There was a motion to approve the January 14, 2020 minutes. The motion was seconded and approved.

**New Business:** Jackie Davis reviewed the Board Manual with members, specifically the One-Stop Committee description. She asked that if there were any changes that members would like to be made to let her know before the Board Development Committee meeting. Nikole Cox asked if the MOUs had been updated to include precautions for COVID. Jackie Davis said that during the annual review for cost allocations and other issues will include COVID precautions.

**Old Business:** Steven Golas reviewed the Work Experience Procedure Policy. He noted that the changes were made as a result of monitoring. Changes include replacing “wages” with “stipend” and defining who would complete the learning plan. A motion was made to take the Work Experience Procedure Policy to the full Board, which was seconded and approved. Steven Golas reviewed the Youth Incentive Policy. He noted that the changes were made as a result of monitoring. The wording “up to” was removed from the rewards to make them definitive and equal across the Workforce Development Area. A motion was made to send the Youth Incentive Policy to the full Board, which was seconded and approved. Steven Golas discussed the Self Sufficiency Policy with members, noting that the only change was the update with 2020 numbers. A motion was made to send the Self Sufficiency Policy to the full Board, which was seconded and approved. Steven Golas reviewed the Trade Adjustment ACT and WIOA Dislocated Worker Co-Enrollment Policy with members. He noted that he had removed wording that instructed non WIOA staff, and added that if a client is issued a waiver that an assessment must be done. A motion was made to send the Trade Adjustment ACT and WIOA Dislocated Worker Co-Enrollment Policy to the full Board, which was seconded and approved. Jackie Davis let members know the Virginia Career Works Fredericksburg Center was open by appointment only and staff was working to question and temperature check clients before coming in. Jackie Davis reviewed the Strategic Priorities with members. Tracy Harrington recommended that a quick report on how to handle objectives with COVID in case it is requested.

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

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Katlyn Moss

# Bay Consortium Workforce Development Board

<b>Policy Number:</b> 20-02
<b>Effective Date:</b> February 5, 2020
<b>Revised Date:</b> August 5, 2020
<b>Title:</b> WIOA Work Experience Procedure Policy

## PURPOSE

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

## REFERENCES

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

## BACKGROUND

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

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

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

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

Note:

- WIOA does not discern between “work experience (WEX)” or “internship”. The definition of both is the same.

- WIOA permits local areas to offer transitional jobs which are limited work experiences, that are subsidized and for those individuals with barriers to employment because of chronic unemployment or inconsistent work history. [20 CFR 680.830] There are limits on the amount of funds local areas may use.

## **POLICY**

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

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

### **A. Participant Eligibility**

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

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

### **B. Employer Eligibility**

The WEX Employer:

- Must be registered with the Internal Revenue Service (IRS) and have an account with the Virginia Employment Commission for Unemployment Insurance and carry Workman’s Compensation Insurance; [20 CFR 683.280]
- Must be licensed to operate in the Commonwealth of Virginia and provide their Federal Employer Identification Number (FEIN);
- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; [WIOA Sec. 188(a)(2)]
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a WEX participant or as the result of having a WEX participant; [20 CFR 683.270]
- Shall not allow the WEX activity to result in the infringement of promotional opportunities of their current employees; [20 CFR 683.270]

- Shall not allow the participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship. [20 CFR 188(a)(3)]

### **C. WEX Timeframe**

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

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

### **D. Compensation**

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

WEX participants shall not be paid for:

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

WEX participants are not authorized to work overtime.

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

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

### **E. WEX Funding Limits**

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

## **PROCEDURES**

### **A. Participant File Documentation**

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

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

### **B. WEX Agreement**

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

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

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

### **C. Modifications**

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

#### **D. Monitoring**

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

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

#### **DEFINITIONS**

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

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

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

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

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

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

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

# Bay Consortium Workforce Development Board

**Policy Number:** 20-01

**Effective Date:** February 5, 2020

**Revised Date:** August 5, 2020

**Title:** WIOA Youth Incentive Policy

## PURPOSE

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

## REFERENCE

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

## YOUTH INCENTIVE

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

## PROCEDURE

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

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

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

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

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

## **DOCUMENTATION**

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



# Bay Consortium Workforce Development Board

**Policy Number:** 15-01

**Effective Date:** July 1, 2019

**Revised Date:** August 5, 2020

**Title:** Self-Sufficiency Policy

## **PURPOSE:**

The purpose of this policy is to provide guidance for effective Self-Sufficiency practices to support service strategies that assist WIOA eligible individuals reach their employment goals. The Lower Living Standard Income Levels expire **June 30, 2021**.

## **REFERENCES:**

*Federal Register*, **January 17, 2020** – *Federal Register* – 80 FR 3236, Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

*Federal Register*, **April 30, 2020** – U.S. Department of Labor – Employment and Training Administration WIOA: Lower Living Standard Income Level

Virginia Workforce Letter (VWL) TBD

## **DEFINITION OF ECONOMIC SELF-SUFFICIENCY:**

The Workforce Innovation & Opportunity Act (WIOA) requires a local definition of economic self-sufficiency as a condition for providing training or re-training services to Adults, including Employed Adults, and Dislocated Workers.

The following policy is established to broaden the range of populations served in the Bay Consortium Local Workforce Development Area XIII and to encourage participation in the services provided, and to maximize the use of funding received in the Bay Consortium Local Workforce Development Area XIII.

The Bay Consortium Local Workforce Development Area XIII defines the term “low income individual” as an individual who:

- Receives or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
- Received an income or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash payments under a Federal, State or local income-based public assistance program; and old age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
  - The poverty line, for an equivalent period; or
  - 70 percent of the lower living standard income level, for an equivalent period (see chart below);

Any individual who is considered to be “low income”, as defined above, is eligible to receive WIOA funded training services in the Bay Consortium Local Workforce Development Area XIII. Below are the charts detailing the **2020** Poverty Guidelines for the 48 Contiguous States and the District of Columbia, the 70% Lower Living Standard Income Level Chart and the 100% Lower

Living Standard Income Level Chart for the Bay Consortium Local Workforce Development Area XIII.

