



Bay Consortium Workforce Development Board, Inc.

Executive Committee

Wednesday, April 26, 2023

Northern Neck Planning District Commission

457 Main Street, Warsaw, VA 22572

11:00 a.m.



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Contents

Draft Agenda	3
Draft Minutes	4
Executive Committee	7
One-Stop Committee	10
Performance and Accountability Committee.....	11
3rd Quarter BCWDB Quarterly Reports.....	12
Success Stories.....	15
Rappahannock Goodwill Industries Success Story – George Washington	15
Rappahannock Community College Success Story - Northern Neck	15
Rappahannock Community College Success Story – Middle Peninsula	15
Eastern Shore Community College Success Stories – Eastern Shore	15
Rappahannock Goodwill Industries.....	16
Rappahannock Community College	17
Youth Success Story – Northern Neck & Middle Peninsula	17
Eastern Shore Community College	17
Youth Success Story – Eastern Shore	17
Labor Market Committee	19
Youth Council.....	20
PY 22-23 Proposed Budget Amendment.....	21
PY 23-24 Budget.....	22
PY 23-24 Committee Assignments	23

Draft Agenda
Bay Consortium Workforce Development Board, Inc.
Executive Committee
Wednesday, April 26, 2023
11:00 am

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call**
- IV. Approval of Minutes – January 25, 2023**
- V. Public Comment**
- VI. Standing Committees**
 - A. One-Stop Committee**
 - i. OJT Policy**
 - B. Performance and Accountability Committee**
 - i. RFP for TPI**
 - C. Labor Market Committee**
 - D. Board Development Committee**
 - i. PY23-24 Slate of Officers**
 - E. Youth Council:**
- VII. Old Business:**
- VIII. New Business**
 - A. TPI Update**
 - B. PY23-24 Proposed Budget**
 - C. PY22-23 Revised Budget**
 - D. PY23-24 Committee Assignments**
 - E. PY23-24 Meeting Schedule**
- IX. Executive Director’s Update:**
- X. Other Items for Discussion:**
- XI. Public Comment:**
- XII. Adjournment:**

Draft Minutes
Bay Consortium Workforce Development Board, Inc.
Executive Committee
Wednesday, January 25, 2023
11:00 am

- I. **Call to Order:** Ashley Forbes called the meeting to order at 11:06 a.m.
- II. **Welcome and Introductions:** There were no welcomes or introductions.
- III. **Roll Call:** Present in-person was Ashley Forbes, Greg Moon, Josh Gemerek, Marjorie Lampkin, Deborah Warf, Vanesa Livingstone, and Nick Minor representing Shawn Hildebrand. Present virtually was LaMont Brown. Also present was Jackie Davis, Kristina Allen, and Lauren Fallin.
- IV. **Approval of Minutes – October 26, 2022:** Vanesa Livingstone made a motion to approve the meeting minutes from October 26, 2022, and Marjorie Lampkin seconded her motion.
- V. **Public Comment:** There was no public comment.
- VI. **Standing Committees:**
 - A. **One-Stop Committee:** The One-Stop Committee met on Tuesday, January 10, 2023 via zoom and discussed the Portal Utilization Policy.
 - i. **Portal Utilization Policy:** Jackie Davis discussed that the Portal is a state mandated system that 100% of Virginia Career Works visitors must use. An implementation plan needs to be submitted by February 28th. Jessica Weber will be in charge of the implementation across the region. The policy was reviewed by the One-Stop Committee. The Portal under the implementation plan will be fully utilized by July 1, 2023. Vanesa Livingstone made a motion to submit the policy to the Board for approval, and Greg Moon seconded her motion. The motion was carried by unanimous vote.
 - B. **Performance and Accountability Committee:** The Performance and Accountability Committee met on Tuesday, January 17, 2023 via zoom. Vanesa Livingstone noted that they reviewed the Performance Reports. Everyone is meeting their performance with nothing standing out.
 - C. **Labor Market Committee:** Jackie Davis noted that the Individual Training Account Policy was reviewed and updated. A motion was made to present the Individual Training Account Policy to the full Board for its approval. The motion was seconded. There was no further discussion, the motion was carried by unanimous vote.
 - i. **Strategic Plan Review:** Nick Minor discussed how the Strategic Plan was reviewed. Kevin Marshall led the review and made it more direct, concise and easy to understand, which shortened the Strategic Plan to a 1-page document with 3 goals. The committee also reworded the vision for the Bay Consortium Workforce Development Board. Nick Minor made a motion to submit the Strategic Plan to the Board for review, and Vanesa Livingstone seconded his motion. There was no further discussion, the motion was carried by unanimous vote.

- D. **Board Development Committee:** The Board Development Committee did not meet. Joshua Gemerek noted that it would be a good idea to lay the groundwork for discussion of Board composition. There are two vacancies on the Board. One of the vacancies is in Mathews County and one vacancy is in King and Queen County representation. Jackie Davis noted that Raymond Straton will be our new Labor Union representative, he is in the process of finalizing his nomination form. Joshua Gemerek also noted that the Board Officers will renew on July 1, 2023 with a slate of officers being submitted at the May 2023 Board meeting.
- E. **Youth Council:** The Youth Council met on Friday, January 20, 2023 via zoom. Marjorie Lampkin noted that they reviewed the Performance Reports. Giles Scott shared his experiences with visiting schools and job fairs getting individuals to use the VR equipment for career exploration activities. We are working on a Summer Youth program that introduces services to students who do not know what they want to do career wise, and introduce them to resources that can help further their career exploration.

