

## **DRAFT AGENDA**

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

**Monday, January 27, 2020  
Northern Neck Planning District  
Warsaw, VA 22572  
10:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Minutes from April 23, 2019 Youth Council Meeting
- V. New Business
  - \*Quarterly Reports
  - \* WIOA Youth Incentive Policy
  - \* WIOA Work Experience Procedure Policy
- VI. Old Business
  - \*Strategic Plan Priorities
- VII. Other Topics for discussion
- VIII. Adjournment



**Bay Consortium Workforce Development Board, Inc.**  
**Youth Council Meeting**  
**Draft Minutes**  
**Tuesday, April 23, 2019**  
**10:00 a.m.**

The Youth Council met Tuesday, April 23, 2019, at Rappahannock Community College, Warsaw Campus.

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

**Roll Call:** Present were Marjorie Lampkin, Faranda Ferguson, David Ferguson, Tina Taylor, Butch Gross, and Hutt Williams. Not present were Lorraine Justice, Steve Smith, and Raheem Turane. In addition, present were Katlyn Moss, WDB Staff and Kim Kent, RCC Case Manager. This time was also used to introduce members.

**Approval of Minutes:** A motion was made to approve the notes from the January 28, 2019 meeting, which was seconded and approved.

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

**New Business:** Marjie Lampkin reviewed the quarterly reports. She noted that SkillSource was not meeting their 20% Work Experience Expenditure Requirement and their enrollment was low. Katlyn Moss stated that the Performance and Accountability Committee had discussed bringing in a SkillSource representative to a meeting if their numbers did not improve. Members stated that they would follow their lead if SkillSource's number did not improve. Marjie Lampkin also discussed Chair and Vice Chair nominations with members. Marjie Lampkin was elected Chair and Faranda Ferguson was nominated as Vice-Chair.

**Old Business:** Marjie Lampkin reviewed the Strategic Plans and Committee Assignments with members.

**Other Topics:** Members discussed dates and locations for meetings into the next year, with the list below.

July 29, 2019	Eastern Shore Community College
Oct. 28, 2019	Fredericksburg
Jan. 27, 2020	Warsaw Office
April 27, 2020	Rappahannock Community College, Warsaw Campus
July 27, 2020	Eastern Shore Community College

Kim Kent brought in a WIOA youth participant in to speak to members about how the WIOA program had impacted her life. A discussion was held about parent representatives, with members deciding to have a parent representative for each area to decrease the amount of strain that would occur by traveling to each meeting. Katlyn Moss mentioned the new members who were not present, Steve Smith and Raheem Turane.

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

Respectfully submitted,

Katlyn Moss

### SkillSource Group

	1st Quarter PY 19 7/1/19 - 9/30/19	2nd Quarter PY 19 10/1/19 - 12/31/19	3rd Quarter PY 19 1/1/20 - 3/31/20	4th Quarter PY 19 4/1/20 - 6/30/20
<b>Customer Summary Information</b>				
Planned Number of Participants for PY	54	54		
Total Participants Served	31	37		
Percent of Planned	57%	69%		
New Clients Enrolled this Quarter	9	6		
WIOA Youth	31	37		
<b>Follow Up Information</b>				
Total Follow-Ups Required	16	18		
Total Follow-Ups Completed	16	18		
Total Follow-Up Not Completed	0	0		0
<b>Employment 2nd Quarter after Exit</b>				
WIOA Youth - 66%	100.0%	-	-	-
	1 1	# employed # exited 0 0	# employed # exited - -	# employed # exited - -
<b>Employment 4th Quarter after Exit</b>				
WIOA Youth - 62.8%	87.5%	75.0%	-	-
	7 8	# employed # exited 6 8	# employed # exited - -	# employed # exited - -
<b>Credential Attainment within Four Quarters after Exit</b>				
WIOA Youth - 70%	87.5%	50.0%	-	-
	7 8	# credentialed # exited 4 8	# credentialed # exited - -	# credentialed # exited - -
<b>Measurable Skills Gain</b>				
WIOA Youth - Baseline %	8.0%	16.7%	-	-
	2 25	# gained # exited 4 24	# gained # exited - -	# gained # exited - -
<b>20% Work Experience Expenditure Requirement</b>				
WIOA Youth	31.4%	23.9%		
	\$ 9,457.68	Training Expenditures Total Expenditures \$ 20,925.64 \$ 87,562.66	Training Expenditures Total Expenditures - -	Training Expenditures Total Expenditures - -