**2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia**

Size of Family Unit Poverty Guideline	
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120

For family units with more than 8 members, add \$4,480 for each additional member.  
*Federal Register*, [January 17, 2020](#) – *Federal Register* – 80 FR 3236, Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines

**70% LOWER LIVING STANDARD INCOME LEVEL CHART (2020)**

PY 2020 INCOME GUIDELINES	70% Lower Living Standard Income Level for WIOA Program Eligibility								
	WDB	County CD FIPS	Locality Name	Family Size					
1				2	3	4	5	6	
Bay Consortium	001	Accomack County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	033	Caroline County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	057	Essex County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	097	King and Queen County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	099	King George County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	101	King William County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	103	Lancaster County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	115	Mathews County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	119	Middlesex County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	131	Northampton County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	133	Northumberland County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	159	Richmond County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	177	Spotsylvania County	12,760	19,934	27,362	33,775	39,862	46,618	6,756
Bay Consortium	179	Stafford County	12,760	19,934	27,362	33,775	39,862	46,618	6,756
Bay Consortium	193	Westmoreland County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	630	Fredericksburg City	12,760	19,934	27,362	33,775	39,862	46,618	6,756
Bay Consortium	073	Gloucester County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	127	New Kent County	12,760	17,240	22,060	27,234	32,143	37,593	5,450
Bay Consortium	137	Orange County	12,760	17,240	21,720	26,425	31,184	36,469	5,285
Bay Consortium	047	Culpeper County	12,760	17,240	21,720	26,425	31,184	36,469	5,285

**200% LOWER LIVING STANDARD INCOME LEVEL CHART (2020)**  
**Individuals EXCEEDING these amounts are deemed SELF SUFFICIENT**

200% Lower Living Standard Income Level for Self-Sufficiency Determination									
WDB	County CD FIPS	Locality Name	Family Size						Family Size Addition
			1	2	3	4	5	6	
Bay Consortium	001	Accomack County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	033	Caroline County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	057	Essex County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	097	King and Queen County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	099	King George County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	101	King William County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	103	Lancaster County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	115	Mathews County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	119	Middlesex County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	131	Northampton County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	133	Northumberland County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	159	Richmond County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	177	Spotsylvania County	34,754	56,956	78,178	96,500	113,892	133,194	19,302
Bay Consortium	179	Stafford County	34,754	56,956	78,178	96,500	113,892	133,194	19,302
Bay Consortium	193	Westmoreland County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	630	Fredericksburg City	34,754	56,956	78,178	96,500	113,892	133,194	19,302
Bay Consortium	073	Gloucester County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	127	New Kent County	28,026	45,920	63,028	77,812	91,836	107,408	15,572
Bay Consortium	137	Orange County	27,202	44,562	61,160	75,500	89,098	104,196	15,098
Bay Consortium	047	Culpeper County	27,202	44,562	61,160	75,500	89,098	104,196	15,098

# Bay Consortium Workforce Development Board

**Policy Number: 18-03**

**Effective Date: November 7, 2018**

**Revised Date: August 5, 2020**

**Title: Trade Adjustment Act and WIOA Dislocated Worker Co-Enrollment Policy**

## PURPOSE

To establish procedures for the *Trade Act* and *Dislocated Worker programs* are well coordinated and delivered within the workforce system in a manner that is seamless to clients and responsive to their needs.

## REFERENCE

Training Employment Guidance Letter 3-15

## PROCEDURES

1. When there is a layoff of 25 or more with Trade Act certified petition, state rapid response procedures are followed (<http://www.vwn.virginia.gov/rapidresponse.cfm> (For less than 25 employees the flow will start with number 2 below). Employer and employee briefings are scheduled and planned. At the Employee Briefing or Rapid Response Mass Meeting, which is to provide basic services and next steps, representatives from the VEC, WIOA, Virginia Career Works Center and other mandated and optional partners provide program information. Examples:
  - a. VEC - Job services and unemployment filing, documentation requirements and TAA services and training
  - b. WIOA - WIOA-available intensive services, supportive services and training
  - c. Other WIOA partners - the number of partners will vary by employer(s) requests
  - d. NOTE: WIOA will create a sign-up sheet for employees interested in training, basic and intensive services.
2. Trade affected employees must file Trade Eligibility Claim forms. Times and dates of the Trade claims taking sessions will be set by VEC. Notice will be mailed to address provided by the employer layoff list (May be prior to, or following the layoff date).
  - a. Register for Unemployment Insurance by telephone, online or staff assisted, if not already done so.
  - b. Register for job services to begin job search.

- c. Host Trade Act claim taking session. Complete paperwork to establish Trade eligibility; process paperwork and send to Richmond; await receipt of entitlement determination.
  - d. Schedule one-on-one meeting for reemployment options.
3. Client reports to WIOA Service Provider to:
- a. Participate in program orientation, (*but not required*)
  - b. Complete program application
  - c. Determined eligibility
  - d. Complete enrollment process
  - e. Receive initial assessment

*NOTE to WIOA Provider Staff and VEC staff:*

- i. Customers identified via the WIOA Provider sign-up sheet will be contacted by a WIOA case manager to determine interest in training, career services.*
  - ii. Based on circumstances, WIOA Provider may conduct a mass enrollment/assessment session and/or one-on-one enrollment/assessment by appointment.*
  - iii. Following enrollment, assessment and determination of training preference and recommendation, WIOA case manager will provide documentation to the VEC's trade representative.*
4. Before Trade Act assistance is provided:
- a. Customers required to be enrolled into WIOA, assessed and training needs determined before documentation is submitted to VEC's trade representative.
  - b. Trade will utilize assessments and training recommendation documentation from WIOA and determine appropriate training for client if training is determined to be needed
  - c. Training is approved or disapproved by the VEC/Trade staff.
  - d. If the client is issued a waiver due to: enrollment not available, health, or training not available, **WIOA Provider must do an assessment.**
  - e. If client desires training or career services and client has not met with WIOA case

manager, make a referral to WIOA for dislocated worker assistance. In this case, await assessment results from WIOA case manager.