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

VIII. **New Business**

A. **Strategic Plan**

B. **Portal Utilization**

C. **Local Plan:** Jackie Davis sent out the crosswalk for the Local Plan which showed what was changed and what was not changed. The main changes were updated statistics and links. There were no major changes. The Local Plan is due February 1, 2023. Ashley Forbes and Lee Sanders' must sign the plan for it to be presented to the State Board for approval. Vanesa Livingstone made a motion to present the Local Plan to the Board for approval, and Deborah Warf seconded her motion. There was no further discussion, the motion carried with unanimous vote.

D. **Budget:** Jackie Davis reviewed the amended PY 22-23 Budget. Vanesa Livingstone made a motion to send the budget to the Board for approval. Nick Minor seconded her motion and Marjorie Lampkin abstained.

E: **Audit:** The PY22 Audit was presented to the Executive Committee. There was a motion to submit the Budget to the Board for its approval. The motion was seconded. There was no further discussion, the motion carried by unanimous vote.

IX. **F: RFP for Talent Pipeline Initiative:** Jackie Davis reviewed the RFP for the Talent Pipeline Initiative (TPI) grant. A motion was made by Vanesa to present the RFP to the full Board. Debbye Warf seconded the motion. There was no further discussion, the motion was carried by unanimous vote. Jackie Davis requested that the Board authorize Board staff and TPI advisory committee to award a contract to the consultant for the TPI grant. This will allow staff to bring the consultant in earlier. Given the short duration of the TPI grant, waiting until the next Board meeting will delay progress of the grant deliverables. There was a motion to for Board Staff and the TPI Advisory Committee to be award the contract. The motion was seconded. There was no further discussion and the motion was carried by unanimous vote.

G: **Funds Transfer:** Ashley Forbes discussed that the funds are being transferred from the dislocated worker funding stream to the adult funding stream, which will allow us to serve more adults that are walking in the centers. Deborah Warf made a motion to send the Funds Transfer to

the Board for approval. Vanesa Livingstone seconded her motion. There was no further discussion, the motion carried with Marjorie Lampkin abstaining.

Executive Director's Update: Jackie Davis gave an update of workforce restructure. Also, Jackie discussed the TPI grant. Board staff will be holding multiple employer roundtables and gathering educational data from Career Technical Education (CTE), Community Colleges, and other educational providers. Jackie also noted that the upcoming Board meeting is a joint meeting with CLEO on Wednesday February 1, 2023 at Wind Vineyards at 10:00 a.m.

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

XI. Public Comment: Deborah Warf mentioned that the Eastern Shore center will be losing their Foreign Labor employee.

XII. Adjournment: With no further business to be discussed, Vanesa Livingstone made a motion to adjourn the meeting. Nick Minor seconded her motion and the meeting was adjourned at 12:05 p.m.

Respectfully submitted,
Lauren Fallin

Executive Committee
Wednesday, January 25, 2023
11:00 am

- I. Call to Order:** Ashley Forbes called the meeting to order at 11:06 a.m.
- II. Welcome and Introductions:** There were no welcomes or introductions.
- III. Roll Call:** Present in-person was Ashley Forbes, Greg Moon, Josh Gemerek, Marjorie Lampkin, Deborah Warf, Vanesa Livingstone, and Nick Minor representing Shawn Hildebrand. Present virtually was LaMont Brown. Also present was Jackie Davis, Kristina Allen, and Lauren Fallin.
- IV. Approval of Minutes – October 26, 2022:** Vanesa Livingstone made a motion to approve the meeting minutes from October 26, 2022, and Marjorie Lampkin seconded her motion.
- V. Public Comment:** There was no public comment.
- VI. Standing Committees:**
 - A. One-Stop Committee:** The One-Stop Committee met on Tuesday, January 10, 2023 via zoom and discussed the Portal Utilization Policy.
 - i. Portal Utilization Policy:** Jackie Davis discussed that the Portal is a state mandated system that 100% of Virginia Career Works visitors must use. An implementation plan needs to be submitted by February 28th. Jessica Weber will be in charge of the implementation across the region. The policy was reviewed by the One-Stop Committee. The Portal under the implementation plan will be fully utilized by July 1, 2023. Vanesa Livingstone made a motion to submit the policy to the Board for approval, and Greg Moon seconded her motion. The motion was carried by unanimous vote.
 - B. Performance and Accountability Committee:** The Performance and Accountability Committee met on Tuesday, January 17, 2023 via zoom. Vanesa Livingstone noted that they reviewed the Performance Reports. Everyone is meeting their performance with nothing standing out.
 - C. Labor Market Committee:** Jackie Davis noted that the Individual Training Account Policy was reviewed and updated. A motion was made to present the Individual Training Account Policy to the full Board for its approval. The motion was seconded. There was no further discussion, the motion was carried by unanimous vote.
 - i. Strategic Plan Review:** Nick Minor discussed how the Strategic Plan was reviewed. Kevin Marshall led the review and made it more direct, concise and easy to understand, which shortened the Strategic Plan to a 1-page document with 3 goals. The committee also reworded the vision for the Bay Consortium Workforce Development Board. Nick Minor made a motion to submit the Strategic Plan to the Board for review, and Vanesa Livingstone seconded his motion. There was no further discussion, the motion was carried by unanimous vote.
 - D. Board Development Committee:** The Board Development Committee did not meet. Joshua Gemerek noted that it would be a good idea to lay the groundwork for discussion of Board composition. There are two vacancies on the Board. One of the vacancies is in Mathews County and one vacancy is in King and Queen County representation. Jackie Davis noted that Raymond Staton will be our new Labor Union representative, he is in the process of finalizing his nomination form. Joshua Gemerek also noted that the Board Officers will renew on July 1, 2023 with a slate of officers being submitted at the May 2023 Board meeting.
 - E. Youth Council:** The Youth Council met on Friday, January 20, 2023 via zoom. Marjorie Lampkin noted that they reviewed the Performance Reports. Giles Scott shared his experiences