## George Washington Planning District 16 Data

Customer Summary Information		2nd Quarter PY 19
<b>Spotsylvania County New Clients Enrolled this Quarter</b>		
WIOA Youth		2
		18
<b>Stafford County New Clients Enrolled this Quarter</b>		
WIOA Youth		1
		8
<b>Caroline County New Clients Enrolled this Quarter</b>		
WIOA Youth		0
		4
<b>King George County New Clients Enrolled this Quarter</b>		
WIOA Youth		0
		3
<b>City of Fredericksburg New Clients Enrolled this Quarter</b>		
WIOA Youth		3
		12

## 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			
Total Participants Served		37	42		
Percent of Planned		88%	93%		
New Clients Enrolled this Quarter		5	2		
WIOA Youth		37	39		
<b>Follow Up Information</b>					
Total Follow-Ups Required		10	10		
Total Follow-Ups Completed		10	10		
Total Follow-Up Not Completed		0	0		0
<b>Employment 2nd Quarter after Exit</b>					
WIOA Youth - 66%	100.0%	2 2	# employed # exited	3 4	# employed # exited
<b>Employment 4th Quarter after Exit</b>					
WIOA Youth - 62.8%	50.0%	1 2	# employed # exited	1 2	# employed # exited
<b>Credential Attainment within Four Quarters after Exit</b>					
WIOA Youth - 70%	50.0%	1 2	# credentialed # exited	2 2	# credentialed # exited
<b>Measurable Skills Gain</b>					
WIOA Youth - Baseline %	21.7%	5 23	# gained # exited	6 17	# gained # exited
<b>20% Work Experience Expenditure Requirement</b>					
WIOA Youth	33.7%	\$ 10,421.52	Training Expenditures	\$ 18,445.35	Training Expenditures
		\$ 30,923.03	Total Expenditures	\$ 67,628.52	Total Expenditures
<b>27.28%</b>					

## Northern Neck Planning District 17 Data

Customer Summary Information	2nd Quarter PY 19
<b>Lancaster County New Clients Enrolled this Quarter</b>	
WIOA Youth	0
	4
<b>Northumberland County New Clients Enrolled this Quarter</b>	
WIOA Youth	0
	3
<b>Richmond County New Clients Enrolled this Quarter</b>	
WIOA Youth	0
	9
<b>Westmoreland County New Clients Enrolled this Quarter</b>	
WIOA Youth	0
	9

## Middle Peninsula Planning District 18 Data

Customer Summary Information		2nd Quarter PY 19
<b>Essex County New Clients Enrolled this Quarter</b>		
WIOA Youth		1
		11
<b>King and Queen County New Clients Enrolled this Quarter</b>		
WIOA Youth		0
		1
<b>King William County New Clients Enrolled this Quarter</b>		
WIOA Youth		0
		0
<b>Mathews County New Clients Enrolled this Quarter</b>		
WIOA Youth		0
		0
<b>Middlesex County New Clients Enrolled this Quarter</b>		
WIOA Youth		0
		2

## 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		
Total Participants Served		22	30		
Percent of Planned		63%	86%		
New Clients Enrolled this Quarter		5	7		
WIOA Youth		22	30		
<b>Follow Up Information</b>					
Total Follow-Ups Required		17	21		
Total Follow-Ups Completed		17	21		
Total Follow-Up Not Completed		0	0		0
<b>Employment 2nd Quarter after Exit</b>					
WIOA Youth - 66%		6	2	-	-
		7	2	-	-
			# employed	# employed	# employed
			# exited	# exited	# exited
Employment 4th Quarter after Exit		85.7%	100.0%	-	-
WIOA Youth - 62.8%		3	4	-	-
		3	5	-	-
			# employed	# employed	# employed
			# exited	# exited	# exited
<b>Credential Attainment within Four Quarters after Exit</b>					
WIOA Youth - 70%		3	3	-	-
		3	4	-	-
			# credentialed	# credentialed	# credentialed
			# exited	# exited	# exited
Measurable Skills Gain		100.0%	75.0%	-	-
WIOA Youth - Baseline %		0	7	-	-
		19	14	-	-
			# gained	# gained	# gained
			# exited	# exited	# exited
<b>20% Work Experience Expenditure Requirement</b>					
WIOA Youth		\$ 32,282.87	\$ 36,692.46	-	-
		\$ 42,840.78	\$ 57,251.03	-	-
			Training Expenditures	Training Expenditures	Training Expenditures
			Total Expenditures	Total Expenditures	Total Expenditures
64.9%		75.7%	64.1%	-	-