5. Additional WIOA and VEC staff responsibilities and/or steps to follow:

- a. WIOA case manager will provide initial one-on-one contact to attendees following the Rapid Response session(s) (may be prior to, or following layoff date)
  - i. Contact clients who signed up for intensive services or training. Make an appointment for enrollment and assessment.
  - ii. Group enrollment and assessment - Have an initial interview (explain WIOA program requirements, assessments and training relationship between Trade, WIOA and the client), document basic services, create client folder, determine eligibility, enroll and assess.
  - iii. For Trade purposes, clients that are 50 years of age and/or older that DO NOT plan to participate in training, are not required to complete the assessment process.
- b. WIOA case manager also will implement the following actions:
  - i. Meet one-on-one with client to discuss basic services, intensive services, training and supportive service needs.
  - ii. Enroll client into Virginia Workforce Connection system (VWC)
  - iii. Ensure that a printout of revoked waiver status case note is included in client case file.
  - iv. Work with client to develop an IEP in the VWC system and complete other required file enrollment
  - v. Determine appropriate reemployment options based upon client choice, TABE assessment, Career Scope assessment, labor market analysis and other relevant variables.
  - vi. Complete Training Recommendation section in the IEP.
  - vii. Refer client to VEC's trade representative via email (insert email address ) to discuss training options if training is justified and approved.
  - viii. Forward assessments, IEP, LMI and Co-enrollment Consent to VEC's Trade representative via email (insert email address)

- ix. Based upon eligibility for Trade and other considerations, client may be enrolled in WIOA's dislocated worker program for training.
- x. NOTE to WIOA staff: For purposes of eligibility, there must be a basic service entered into the VWC system prior to dislocated worker program involvement. The sign-up sheet from the Rapid Response Meeting plus the layoff letter provided by the company can serve as proof that a basic service was provided to the client. If WIOA funds are used for any training activity, the WIOA training provider list will be used. If Trade uses a training provider not on the WIOA state or local training provider list, WIOA case manager will ensure the client is made aware that WIOA funds cannot be used to pay for tuition and/or books should the need arise.

6. Co-enrollment and case management:

a. WIOA Dislocated Worker Program

- i. Maintain IEP, case notes, training and/or fiscal documentation as required under WIOA local policies.
- ii. Have client sign co-enrollment agreement signed by all three parties. One copy is retained for file.
- iii. Provide 30 day follow up to client to support positive outcome and case management as needed in accordance with WIOA local policies.
- iv. Maintain on-going contact with VEC trade representative on customer status via VWC case notes.

7. Case Closure

- a. VEC trade representative will notify WIOA case manager if client ceases or completes training activity and/or enters employment. WIOA will reciprocate the same.
- b. WIOA case manager will exit the client when appropriate and notify VEC trade representative.
- c. NOTE: In the VWC, soft exits will require that all service activity is entered by both WIOA case manager and VEC trade representative.

8. Follow up

- a. WIOA case manager provides follow up for one year or based on the individual need of the customer following case closure by WIOA dislocated worker program.

**Bay Consortium Workforce Development Board, Inc.**  
**Performance and Accountability Committee Meeting**  
**Draft Notes**  
**Thursday, July 16, 2020**  
**10:00 A.M.**

The Performance and Accountability Committee met Thursday, July 16, 2020 via Zoom.

**Call to Order:** David Mann called the committee meeting to order at 10 a.m.

**Roll Call:** Present were David Mann, Bridgett Landess, and Greg Moon. Present via phone was Meg Bohmke. Not present was Jason Perry, Steve Goodall, and Vanesa Livingstone. In addition, present were Jackie Davis, Steven Golas and Katlyn Moss, WDB Staff. A quorum was not present.

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

**Approval of Minutes:** Since a quorum was not present, minutes from the October 17, 2019 meeting were tabled until a future meeting.

**New Business:** Steven Golas went over the quarterly reports. He noted the enrollment numbers were a result of locations closing due to COVID. He also noted that providers had developed plans to insert themselves better into underserved areas.

**Old Business:** Jackie Davis reviewed the Strategic Priorities with members. David Mann asked about the committee's responsibility for grant writing. Jackie Davis stated that Steven Golas has taken a grant writing course. Jackie Davis presented members with the Annual Disclosure Statement of Economic Interests and let members know they were due back before September.

**Other Items for Discussion:** Jackie Davis discussed the August Board meeting via Zoom. She also let members know the Virginia Career Works Fredericksburg Center was open by appointment only and staff was working to question and temperature check clients before coming in.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,  
Katlyn Moss

**Performance Reports**

<b>Rappahannock Goodwill Industries</b>														
	<b>1st Quarter PY 19 7/1/19 - 9/30/19</b>				<b>2nd Quarter PY 19 10/1/19 - 12/31/19</b>				<b>3rd Quarter PY 19 1/1/20 - 3/31/20</b>				<b>4th Quarter PY 19 4/1/20 - 6/30/20</b>	
<b>Customer Summary Information</b>														
Planned Number of Participants for PY	100				100				100				100	
Total Participants Served	58				72				94				104	
Percent of Planned	58%				72%				94%				104%	
New Clients Enrolled this Quarter	8				14				22				10	
WIOA Adult	38				49				60				64	
WIOA Dislocated Worker	20				23				34				40	
<b>Follow Up Information</b>														
Total Follow-Ups Required	88				80				75				66	
Total Follow-Ups Completed	88				80				75				66	
Total Follow-Up Not Completed	0				0				0				0	
<b>Employment 2nd Quarter after Exit</b>														
WIOA Adult Program - 72.5%	83.3%	5	# employed	87.5%	14	# employed	100.0%	10	# employed	80.0%	4	# employed		
		6	# exited		16	# exited		10	# exited		5	# exited		
WIOA Dislocated Worker Program - 85%	71.4%	5	# employed	90.9%	10	# employed	100.0%	13	# employed	100.0%	7	# employed		
		7	# exited		11	# exited		13	# exited		7	# exited		
<b>Employment 4th Quarter after Exit</b>														
WIOA Adult Program - 79%	62.5%	10	# employed	100.0%	6	# employed	100.0%	6	# employed	81.3%	13	# employed		
		16	# exited		6	# exited		6	# exited		16	# exited		
WIOA Dislocated Worker Program - 85%	85.7%	18	# employed	100.0%	5	# employed	57.1%	4	# employed	90.9%	10	# employed		
		21	# exited		5	# exited		7	# exited		11	# exited		
<b>Median Earnings 2nd Quarter after Exit</b>														
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available			
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available			
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Adult Program - 65.5%	80.0%	12	# credentialed	100.0%	5	# credentialed	66.7%	4	# credentialed	87.5%	14	# credentialed		
		15	# exited		5	# exited		6	# exited		16	# exited		
WIOA Dislocated Worker Program - 70%	71.4%	15	# credentialed	100.0%	4	# credentialed	71.4%	5	# credentialed	60.0%	6	# credentialed		
		21	# exited		4	# exited		7	# exited		10	# exited		
<b>Measurable Skills Gain</b>														
WIOA Adult Program - Baseline%	32.4%	11	# gained	3.0%	1	# gained	27.6%	8	# gained	23.8%	5	# gained		
		34	# exited		33	# exited		29	# exited		21	# exited		
WIOA Dislocated Worker Program - Baseline%	30.8%	4	# gained	0.0%	0	# gained	29.4%	5	# gained	26.7%	4	# gained		
		13	# exited		12	# exited		17	# exited		15	# exited		
<b>40% Minimum Training Expenditure Requirement</b>														
54.25%	WIOA Adult Program	65.1%	\$20,336.61	Training Expenditures	60.3%	\$59,859.87	Training Expenditures	62.7%	\$ 100,366.75	Training Expenditures	57.3%	\$ 116,907.31	Training Expenditures	
			\$31,219.63	Total Expenditures		\$99,201.58	Total Expenditures		\$ 160,077.25	Total Expenditures		\$ 203,948.62	Total Expenditures	
	WIOA Dislocated Worker Program	6.1%	\$ 1,098.15	Training Expenditures	31.6%	\$15,766.40	Training Expenditures	46.7%	\$ 41,310.34	Training Expenditures	49.5%	\$ 64,614.55	Training Expenditures	
			\$17,873.62	Total Expenditures		\$49,943.93	Total Expenditures		\$ 88,439.40	Total Expenditures		\$ 130,624.33	Total Expenditures	