with visiting schools and job fairs getting individuals to use the VR equipment for career exploration activities. We are working on a Summer Youth program that introduces services to students who do not know what they want to do career wise, and introduce them to resources that can help further their career exploration.

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

VIII. New Business

A. Strategic Plan: Jackie Davis reviewed the Strategic Plan with the Executive Committee.

B. Portal Utilization: Jackie Davis reviewed the Portal Utilization Policy with the Executive Committee.

C. Local Plan: Jackie Davis sent out the crosswalk for the Local Plan which showed what was changed and what was not changed. The main changes were updated statistics and links. There were no major changes. The Local Plan is due February 1, 2023. Ashley Forbes and Lee Sanders' must sign the plan for it to be presented to the State Board for approval. Vanesa Livingstone made a motion to present the Local Plan to the Board for approval, and Deborah Warf seconded her motion. There was no further discussion, the motion carried with unanimous vote.

D. Budget: Jackie Davis reviewed the amended PY 22-23 Budget. Vanesa Livingstone made a motion to send the budget to the Board for approval. Nick Minor seconded her motion and Marjorie Lampkin abstained.

E. Audit: The PY22 Audit was presented to the Executive Committee. There was a motion to submit the Budget to the Board for its approval. The motion was seconded. There was no further discussion, the motion carried by unanimous vote.

IX. F: RFP for Talent Pipeline Initiative: Jackie Davis reviewed the RFP for the Talent Pipeline Initiative (TPI) grant. A motion was made by Vanesa to present the RFP to the full Board. Debby Warf seconded the motion. There was no further discussion, the motion was carried by unanimous vote. Jackie Davis requested that the Board authorize Board staff and TPI advisory committee to award a contract to the consultant for the TPI grant. This will allow staff to bring the consultant in earlier. Given the short duration of the TPI grant, waiting until the next Board meeting will delay progress of the grant deliverables. There was a motion to for Board Staff and the TPI Advisory Committee to be award the contract. The motion was seconded. There was no further discussion and the motion was carried by unanimous vote.

G: Funds Transfer: Ashley Forbes discussed that the funds are being transferred from the dislocated worker funding stream to the adult funding stream, which will allow us to serve more adults that are walking in the centers. Deborah Warf made a motion to send the Funds Transfer to the Board for approval. Vanesa Livingstone seconded her motion. There was no further discussion, the motion carried with Marjorie Lampkin abstaining.

Executive Director's Update: Jackie Davis gave an update of workforce restructure. Also, Jackie discussed the TPI grant. Board staff will be holding multiple employer roundtables and gathering educational data from Career Technical Education (CTE), Community Colleges, and other educational providers. Jackie also noted that the upcoming Board meeting is a joint meeting with CLEO on Wednesday February 1, 2023 at Wind Vineyards at 10:00 a.m.

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

XI. Public Comment: Deborah Warf mentioned that the Eastern Shore center will be losing their Foreign Labor employee.

XII. Adjournment: With no further business to be discussed, Vanesa Livingstone made a motion to adjourn the meeting. Nick Minor seconded her motion and the meeting was adjourned at 12:05 p.m.

Respectfully submitted,
Lauren Fallin

One-Stop Committee
Tuesday, April 11, 2023
11:00 A.M.

The One Stop Committee met Tuesday, April 11, 2023 via Zoom.