## Eastern Shore Planning District 22 Data

Customer Summary Information		2nd Quarter PY 19
<b>Accomack County New Clients Enrolled this Quarter</b>		
WIOA Youth		4
		22
<b>Northampton County New Clients Enrolled this Quarter</b>		
WIOA Youth		3
		11

## 2nd Quarter PY 2019

	Proposed Negotiated Level	Actual	% of Negotiated Level	Status
<b>Youth Measures</b>				
Employment 2nd Quarter after Exit	66.00	83.30	126%	E
Employment 4th Quarter after Exit	62.80	73.30	117%	E
Credentialed Attainment within 4 Quarters after Exit	70.00	64.30	92%	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,**

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

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

### **Measurable Skills Gain**

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

*For Program Years 2019 and 2020, the following measures will not be included in the local negotiations process:*

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

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

JJ was nearly 21 when he came to the SkillSource Young Adult Program in November 2018. He came after a friend mentioned he was enrolled in a training program through WIOA. JJ's Case Manager (CM) found him to be very likeable, persistent, and very goal-oriented for his future. He enrolled in the WIOA Youth program and was determined to complete a CDL (Commercial Driving License) certification. Upon enrollment, he was residing with his girlfriend and her father, with no immediate family support regarding his financial or educational goals. He was working at a family restaurant, to help out financially with rent, monthly bills, and a baby on the way.

JJ has only completed 10<sup>th</sup> grade. He asked if the WIOA Youth program could help with completing his GED, stating he wanted to have more opportunities for jobs. The CM enrolled him in classes with Adult Basic Education. JJ passed his first GED subject test easily early on, with 3 more to go. Concurrently enrolled in the CDL program, he was going to class every day while studying nightly for his next GED subject test. He had previously been in trouble with the law and was an offender; the CM discovered this after JJ was enrolled. He had a court date on June 5, 2019. After many conversations with his lawyer, the CM found out that a condition of JJ's community probation was that he obtain his GED. Since he had not yet completed, the Judge needed information that JJ was in the process of obtaining his GED. With the support of his CM, Project Director and JJ's attorney, along with letters from Adult Ed, SkillSource and his CDL training provider showing ambition and performance, the Judge provided JJ an additional 2 months to obtain his GED certificate.

JJ worked a part-time night shift at a distribution center to help provide for his new baby girl, born in April, and to pay attorney's fees. Passing the other GED tests continued to be a challenge. Math was the hardest of the obstacles; *"a lot harder than backing up a monster truck"*, as JJ stated. After 2 fails and with 2 days to go on the test deadline, JJ stayed up all night studying practice questions, passed, and received his GED Certificate on 9/11/19.

Attendance at court on 9/18/19 resulted in all previous charges dropped. He was in his last stretch. The next few months did not go smoothly, with various setbacks and delays, and many communications between JJ and his CM. He attended Financial Literacy workshops at the Virginia Career Works Fredericksburg Center on both budget and credit, showing he had an interest in continuing to better himself personally and professionally.

Given his schedule of working overnight and day classes, he took a bit longer to grasp technical maneuvers required to pass his CDL test. On 11/8/19 he passed the test and drove directly to the DMV. He brought the license directly to his Case Manager and the CM immediately texted the Project Director, who both shared their elation for JJ and the WIOA Youth Program!

While working with his CM and other resources along the way, JJ has secured a full-time position with Merchants Grocery in Culpeper, VA. He drives regionally so he can be home on the weekends. He enjoys a nearly \$20/hour wage (approximately \$41,600 annually), and has moved to a new home, providing a good foundation for his family. JJ recently told his CM that although very difficult at times, looking back, it was all worth it. Happy New Year JJ!