## George Washington Planning District 16 Data

4th Quarter PY 19

### Customer Summary Information

Spotsylvania County New Clients Enrolled this Quarter		3
	WIOA Adult	28
	WIOA Dislocated Worker	13
Stafford County New Clients Enrolled this Quarter		2
	WIOA Adult	18
	WIOA Dislocated Worker	13
Caroline County New Clients Enrolled this Quarter		2
	WIOA Adult	2
	WIOA Dislocated Worker	3
King George County New Clients Enrolled this Quarter		1
	WIOA Adult	11
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		2
	WIOA Adult	10
	WIOA Dislocated Worker	7

Rappahannock Community College																
	1st Quarter PY 19 7/1/19 - 9/30/19				2nd Quarter PY 19 10/1/19 - 12/31/19				3rd Quarter PY 19 1/1/20 - 3/31/20				4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>																
Planned Number of Participants for PY	72				72				72				72			
Total Participants Served	82				100				117				117			
Percent of Planned	114%				139%				163%				163%			
New Clients Enrolled this Quarter	7				16				17				0			
WIOA Adult	77				94				111				111			
WIOA Dislocated Worker	5				6				6				6			
<b>Follow Up Information</b>																
Total Follow-Ups Required	64				87				93				91			
Total Follow-Ups Completed	64				87				93				91			
Total Follow-Up Not Completed	0				0				0				0			
<b>Employment 2nd Quarter after Exit</b>																
WIOA Adult Program - 72.5%	75.0%	3	# employed	72.7%	8	# employed	91.3%	21	# employed	87.0%	20	# employed				
		4	# exited		11	# exited		23	# exited		23	# exited				
WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	100.0%	1	# employed	-	1	# employed	100.0%	2	# employed				
		1	# exited		1	# exited		1	# exited		2	# exited				
<b>Employment 4th Quarter after Exit</b>																
WIOA Adult Program - 79%	71.4%	10	# employed	66.7%	2	# employed	50.0%	1	# employed	81.8%	9	# employed				
		14	# exited		3	# exited		2	# exited		11	# exited				
WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	-	0	# employed	100.0%	1	# employed	100.0%	1	# employed				
		1	# exited		0	# exited		1	# exited		1	# exited				
<b>Median Earnings 2nd Quarter after Exit</b>																
WIOA Adult Program	\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available					
WIOA Dislocated Worker Program	\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available					
<b>Credentialed Attainment within Four Quarters after Exit</b>																
WIOA Adult Program - 65.5%	100.0%	7	# credentialed	100.0%	2	# credentialed	100.0%	2	# credentialed	72.7%	8	# credentialed				
		7	# exited		2	# exited		2	# exited		11	# exited				
WIOA Dislocated Worker Program - 70%	100.0%	1	# credentialed	-	0	# credentialed	100.0%	1	# credentialed	0.0%	0	# credentialed				
		1	# exited		0	# exited		1	# exited		1	# exited				
<b>Measurable Skills Gain</b>																
WIOA Adult Program - Baseline%	40.0%	16	# gained	27.5%	11	# gained	36.4%	16	# gained	16.7%	4	# gained				
		40	# exited		40	# exited		44	# exited		24	# exited				
WIOA Dislocated Worker Program - Baseline%	66.7%	2	# gained	50.0%	1	# gained	-	0	# gained	-	0	# gained				
		3	# exited		2	# exited		0	# exited		0	# exited				
<b>40% Minimum Training Expenditure Requirement</b>																
66.56%	WIOA Adult Program	75.0%	\$38,212.60	Training Expenditures	59.9%	\$39,366.10	Training Expenditures	79.0%	\$ 118,431.16	Training Expenditures	77.6%	\$ 129,388.24	Training Expenditures			
			\$50,917.76	Total Expenditures		\$65,700.35	Total Expenditures		\$ 149,859.40	Total Expenditures		\$ 166,731.34	Total Expenditures			
	WIOA Dislocated Worker Program	3.7%	\$ 568.70	Training Expenditures	2.5%	\$ 568.70	Training Expenditures	2.2%	\$ 568.70	Training Expenditures	2.0%	\$ 568.70	Training Expenditures			
			\$15,189.72	Total Expenditures		\$22,605.84	Total Expenditures		\$ 25,472.12	Total Expenditures		\$ 28,513.51	Total Expenditures			

## Northern Neck Planning District 17 Data

4th Quarter PY 19

### Customer Summary Information

Lancaster County New Clients Enrolled this Quarter		0
	WIOA Adult	9
	WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter		0
	WIOA Adult	13
	WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter		0
	WIOA Adult	11
	WIOA Dislocated Worker	1
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Adult	18
	WIOA Dislocated Worker	0

## Middle Peninsula Planning District 18 Data

4th Quarter PY 19

### Customer Summary Information

Essex County New Clients Enrolled this Quarter		0
	WIOA Adult	9
	WIOA Dislocated Worker	2
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Adult	4
	WIOA Dislocated Worker	1
King William County New Clients Enrolled this Quarter		0
	WIOA Adult	7
	WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	2
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Adult	12
	WIOA Dislocated Worker	0