- I. Call to Order:** Debbye Warf called the meeting to order.
- II. Roll Call:** Those present were Debbye Warf, Tracy Harrington, Tina Lance, and Scott Hall. Others present were Jackie Davis, Jessica Weber, Giles Scott, and JoAnn Murchison.
- III. Public Input:** There was no public input.
- IV. Approval of Meeting Minutes from January 10, 2023 Meeting:** There was a motion to accept the January 10, 2023 meeting minutes as presented. There was a second. With no further discussion the motion passed unanimously.
- V. New Business:**
 - a. Chair/Vice Chair:** The One-Stop Committee decided to table this action item until the July Meeting.
 - b. TPI Review:** Jackie Davis gave a brief update about the TPI Project. The Board has just finalized the contract with the consultant to provide the bulk of the work. The Board Staff is working with the consultant to work out the logistics of the project moving forward.
 - c. BCWDB On-The-Job Training (OJT) Policy:** Jackie Davis presented the OJT Policy to the One Stop Committee. The policy mirrors what the VBWD approved at its March meeting. The changes made allow for part-time OJTs to be allowable – which allows for youth apprenticeships. There also are some reporting changes made to the OJT Policy. The BCWDB has an OJT Manual currently, it will now reference the new OJT Policy.
- VI. Old Business:** There was no new business.
- VII. One Stop Manager Update:** Jessica Weber gave the One Stop Manager Update. She informed the Committee that there were two new online platforms that we are beginning to implement – Metrix Learning and the Portal.
- VIII. Business Services Report:** JoAnn provided the Business Services Report. She indicated that the Board has been focusing on the TPI Project.
- IX. Other Topics for discussion:** Jackie Davis informed the Committee about the upcoming Board meeting on May 3, 2023 on the Shore. There will be tour at 4:00 pm on May 2, 2023 at ANEC and a networking dinner at 6:30 pm. The Board meeting will be May 3, 2023 at ESCC hosting the Board.
- X. Adjournment:** There were no other topics for discussion, the meeting was adjourned.

Respectfully submitted,
Jackie Davis

Performance and Accountability Committee

Thursday, April 20, 2023

8:30 A.M.

- I. **Call to Order:** Vanesa Livingstone called the meeting to order at 8:30 a.m.
- II. **Roll Call:** Present was Vanesa Livingstone, Jennifer Bowhey, Brittany Metts, Beverly Davis, and Dennis Parsons. Also present was Jackie Davis, Kristina Allen, Steven Golas, Lauren Fallin, Milagros Rivera-Negron, Sherry Davis, Kat Keske, and Elizabeth Batista Cardenas. Not present was Stephen Goodall, Gary Wilson, and Kyle Allwine.
- III. **Public Input:** There was no public input.
- IV. **Approval of Meeting Notes from January 17, 2023 Meeting:** Beverly Davis made a motion to approve the meeting notes from January 17, 2023 and Jennifer Bowhey seconded the motion, passing the motion unanimously.
- V. **New Business**
 - A. **Quarterly Reports and Success Stories:** Steven Golas gave a thorough review of the quarterly reports for the 3rd quarter and the success stories.
 - B. **Chair/Vice Chair Election:** Dennis Parsons made a motion for Jennifer Bowhey to serve as chair for the Performance and Accountability Committee and Vanesa Livingstone serve as vice-chair for the Performance and Accountability Committee and Beverly Davis seconded the motion, passing the motion unanimously.
 - C. **TPI Review:** Jackie reviewed the TPI and discussed the two proposals that were presented with, WorkED consulting and VCU. Jackie discussed that we went with WorkED consulting and it will be effective on March 27, 2024. Vanesa Livingstone made a motion to ratify the worked consulting to start on March 27, 2024 and (?) seconded the motion, passing the motion unanimously.
- VI. **Old Business:** There was no old business to be discussed.
- VII. **Other Topics for discussion:** Jackie Davis reminded everyone that there is an upcoming Board meeting on May 3, 2023 at 10:00 a.m. at the Eastern Shore Community College. She also noted that on May 2, 2023, there will be a tour of ANEC at 4:00 p.m. as well as a networking dinner at Don's Seafood at 6:00 p.m.
- VIII. **Adjournment:** With no further business to discuss, Vanesa Livingstone adjourned the meeting at 8:59 p.m.

3rd Quarter BCWDB Quarterly Reports

3rd Quarter PY 2022			
	Negotiated Level	Actual	% of Negotiated Level
Adult Measures			
Employment 2nd Quarter after Exit	86.6	89.5	103%
Employment 4th Quarter after Exit	85.5	94.1	110%
Median Earnings 2nd Quarter after Exit	\$6,100.00	NA	-
Credential Attainment within 4 Quarters after Exit	81.1	86.7	107%
Measurable Skills Gain	70.2	55.4	79%
Dislocated Workers Measures			
Employment 2nd Quarter after Exit	88.6	100.0	113%
Employment 4th Quarter after Exit	90.0	100.0	111%
Median Earnings 2nd Quarter after Exit	\$8,900.00	NA	-
Credential Attainment within 4 Quarters after Exit	70.0	75.0	107%
Measurable Skills Gain	69.8	42.9	61%
Youth Measures			
Employment 2nd Quarter after Exit	78.1	80.0	102%
Employment 4th Quarter after Exit	81.1	100.0	123%
Credential Attainment within 4 Quarters after Exit	70.0	100.0	143%
Measurable Skills Gain	69.1	60.0	87%