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

FR dropped out of high school as she felt that “the school was disinterested in giving her the assistance that she needed to get her education.” She took classes online through a high school program for one month. She then enrolled in the RCC Adult Education Program. It was at that point that the WIOA Case Manager began working with her. She obtained her GED within a few months of beginning the Adult Education Program. She had a strong desire to make a better future for herself and her daughter. She enrolled in the Pre-Nursing Program at RCC. While completing that program, she became pregnant with her second child. She experienced a lot of sickness during her pregnancy and her doctor worked closely with her but was unsuccessful in helping with her all-day “morning” sickness. Despite the challenge, she completed the program. She also attained her Certified Nursing Assistant state license. She currently is working 50-60 hours per week to support her two children. She is saving money in the hopes that she can cut back her hours and return to pursue her LPN.

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

DL is a 19-year-old young man who desires a skill that can allow him to become self-sufficient. He showed a strong interest in welding. A welding instructor and the case manager gave him a tour of the welding facility and he knew that it was the career field for him. The case manager reviewed the soft skills necessary to be successful and found that DL possessed many of them. DL enrolled in SMAW and successfully completed the course. He is scheduled to test tomorrow but his instructor has confidence in his ability to pass. He is excited about moving forward to the next welding class. His long-term goal is to work for the Newport News Shipyard.

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

#### **Story #1**

B & T are twins attached at the hip. Where you see one you generally see the other. In past years, they both have struggles academically and with regular school attendance. This year, as seniors in high school, they have made the positive turn towards self-awareness and are excited about the next step in their lives. Both students have maintained really good grades this year and they are attending school regularly. If they miss school, they have self-advocated for their missing assignments, which in the past was too much out of their comfort zone. The twins are extremely shy and most times will not speak up when they need to ask for help or have a question. The light turned on, and they want to achieve their goal to graduate. By taking baby steps-little by little, they are making progress as indicated by their grades and SOL pass rates. In addition, they passed the Wise Financial CTE test, which is not an easy test to pass. T had to retake the class, but in doing so, she was better prepared to pass the test. T also has passed the WorkKeys for Business Writing. All in all, they are very close to achieving their goal of graduating on time and attending ESCC to pursue degrees in Early Childhood Education.

#### **Story #2**

Sis, the single parent of a very busy toddler recently completed the Long-Term Care Assistant (C.N.A.) training. Sis excelled in her training program both in the classroom setting and in the clinical setting. At the C.N.A. graduation ceremony Sis was awarded the best bedside manner honor which was voted on by the patients themselves. Although Sis has applied to complete the state board examination, she has not been awarded a test date. Sis has applied for several jobs as

a C.N.A. One job that Sis had not considered until graduation night was as a C.N.A. in a group home for individuals with developmental disabilities. When the owner shared her brochure, Sis was immediately interested. The future is looking very bright for Sis!

## Bay Consortium Workforce Development Board

**Policy Number:** 20-01

**Effective Date:** February 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 rewards are intended to provide an incentive for the youth's continued participation in an activity by recognizing good performance.

### 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: up to \$100.00
2. Career pathway exploration activities or Leadership activities, evidenced by attendance sheets documenting completion of 3 activities: up to \$50.00 total.
3. Complete basic work readiness, or occupational skills attainment goals, evidenced by attendance sheets documenting completion of 3 Skills to Success activities: up to \$25.00 for each set of 3 activities completed not to exceed \$50.00 total.
4. Complete TABE post-test demonstrating attainment of literacy/numeracy gain, evidenced by printed TABE results: up to \$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: up to \$100.00

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

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

## **DOCUMENTATION**

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

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



## Bay Consortium Workforce Development Board

**Policy Number:** 20-02

**Effective Date:** February 5, 2020

**Title:** WIOA Work Experience Procedure Policy

### PURPOSE

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

### REFERENCES

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

### BACKGROUND

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

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

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

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

Note:

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

## POLICY

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

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

### A. Participant Eligibility

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

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

### B. Employer Eligibility

The WEX Employer:

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

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. 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 wage 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 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 wages 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.

## **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