Eastern Shore Community College														
		1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>														
Planned Number of Participants for PY		51			51			51			51			
Total Participants Served		51			52			61			61			
Percent of Planned		100%			102%			120%			120%			
New Clients Enrolled this Quarter		16			1			8			0			
WIOA Adult		44			45			53			53			
WIOA Dislocated Worker		7			7			8			8			
<b>Follow Up Information</b>														
Total Follow-Ups Required		35			54			60			57			
Total Follow-Ups Completed		35			54			60			57			
Total Follow-Up Not Completed		0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>														
WIOA Adult Program - 72.5%		88.9%	8	# employed	100.0%	9	# employed	71.4%	5	# employed	100.0%	17	# employed	
			9	# exited		9	# exited		7	# exited		17	# exited	
WIOA Dislocated Worker Program - 85%		-	0	# employed	100.0%	3	# employed	100.0%	2	# employed	100.0%	3	# employed	
			0	# exited		3	# exited		2	# exited		3	# exited	
<b>Employment 4th Quarter after Exit</b>														
WIOA Adult Program - 79%		50.0%	3	# employed	62.5%	5	# employed	100.0%	9	# employed	88.9%	8	# employed	
			6	# exited		8	# exited		9	# exited		9	# exited	
WIOA Dislocated Worker Program - 85%		-	0	# employed	100.0%	3	# employed	-	0	# employed	100.0%	3	# employed	
			0	# exited		3	# exited		0	# exited		3	# exited	
<b>Median Earnings 2nd Quarter after Exit</b>														
WIOA Adult Program		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		\$5,750.00	Not Available		
WIOA Dislocated Worker Program		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		\$8,150.00	Not Available		
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Adult Program - 65.5%		83.3%	5	# credentialed	100.0%	8	# credentialed	77.8%	7	# credentialed	87.5%	7	# credentialed	
			6	# exited		8	# exited		9	# exited		8	# exited	
WIOA Dislocated Worker Program - 70%		-	0	# credentialed	100.0%	3	# credentialed	-	0	# credentialed	66.7%	2	# credentialed	
			0	# exited		3	# exited		0	# exited		3	# exited	
<b>Measurable Skills Gain</b>														
WIOA Adult Program - Baseline%		17.9%	7	# gained	53.3%	16	# gained	0.0%	0	# gained	52.6%	10	# gained	
			39	# exited		30	# exited		24	# exited		19	# exited	
WIOA Dislocated Worker Program - Baseline%		0.0%	0	# gained	20.0%	1	# gained	0.0%	0	# gained	50.0%	2	# gained	
			5	# exited		5	# exited		4	# exited		4	# exited	
<b>40% Minimum Training Expenditure Requirement</b>														
38.86%	WIOA Adult Program		61.3%	\$23,590.00	Training Expenditures	47.1%	\$28,690.00	Training Expenditures	48.0%	\$47,845.77	Training Expenditures	43.5%	\$ 49,791.71	Training Expenditures
				\$38,502.98	Total Expenditures		\$60,966.66	Total Expenditures		\$99,578.35	Total Expenditures		\$114,495.18	Total Expenditures
	WIOA Dislocated Worker Program		56.7%	\$ 7,653.45	Training Expenditures	47.8%	\$11,544.25	Training Expenditures	36.4%	\$10,409.40	Training Expenditures	25.7%	\$ 10,409.40	Training Expenditures
				\$13,504.97	Total Expenditures		\$24,169.72	Total Expenditures		\$28,573.95	Total Expenditures		\$ 40,425.50	Total Expenditures

## Eastern Shore Planning District 22 Data

4th Quarter PY 19

### Customer Summary Information

Accomack County New Clients Enrolled this Quarter

0

WIOA Adult

30

WIOA Dislocated Worker

3

Northampton County New Clients Enrolled this Quarter

0

WIOA Adult

17

WIOA Dislocated Worker

4

SkillSource Group													
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>													
Planned Number of Participants for PY	54			54			54			54			
Total Participants Served	31			37			41			48			
Percent of Planned	57%			69%			76%			89%			
New Clients Enrolled this Quarter	9			6			4			7			
WIOA Youth	31			37			41			48			
<b>Follow Up Information</b>													
Total Follow-Ups Required	16			18			21			30			
Total Follow-Ups Completed	16			18			21			30			
Total Follow-Up Not Completed	0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>													
WIOA Youth - 66%	100.0%	1	# employed	-	0	# employed	-	0	# employed	88.9%	8	# employed	
		1	# exited		0	# exited		0	# exited		9	# exited	
<b>Employment 4th Quarter after Exit</b>													
WIOA Youth - 62.8%	87.5%	7	# employed	75.0%	6	# employed	100.0%	1	# employed	-	0	# employed	
		8	# exited		8	# exited		1	# exited		0	# exited	
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Youth - 70%	87.5%	7	# credentialed	50.0%	4	# credentialed	100.0%	1	# credentialed	-	0	# credentialed	
		8	# exited		8	# exited		1	# exited		0	# exited	
<b>Measurable Skills Gain</b>													
WIOA Youth - Baseline %	8.0%	2	# gained	16.7%	4	# gained	19.2%	5	# gained	34.8%	8	# gained	
		25	# exited		24	# exited		26	# exited		23	# exited	
<b>20% Work Experience Expenditure Requirement</b>													
24.74%	WIOA Youth	31.4%	\$ 9,457.68	Training Expenditures	23.9%	\$20,925.64	Training Expenditures	25.4%	\$ 32,431.03	Training Expenditures	24.7%	\$ 46,474.69	Training Expenditures
			\$ 30,091.26	Total Expenditures		\$87,562.56	Total Expenditures		\$ 127,715.88	Total Expenditures		\$187,820.87	Total Expenditures

## George Washington Planning District 16 Data

4th Quarter PY 19

### Customer Summary Information

Spotsylvania County New Clients Enrolled this Quarter		3
	WIOA Youth	18
Stafford County New Clients Enrolled this Quarter		2
	WIOA Youth	10
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	4
King George County New Clients Enrolled this Quarter		1
	WIOA Youth	4
City of Fredericksburg New Clients Enrolled this Quarter		1
	WIOA Youth	11