2nd Quarter PY 2022			
	Negotiated Level	Actual	% of Negotiated Level
Adult Measures			
Employment 2nd Quarter after Exit	86.6	90.5	105%
Employment 4th Quarter after Exit	85.5	85.3	100%
Median Earnings 2nd Quarter after Exit	\$6,100.00	NA	-
Credential Attainment within 4 Quarters after Exit	81.1	73.3	90%
Measurable Skills Gain	70.2	53.6	76%
Dislocated Workers Measures			
Employment 2nd Quarter after Exit	88.6	100.0	113%
Employment 4th Quarter after Exit	90.0	100.0	111%
Median Earnings 2nd Quarter after Exit	\$8,900.00	NA	-
Credential Attainment within 4 Quarters after Exit	70.0	75.0	107%
Measurable Skills Gain	69.8	20.0	29%
Youth Measures			
Employment 2nd Quarter after Exit	78.1	100.0	128%
Employment 4th Quarter after Exit	81.1	80.0	99%
Credential Attainment within 4 Quarters after Exit	70.0	100.0	143%
Measurable Skills Gain	69.1	43.9	64%

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)**

Success Stories

Rappahannock Goodwill Industries Rappahannock Goodwill Industries Success Story – George Washington

Michael entered the WIOA Adult program as a returning citizen with the goal of obtaining a CDL Class A license. It was difficult for Michael to balance his full-time job, family, and CDL training. The motivation to overcome the challenges he faced was the opportunity to better himself and provide greater stability for his family.

Michael obtained his CDL Class A license. Michael went on to complete the resume and job search phase of the program. Michael obtained employment as a local driver earning \$25.50 per hour, paid time off, health benefits and eligible for overtime.

Since his release in 2021, Michael has been working towards rehabilitating his life and assisting others with a background to do the same as a Certified Peer Recovery Specialist. Michael is now approved by the Virginia Department of Corrections to provide peer mentoring to other inmates. FailSafe will be honoring Michael at the 2nd Chance Annual Fundraising Gala in April 2023.

Rappahannock Community College Rappahannock Community College Success Story - Northern Neck

Curtis contacted RCC in February 2022 with an interest in CDL and was referred by a previous WIOA student. He had worked seasonally as a chef but desired full-time employment. When the season ended, Curtis applied for unemployment, only to be the victim of fraud. He needed to soon get a job. He met the priority of service guidelines and was enrolled in WIOA. He began training in March 2022 and quickly learned his maneuvers and road skills. He passed his exam in April and, within a couple of weeks, also got his hazmat and tanker endorsements. After research and job search, Curtis was hired by a food service, delivering orders to restaurants. He is doing very well, and now his income has more than tripled what it was a few months earlier. Best of luck to him!

Rappahannock Community College Rappahannock Community College Success Story – Middle Peninsula

In 2021, 18-year-old Dartanye came to RCC to inquire about welding. He met the priority of service guidelines and was enrolled in WIOA. Dartanye first attended Stick welding training (SMAW), followed in succession by Mig welding (GMAW), Flux (FCAW), Gas (GTAW) and Pipe (ASME IX). He successfully passed all five levels of welding and earned 5 credentials while in the welding program. In April 2022, Dartanye gained employment as a welder in a local production plant and is still employed there. His supervisor was very pleased with his skills and his work ethic and had nothing but positive things to say about Dartanye We wish him much success!

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

Story #1

Kresha was an Adult who enrolled in the cosmetology training program summer of 2022. In her training, Kresha was dedicated and attended all her classes even when attending was sometimes tumultuous. Kresha received high praise from her instructor for completing assignments with excellence. She was also applauded for carrying out training hours as specified in the training curriculum, working through each obstacle to completion each time it arose. Kresha has her business plan all thought out and documented with the necessary steps to be a successful entrepreneur. Kresha is currently in the process of taking her state board examination to become a licensed cosmetologist. We are cheering her on!

Story #2

The company LaTysha worked for in Onancock closed its doors without notice, leaving her and her colleagues needing clarification. There was no forewarning, opportunity to ask questions, or next steps. LaTysha visited the Virginia Employment Commission. She needed help navigating the Virginia Workforce Connection website alone and spoke to a representative in person. She learned she was a dislocated worker when she met with the now-retired unemployment insurance representative. The UI representative instructed her to contact Mr. Walker at Eastern Shore Community College to apply for WIOA services.

At application, LaTysha was the single mother of a special needs infant daughter she adopted after serving as her foster mother. LaTysha's birth daughter had already left to attend college. LaTysha desired to participate in Old Dominion University's Applied Behavior Analysis Certification Program in the Department of Communication Disorders & Special Education there. She aimed to pair the ABA certification with her master of education degree. The credential would one day allow her to open a business to serve early childhood-aged children with behavior challenges. LaTysha gained admission to both programs.

LaTysha is still working on her ABA certification as she has had to take time off to care for her special needs daughter and obtain employment. She plans to continue the training classes remaining in the certification and complete the program in December 2023. LaTysha works full-time as an early childhood education teacher for a private school in Hampton Roads.

Rappahannock Goodwill Industries Youth Success Story – George Washington

Lorace entered the WIOA Youth program with no previous work experience, learning disabilities, and as an ESL learner with a goal to work with children. Lorace completed the Paraprofessional training available for ESL learners through RARAE. After completing this training, Lorace chose to complete the Hospitality training also provided through RARAE. Lorace also attended weekly meetings with WIOA staff to complete Leadership, Basic Job Skills, and Financial Literacy training.

While completing training, Lorace obtained her first job at McDonalds. Afterwards, WIOA staff identified an employer at a local childcare facility that promotes an all-inclusive workforce and hiring individuals with disabilities. When a position became available at this childcare facility, WIOA staff supported Lorace with the application and interview process which required multiple applications, background checks and fingerprinting. Lorace has demonstrated growth in skills and confidence throughout the program. Her motivation has led to a successful employment outcome of obtaining a full time Teacher Assistant position.