Rappahannock Community College													
	1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>													
Planned Number of Participants for PY	42			42			42			42			
Total Participants Served	37			39			42			42			
Percent of Planned	88%			93%			100%			100%			
New Clients Enrolled this Quarter	5			2			3			0			
WIOA Youth	37			39			42			42			
<b>Follow Up Information</b>													
Total Follow-Ups Required	10			10			8			10			
Total Follow-Ups Completed	10			10			8			10			
Total Follow-Up Not Completed	0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>													
WIOA Youth - 66%	100.0%	2	# employed	75.0%	3	# employed	100.0%	2	# employed	100.0%	2	# employed	
		2	# exited		4	# exited		2	# exited		2	# exited	
<b>Employment 4th Quarter after Exit</b>													
WIOA Youth - 62.8%	50.0%	1	# employed	50.0%	1	# employed	100.0%	2	# employed	100.0%	4	# employed	
		2	# exited		2	# exited		2	# exited		4	# exited	
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Youth - 70%	50.0%	1	# credentialed	100.0%	2	# credentialed	100.0%	2	# credentialed	75.0%	3	# credentialed	
		2	# exited		2	# exited		2	# exited		4	# exited	
<b>Measurable Skills Gain</b>													
WIOA Youth - Baseline %	21.7%	5	# gained	35.3%	6	# gained	5.3%	1	# gained	0.0%	0	# gained	
		23	# exited		17	# exited		19	# exited		17	# exited	
<b>20% Work Experience Expenditure Requirement</b>													
29.16%	WIOA Youth	33.7%	\$10,421.52	Training Expenditures	27.3%	\$18,445.35	Training Expenditures	31.3%	\$ 33,549.03	Training Expenditures	29.16%	\$ 39,728.81	Training Expenditures
			\$30,923.03	Total Expenditures		\$67,626.52	Total Expenditures		\$107,183.40	Total Expenditures		\$136,234.63	Total Expenditures

## Northern Neck Planning District 17 Data

4th Quarter PY 19

### Customer Summary Information

Lancaster County New Clients Enrolled this Quarter

0

WIOA Youth

3

Northumberland County New Clients Enrolled this Quarter

0

WIOA Youth

4

Richmond County New Clients Enrolled this Quarter

0

WIOA Youth

8

Westmoreland County New Clients Enrolled this Quarter

0

WIOA Youth

9

## Middle Peninsula Planning District 18 Data

		4th Quarter PY 19
<b>Customer Summary Information</b>		
Essex County New Clients Enrolled this Quarter		0
	WIOA Youth	11
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	1
King William County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Youth	0

Eastern Shore Community College														
		1st Quarter PY 19 7/1/19 - 9/30/19			2nd Quarter PY 19 10/1/19 - 12/31/19			3rd Quarter PY 19 1/1/20 - 3/31/20			4th Quarter PY 19 4/1/20 - 6/30/20			
<b>Customer Summary Information</b>														
Planned Number of Participants for PY		35			35			35			35			
Total Participants Served		22			30			34			34			
Percent of Planned		63%			86%			97%			97%			
New Clients Enrolled this Quarter		5			7			4			0			
WIOA Youth		22			30			34			34			
<b>Follow Up Information</b>														
Total Follow-Ups Required		17			21			23			23			
Total Follow-Ups Completed		17			21			23			23			
Total Follow-Up Not Completed		0			0			0			0			
<b>Employment 2nd Quarter after Exit</b>														
WIOA Youth - 66%		85.7%	6	# employed	100.0%	2	# employed	50.0%	2	# employed	100.0%	1	# employed	
			7	# exited		2	# exited		4	# exited		1	# exited	
<b>Employment 4th Quarter after Exit</b>														
WIOA Youth - 62.8%		100.0%	3	# employed	80.0%	4	# employed	71.4%	5	# employed	100.0%	2	# employed	
			3	# exited		5	# exited		7	# exited		2	# exited	
<b>Credential Attainment within Four Quarters after Exit</b>														
WIOA Youth - 70%		100.0%	3	# credentialed	75.0%	3	# credentialed	100.0%	6	# credentialed	0.0%	0	# credentialed	
			3	# exited		4	# exited		6	# exited		1	# exited	
<b>Measurable Skills Gain</b>														
WIOA Youth - Baseline %		0.0%	0	# gained	50.0%	7	# gained	12.5%	2	# gained	66.7%	8	# gained	
			19	# exited		14	# exited		16	# exited		12	# exited	
<b>20% Work Experience Expenditure Requirement</b>														
47.38%	WIOA Youth		75.7%	\$32,292.97	Training Expenditures	64.1%	\$36,692.46	Training Expenditures	48.9%	\$43,613.92	Training Expenditures	47.4%	\$ 48,874.82	Training Expenditures
				\$42,640.78	Total Expenditures		\$57,251.03	Total Expenditures		\$89,217.64	Total Expenditures		\$103,147.38	Total Expenditures

## Eastern Shore Planning District 22 Data

4th Quarter PY 19

### Customer Summary Information

Accomack County New Clients Enrolled this Quarter

0

WIOA Youth

23

Northampton County New Clients Enrolled this Quarter

0

WIOA Youth

11

## 4th Quarter PY 2019

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

## **BCWDB Performance Measure Definitions**

Section 116 of the Workforce Innovation and Opportunity Act (WIOA) specifies the core metrics that the Local Workforce Development Boards (LWDB) and the state will be measured against. The following Indicators of Performance are part of the performance accountability system under WIOA:

### **Employment 2nd Quarter after Exit**

The percentage of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program. **(Adult and Dislocated Workers)**  
Participants in education, or training or employment in the 2nd quarter after exit. **(Youth)**

### **Employment 4th Quarter after Exit**

The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program. **(Adult and Dislocated Workers)**

Participants in education, or training or employment in the 4th quarter after exit. **(Youth)**

### **Median Earnings 2nd Quarter after Exit**

The median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program. **(Adult, Dislocated Workers, Youth)**

### **Credential Attainment within Four Quarters after Exit**

The percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during program participation or within 1 year after exit from the program. **(Adult, Dislocated Workers, Youth)**

### **Measurable Skills Gain**

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward a credential or employment. **(Adult, Dislocated Worker, Youth)**