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

Northern Neck

Jeremy has shown an interest in computer and multi-media production since enrolling in the WIOA Youth program, he'd been previously enrolled in various computer coding programs via Computer Core and was looking for a way to translate the skills he'd been gaining into work experience, I knew after speaking with him he was the right fit for a local radio station willing to take on a youth intern. Most recently he completed an online course, Code Beats, over YouTube where the participants learned coding techniques through the use of music. At the completion of Code Beats, I introduced the idea of a work experience and he was excited for the opportunity.

After meeting with the representatives from Hot Mix VA Radio, and spending a day job shadowing, he officially began his work experience in late January. Since then, both Jeremy and the radio station manager have made several positive reports about Jeremy's time spent working with them.

Middle Peninsula

Throughout his time in the WIOA Youth program, Warren has struggled to match his interests, and schedule with a training program. After having some trouble preparing for CDL training, we scheduled time to sit down and revisit some of his skills and hobbies, and to consider how his goals have changed over time. During our meeting we were able to work through some barriers that he had previously felt uncomfortable with expressing, and together create a training and career goal that felt more achievable for him. Since meeting, Warren has made the decision to pivot from the CDL training, and focus on another area of interest he kept, Electrical Engineering. Together we decided to match Warren with the SHINE Solar PV Technician Training to work towards his new goal of employment within the Electrical Engineering field. Currently Warren has completed the training prerequisite of obtaining a 10-hour OSHA 10 certificate, and is currently working on the hands-on portion of the Solar PV Installation Certification.

Eastern Shore Community College
Youth Success Story – Eastern Shore

Le'Naye was an out-of-school youth in the Certified Nurse Aide (C.N.A.) training. Le'Naye started taking classes after enrollment in WIOA and was named one of the best students in her class by the instructors. Le'Naye was a go-getter, continuously checking in with the Case Manager and asking for advice on personal issues and school. Le'Naye finished with one of the best averages in her classes and was awarded the best bedside caregiver during clinical exercises. Le'Naye passed her state board examination and is now a Certified Nursing Assistant. Le'Naye is currently working full-time and recently gave birth to a new baby. We are proud of Le'Naye's commitment to WIOA services and her community.

Labor Market Committee
April 4, 2023
11:00 AM

The Labor Market Committee met Wednesday, April 5, 2023 via Zoom.

- I. Call to Order:** Nick Minor called the meeting to order at 11:03 a.m.
- II. Roll Call:** Present was Felicia Ainsa, Nick Minor, Ian Ginger, and Meg Bohmke. Also present was Jackie Davis and Steven Golas.
- III. Public Input:** There was no public input.
- IV. Approval of January 18, 2023 Minutes:** There was a motion made to approve the minutes from January 18, 2023 minutes by Meg Bohmke and seconded by Felicia Ainsa. The motion was passed.
- V. New Business:**
 - A. Chair/Vice Chair:** Elections were held for the Chair and Vice Chair of the Labor Market Committee for Program Year 2023-2024. The floor was open for nominations for Chair. Nick Minor was nominated to serve as Chair. The floor was closed. There was a motion for Nick Minor to serve as Chair of the Labor Market Committee by Meg Bohmke. Ian Ginger seconded the motion. The motion was passed unanimously. The floor was open for nominations for Vice Chair. Ian Ginger was nominated for Vice Chair. The floor was closed. There was a motion for Ian Ginger to serve as Vice Chair of the Labor Market Committee by Meg Bohmke. Felicia Ainsa seconded the motion. The motion was passed unanimously.
- VI. Old Business:** There was no old business to discuss.
- VII. Other topics for discussion:** Jackie Davis announced that our next meeting is will be held on the Eastern Shore on May 3, 2023. Shawn Hildebrand will host a tour of ANEC on May 2, 2023. There will be a networking dinner on May 2, 2023 and the Board meeting will be held at ESCC at 10:00 am May 3, 2023.
- VIII. Adjournment:** With there being no further business to discuss, Nick Minor adjourned the meeting.

Respectfully Submitted,
Jackie Davis

Youth Council
Monday, April 17, 2023
10:00 a.m.

The Youth Council met Monday, April 17, 2023, via Zoom.

Call to Order: Marjorie Lampkin called the Youth Council Meeting to order at 10:00 a.m.

Roll Call: Present were Marjorie Lampkin, David Ferguson, Chris Giles, Tina Taylor and Hope Mothershead. Not present were Hutt Williams and Sherry Davis. In addition, present were Giles Scott, Jessica Weber, Kat Keske, Steven Golas, Kristina Ramsey, and Lauren Fallin.

Approval of Minutes: A motion was made to approve the minutes from the January 20, 2023 meeting, which was seconded and approved.

Public Input: There was no public input.

New Business:

Quarterly Reports - Steven Golas went over the quarterly reports.

Council Elections – The floor was opened up for nominations for Chair and Vice Chair of the Youth Council for PY 23-24. Marjorie Lampkin was nominated for Chair and David Ferguson was nominated for Vice Chair. There was a motion for Marjorie Lampkin serve as Council Chair. There was a second. There being no further discussion, the motion passed unanimously. There was a motion for David Ferguson to serve as Council Vice Chair. There was a second. There being no further discussion, the motion was passed unanimously.

Youth Program Influencer Update – Giles Scott provided the Youth Council with an update of his activities. He has been working with the local school systems providing VR opportunities, assisted the Northern Neck Tech Center students with resume writing prior to the job fair. He is continuing to reach out in the community to provide outreach for youth services. He is also working with Jessica Weber on the Career Adventure for the summer camps.

Talent Pipeline Initiative – Jackie Davis provided an update on the Talent Pipeline Initiative. This Initiative will provide a catalogue of all workforce trainings in the region to include K-12 CTE programs.

Old Business: There was no other business for discussion.

Other Topics: Jackie Davis informed the Youth Council that the Board has plans to apply for two state grants that will have ties to the Youth. One is for Youth Outreach and the other is for Transportation to Work Base Learning Sites.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jackie Davis

PY 22-23 Proposed Budget Amendment

Bay Consortium Workforce Development Board, Inc.			
PY 2022-2023 Proposed Budget			
Revenue	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
WIOA Admin	\$ 171,395.30		\$ 171,395.30
WIOA Adult	\$ 683,819.28		\$ 683,819.28
WIOA Dislocated	\$ 519,233.17		\$ 519,233.17
WIOA Youth	\$ 791,990.88		\$ 791,990.88
Management Fee (One-Stop)	\$ 6,000.00		\$ 6,000.00
CAREER DWG	\$ 54,167.00		\$ 54,167.00
Locality Support	\$ 104,567.75		\$ 104,567.75
AJC Security	\$ 51,974.48		\$ 51,974.48
AJC Security - 2	\$ 26,000.00		\$ 26,000.00
GOVA TPI	\$ 250,000.00		\$ 250,000.00
Total Revenue	\$ 2,659,147.86	\$ -	\$ 2,659,147.86
Expenses	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
Board			
Advertising	\$ 500.00		\$ 500.00
Audit	\$ 15,000.00		\$ 15,000.00
Dues/Publications	\$ 500.00		\$ 500.00
Employee Salaries	\$ 227,276.65		\$ 227,276.65
Employee Benefits	\$ 68,183.00		\$ 68,183.00
Employee Taxes	\$ 21,023.09		\$ 21,023.09
Equip. Purchase	\$ 1,500.00		\$ 1,500.00
Equip. Rental	\$ 4,000.00		\$ 4,000.00
Equip. Repair	\$ 750.00		\$ 750.00
Insurance	\$ 7,000.00		\$ 7,000.00
Office Rent	\$ 10,000.00		\$ 10,000.00
Office Supplies	\$ 2,000.00		\$ 2,000.00
Postage	\$ 500.00		\$ 500.00
Printing	\$ 500.00		\$ 500.00
Telephone/Communications/Webpage	\$ 7,500.00		\$ 7,500.00
Professional Fees/PT Staff	\$ 2,000.00		\$ 2,000.00
Professional Development	\$ 5,000.00		\$ 5,000.00
Staff Travel	\$ 15,500.00		\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00		\$ 13,500.00
Board Total	\$ 402,232.74	\$ -	\$ 402,232.74
Programs			
SUB AREA 16 Adult/Dislocated	\$ 474,555.21	\$ 30,000.00	\$ 504,555.21
SUB AREA 17 and 18 Adult/Dislocated*	\$ 267,842.14		\$ 267,842.14
SUB AREA 22 Adult/Dislocated	\$ 161,709.36		\$ 161,709.36
SUB AREA 16 YOUTH	\$ 206,040.09		\$ 206,040.09
SUB AREA 17 and 18 YOUTH*	\$ 123,264.82		\$ 123,264.82
SUB AREA 22 YOUTH	\$ 72,027.07		\$ 72,027.07
One-Stop Operator	\$ 50,000.00		\$ 50,000.00
Business Services	\$ 108,427.50		\$ 108,427.50
Incumbent Worker Training	\$ 30,000.00	\$ (15,000.00)	\$ 15,000.00
On-the-Job Training	\$ 30,000.00	\$ (15,000.00)	\$ 15,000.00
Youth Outreach	\$ 93,642.50		\$ 93,642.50
Youth Initiative	\$ 150,000.00		\$ 150,000.00
AJC Security	\$ 51,974.48		\$ 51,974.48
AJC Security - 2	\$ 26,000.00	\$ -	\$ 26,000.00
GOVA TPI	\$ 250,000.00	\$ -	\$ 250,000.00
CAREER DWG	\$ 54,167.00	\$ -	\$ 54,167.00
Programs Total	\$ 2,149,650.17	\$ -	\$ 2,149,650.17
Expense Total	\$ 2,551,882.91		\$ 2,551,882.91
Unobligated Reserve	\$ 107,264.95	\$ -	\$ 107,264.95
Total	\$ 2,659,147.86		\$ 2,659,147.86
Date Board Approval			
Date CLEO Approval			