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

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

## Success Stories

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### ***Story #1***

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

#### ***Story #2***

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

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

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

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

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

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

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

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

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

For some clients, the chart of progress looks less like a steady climb up a mountain and more like an EKG. A. began her educational journey with RCC while enrolled in the Middle College Program in 2010. She completed her two required classes in one semester and graduated from the program that December with her high school diploma and a silver CRC. She entered the work field doing entry-level hospitality jobs for several years and struggled financially. Over a year after she had her son she decided that it was time to pursue her dream of working in the medical field and returned to RCC. A month after WIOA enrollment, she gave birth to her daughter. Feeling overwhelmed with two young children and unable to drive to King George for her desired phlebotomy classes, she chose to participate in Job Readiness workshops for the first semester. Her son was then involved in car accident and was hospitalized for several weeks. A. stayed by her son's side until he recovered months later. She was still anxious to begin her postsecondary education. She was finally able to begin her phlebotomy classes at the Warsaw Campus the semester after her son recovered. The case manager assisted with her obtaining FAFSA funds for tuition with WIOA paying for supportive services. A. worked continually towards her Phlebotomy Career Studies Certificate taking one to two classes per semester while working full time and caring for her children. A. faced multiple illnesses with her children, her employer going under financially, and car issues but she never gave up. The case manager continued to provide

encouragement, guidance, community resource information and assistance with a resume. A. successfully completed her certificate with a 3.06 GPA and gained full-time employment as a Phlebotomist at a local hospital. Her financial situation has now stabilized, her children are doing well and she has her dream job. Finally, her progress chart is starting to look like she is steadily climbing the mountain of success.

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

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

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

#### ***Story #1***

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

#### ***Story #2***

SS is an OSY currently enrolled at a four year university pursuing a degree in kinesiology. SS participated in the summer youth employment activity at Bayside Rehab to gain valuable work experience for her future goals. SS is currently working at Walmart to earn money to return to school in the fall. If all goes as planned SS will acquire her Bachelor's degree next spring and has already begun the application process for a Master's degree program. SS' ultimate goal is to earn her Doctor of Physical Therapy (DTP) degree to work as the team trainer for a professional basketball team to gain experience. SS ten year goal is to serve as the president of the National Basketball Association's Athletic Trainer Association.

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

**Labor Market Committee Meeting**

**Draft Meeting Minutes**

**Wednesday, July 8, 2020**

**11:00 a.m.**

The Labor Market Committee met Wednesday, July 8, 2019 via Zoom.

**Call to Order:** Melvin Carter called the Labor Market meeting to order at 11:00 a.m.

**Roll Call:** Present was Martha O’Keefe and Jean Fraysse. Not present was Louis Belcher, Melvin Carter, and Percy Pollard. In addition, was present Jackie Davis and Katlyn Moss. A quorum was not present.

**Approval of Minutes:** The minutes from the January 8, 2020 meeting were tabled.

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

**New Business:** Jackie Davis went over the Board Manual, specifically the Labor Market Committee description. She asked that if there were any changes that members would like to be made to let her know before the Board Development Committee meeting.

**Old Business:** Jackie Davis went over the strategic priorities. Jean Fraysse questioned staff completing Board responsibilities. Jackie Davis let her know that since most Board members held full time jobs, WDB staff worked to try and relieve some of the extra work. Jackie Davis presented members with the Annual Disclosure Statement of Economic Interests and let members know they were due back before September.

**Other Topics:** Martha O’Keefe asked about adding new Labor Market members in the future, Jackie Davis discussed reviewing Board members and their committee assignments moving forward. Jackie Davis let members know the Virginia Career Works Fredericksburg Center was open by appointment only and staff was working to question and temperature check clients before coming in.

There being no further business, the meeting was adjourned at 11:25 a.m.

Respectfully submitted,  
Katlyn Moss

**Bay Consortium Workforce Development Board, Inc.**  
**Board Development Committee Meeting**  
**Draft Minutes**  
**Tuesday, July 15, 2020**  
**11:00 A.M.**

The Board Development Committee met Tuesday, January 15, 2020 via Zoom.

**Call to Order:** Joshua Gemerek called the meeting to order at 11:00 am.

**Roll Call:** Present were Josh Gemerek. Not present was Danielle Robinson, Leigh Ramos, Also present was Jackie Davis and Katlyn Moss, WDB Staff. A quorum was not present.

**Approval of Minutes:** The minutes from the October 16, 2019 meeting were tabled.

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

**New Business:** There was no new business.

**Old Business:** Josh Gemerek reviewed the Board Manual and recommended a few edits, specifically about new Board members. He also noted that he would like all revisions sent out the to committee after the Performance and Accountability Committee for review before the Executive Committee. Jackie Davis reviewed the Strategic Priorities. She noted that Business Services teams were still meeting, she was in touch with Local Elected Officials. Josh Gemerek asked about member outreach groups. Jackie Davis stated that staff had tried to collect the information before in the past few years and did not receive a lot of feedback. Jackie Davis presented members with the Annual Disclosure Statement of Economic Interests and let members know they were due back before September.

**Other Topics:** Jackie Davis discussed the November meeting and whether or not it should be in person or virtual. Josh Gemerek recommended planning for the November meeting to be virtual, but to include it for discussion at the Executive Committee and Board meetings.

There being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,  
Katlyn Moss

**Youth Council  
Draft Minutes  
Monday, July 27, 2020  
10:00 a.m.**

The Youth Council met Monday, July 27, 2020, via Zoom.

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

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

**Approval of Minutes:** A motion was made to approve the minutes from the January 27, 2020 meeting, which was seconded and approved.

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

**New Business:** Steve Golas reviewed the quarterly reports. He noted the enrollment numbers were a result of locations closing due to COVID. He also noted that providers had developed plans to insert themselves better into underserved areas. Steven Golas reviewed the Work Experience Procedure Policy. He noted that the changes were made as a result of monitoring. Changes include replacing “wages” with “stipend” and defining who would complete the learning plan. Tina Taylor expressed the worry of not knowing what work experience would look like in the future, especially as many local businesses were not open to the idea in current situations. A motion was made to take the Work Experience Procedure Policy to the full Board, which was seconded and approved. Steven Golas reviewed the Youth Incentive Policy. He noted that the changes were made as a result of monitoring. The wording “up to” was removed from the rewards to make them definitive and equal across the Workforce Development Area. A motion was made to send the Youth Incentive Policy to the full Board, which was seconded and approved. Jackie Davis reviewed the Board Manual with members, specifically the Youth Council description. She asked that if there were any changes that members would like to be made to let her know.