PY 23-24 Budget

Bay Consortium Workforce Development Board, Inc.			
PY 2023-2024 Proposed Budget			
Revenue	January 2023 Approved Budget	Expected Carry over	Proposed PY23-24
WIOA Admin	\$ 171,395.30		\$ 162,825.54
WIOA Adult	\$ 683,819.28		\$ 561,840.78
WIOA Dislocated	\$ 519,233.17		\$ 420,892.44
WIOA Youth	\$ 791,990.88		\$ 627,696.60
Management Fee (One-Stop)	\$ 6,000.00		\$ 12,000.00
CAREER DWG	\$ 54,167.00		\$ 54,167.00
Locality Support	\$ 104,567.75		\$ 97,869.00
AJC Security	\$ 51,974.48		
AJC Security - 2	\$ 26,000.00		
GOVA TPI	\$ 250,000.00		\$ 175,000.00
Total Revenue	\$ 2,659,147.86	\$ -	\$ 2,112,291.35
Expenses			
Board	Act & Expected		
Advertising	\$ 500.00	\$ 500.00	\$ 500.00
Audit	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Dues/Publications	\$ 500.00		\$ 500.00
Employee Salaries	\$ 227,276.65	\$ 227,276.65	\$ 262,387.50
Employee Benefits	\$ 68,183.00	\$ 68,183.00	\$ 78,716.25
Employee Taxes	\$ 21,023.09	\$ 21,023.09	\$ 24,270.84
Equip. Purchase	\$ 1,500.00	\$ 1,200.00	\$ 1,500.00
Equip. Rental	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ 200.00	\$ 750.00
Insurance	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Postage	\$ 500.00	\$ 500.00	\$ 500.00
Printing	\$ 500.00	\$ 500.00	\$ 500.00
Telephone/Communications/Webpage	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Professional Fees/PT Staff	\$ 2,000.00		\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Staff Travel	\$ 15,500.00	\$ 15,500.00	\$ 20,000.00
Board/CLEO Travel	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
Board Total	\$ 402,232.74	\$ 398,882.74	\$ 455,624.59
Programs	Act & Expected		PY23-24 Proposed
SUB AREA 16 Adult/Dislocated	\$ 474,555.21	\$ 474,555.21	\$ 322,117.23
SUB AREA 17 and 18 Adult/Dislocated	\$ 267,842.14	\$ 242,842.14	\$ 209,477.31
SUB AREA 22 Adult/Dislocated	\$ 161,709.36	\$ 161,709.36	\$ 106,665.33
SUB AREA 16 YOUTH	\$ 206,040.09	\$ 156,040.09	\$ 94,986.86
SUB AREA 17 and 18 YOUTH*	\$ 123,264.82	\$ 108,264.82	\$ 88,264.77
SUB AREA 22 YOUTH	\$ 72,027.07	\$ 57,027.08	\$ 47,792.94
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Business Services	\$ 108,427.50	\$ 100,000.00	\$ 112,556.88
Incumbent Worker Training	\$ 30,000.00	\$ 12,000.00	\$ 30,000.00
On-the-Job Training	\$ 30,000.00		\$ 30,000.00
Youth Outreach	\$ 93,642.50	\$ 90,000.00	\$ 103,556.88
Youth Initiative	\$ 150,000.00	\$ 83,851.60	\$ 150,000.00
AJC Security	\$ 51,974.48	\$ 42,301.72	
AJC Security - 2	\$ 26,000.00	\$ 26,000.00	
GOVA TPI	\$ 250,000.00	\$ 75,000.00	\$ 175,000.00
CAREER DWG	\$ 54,167.00	\$ -	\$ 54,167.00
Programs Total	\$ 2,149,650.17		\$ 1,574,585.19
Expense Total	\$ 2,551,882.91		\$ 2,030,209.78
Unobligated Reserve	\$ 107,264.95		\$ 82,081.57
Total	\$ 2,659,147.86		\$ 2,112,291.35
Date Board Approval			
Date CLEO Approval			

PY 23-24 Committee Assignments

Executive Committee

Ashley Forbes – Chair

Greg Moon – Vice Chair

Josh Gemerek – Secretary/Treasurer & Board Development Chair

Ian Ginger – Member-at-Large

Marjorie Lampkin – Youth Council Chair

Deborah Warf – One-Stop Chair

Jennifer Bowhey – Performance & Accountability Chair

Nick Minor – Labor Market Chair

One-Stop Committee

Deborah Warf – Chair

Tracey Harrington – Vice Chair

Scott Hall

Hosey Burgess

Robert Dixon

Stephen Cox

Labor Market Committee

Nick Minor – Chair

Ian Ginger – Vice Chair

Felicia Ainsa

Shawn Hildebrand

Melvin Carter

David Mann

Raymond Staton

Lamont Brown

Performance & Accountability Committee

Jennifer Bowhey – Chair

Vanesa Livingston – Vice Chair

Dennis Parsons

Beverly Davis

Gary Wilson

Kyle Allwine

Brittany Metts

Board Development Committee

Josh Gemerek – Chair

Sara Carroll – Vice Chair

Ben Whanger
Amy Shockley
Matthew Weaver
Kendall Webre

Youth Council

Marjorie Lampkin – Chair
David Ferguson – Vice Chair
Hutt Williams
Chris Giles
Hope Mothershead
Sherry Davis