**Old Business:** Marjorie Lampkin reviewed the Strategic Plans with members.

**Other Topics:** Jackie Davis let members know the Virginia Career Works Fredericksburg Center was open by appointment only and staff was working to question and temperature check clients before coming in. Tina Taylor mentioned the potential opening of Eastern Shore Community College in September. Marjorie Lampkin stated that Rappahannock Community College would be reopening August 3, 2020 by appointment only.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Katlyn Moss

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

**PY 2020-2021 Proposed Budget**

<b>Revenue</b>	<b>PY 19-20 Approved</b>	<b>PY 20-21</b>	<b>PY 19-20 Carryover</b>	<b>Total PY 20-21</b>
WIOA Admin	\$ 138,764.20	\$ 136,186.78	\$ -	\$ 136,186.78
WIOA Adult	\$ 461,581.70	\$ 386,533.80	\$ 69,736.51	\$ 456,270.31
WIOA Dislocated	\$ 526,497.03	\$ 453,392.52	\$ 27,046.78	\$ 480,439.30
WIOA Youth	\$ 613,957.98	\$ 385,754.70	\$ 80,029.72	\$ 465,784.42
Economic Equity Initiative	\$ 200,000.00	\$ -	\$ 113,376.94	\$ 113,376.94
Management Fee (One-Stop)	\$ 6,214.91	\$ 6,214.91	\$ -	\$ 6,214.91
Rapid Response IWT	\$ 26,300.00	\$ -	\$ -	\$ -
RR Business Support Initiative	\$ 87,314.00	\$ -	\$ 30,804.54	\$ 30,804.54
Wagner Peyser Title III	\$ -	\$ 263,678.44	\$ -	\$ 263,678.44
<b>VCW Reopening</b>	<b>\$ -</b>	<b>\$ 52,926.29</b>	<b>\$ -</b>	<b>\$ 52,926.29</b>
<b>Total Revenue</b>	<b>\$ 2,060,629.82</b>	<b>\$ 1,684,687.44</b>	<b>\$ 320,994.49</b>	<b>\$ 2,005,681.93</b>
<b>Expenses</b>				
<b>Board</b>	<b>PY 19-20 Approved</b>	<b>Actual</b>	<b>Approved June 2020</b>	<b>Proposed PY20-21</b>
Advertising	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Audit	\$ 15,500.00	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00
Dues/Publications	\$ 500.00	\$ 47.59	\$ 500.00	\$ 500.00
Employee Salaries	\$ 193,744.66	\$ 193,744.66	\$ 193,744.66	\$ 193,744.66
Employee Benefits	\$ 58,123.40	\$ 58,123.40	\$ 58,123.40	\$ 58,123.40
Employee Taxes	\$ 17,921.38	\$ 17,921.38	\$ 17,921.38	\$ 17,921.38
Equip. Purchase	\$ 1,500.00	\$ 1,361.73	\$ 1,500.00	\$ 1,500.00
Equip. Rental	\$ 3,500.00	\$ 4,778.39	\$ 4,000.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ -	\$ 750.00	\$ 750.00
Insurance	\$ 7,000.00	\$ 5,241.00	\$ 7,000.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 9,999.96	\$ 10,000.00	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 2,250.76	\$ 2,000.00	\$ 2,000.00
Postage	\$ 500.00	\$ 317.90	\$ 500.00	\$ 500.00
Printing	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
Telephone/Communications	\$ 6,500.00	\$ 6,394.97	\$ 6,700.00	\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 4,771.64	\$ 5,000.00	\$ 5,000.00
Staff Travel	\$ 12,750.00	\$ 15,890.37	\$ 15,500.00	\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00	\$ 8,480.62	\$ 13,500.00	\$ 13,500.00
<b>Board Total</b>	<b>\$ 351,789.44</b>	<b>\$ 346,024.37</b>	<b>\$ 356,439.44</b>	<b>\$ 356,439.44</b>
<b>Programs</b>	<b>PY 19-20 Approved</b>	<b>Actual</b>	<b>Approved June 2020</b>	<b>Proposed PY20-21</b>
SUB AREA 16 Adult/Dislocated	\$ 350,309.34	\$ 330,298.69	\$ 235,430.14	\$ 220,952.69
SUB AREA 17 and 18 Adult/Dislocated*	\$ 261,754.16	\$ 259,358.73	\$ 243,750.97	\$ 293,233.60
SUB AREA 22 Adult/Dislocated	\$ 192,903.93	\$ 164,337.25	\$ 204,138.82	\$ 207,936.83
SUB AREA 16 YOUTH	\$ 210,519.14	\$ 177,097.68	\$ 97,252.43	\$ 95,773.10
SUB AREA 17 and 18 YOUTH*	\$ 172,693.75	\$ 154,963.08	\$ 140,978.50	\$ 145,708.29
SUB AREA 22 YOUTH	\$ 132,198.05	\$ 128,168.48	\$ 107,587.44	\$ 116,389.36
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 180,000.00	\$ 76,003.12	\$ 113,376.94	\$ 103,996.88
RAPID RESPONSE IWT	\$ 26,300.00	\$ 23,197.50	\$ -	\$ -
RR Business Support Initiative	\$ 87,314.00	\$ 56,509.46	\$ 30,000.00	\$ 30,804.54
Wagner Peyser Title III	\$ -	\$ -	\$ 263,678.44	\$ 263,678.44
<b>VCW Reopening</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,926.29</b>
<b>Programs Total</b>	<b>\$ 1,673,992.36</b>	<b>\$ 1,419,933.99</b>	<b>\$ 1,496,193.68</b>	<b>\$ 1,591,400.02</b>
<b>Expense Total</b>	<b>\$ 2,025,781.80</b>	<b>\$ 1,765,958.36</b>	<b>\$ 1,852,633.12</b>	<b>\$ 1,947,839.46</b>
<b>Unobligated Reserve</b>	<b>\$ 34,848.02</b>			<b>\$ 57,842.47</b>
<b>Total</b>	<b>\$ 2,060,629.82</b>			<b>\$ 2,005,681.93</b>
<b>Date Board Approval</b>				
<b>Date CLEO Approval</b>				

## Strategic Priorities

### Strategic Priority Number One: Funding – Performance and Accountability

Goal: Maximize funding opportunities to support strategic priorities

Objectives:

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

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

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

Objectives:

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

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

Goal: Enhance outreach and connectivity to business and community partners

Objectives:

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

### Strategic Priority Number Four: Marketing – Labor Market

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

Objectives:

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