



Bay Consortium Workforce Development Board, Inc. Meeting

Wednesday, May 3, 2023

10:00 am

Eastern Shore Community College

**29316 Charles M. Lankford Jr. Memorial Hwy
Melfa, VA 23410**

Contents

Draft Agenda.....	3
Board Minutes	4
Executive Committee.....	9
PY 22 – 23 Revised Budget.....	12
PY 23 – 24 Proposed Budget.....	13
PY 23 – 24 Meeting Schedule	14
PY 23 – 24 Committee Assignments	15
OJT Policy	17
RFP for TPI REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES FOR.....	23
PY 23 – 24 Slate of Officers.....	25
One-Stop Committee	26
Performance and Accountability Committee	27
3 rd Quarter BCWDB Quarterly Reports.....	28
Success Stories	42
Rappahannock Goodwill Industries Rappahannock Goodwill Industries Success Story – George Washington.....	42
Rappahannock Community College Rappahannock Community College Success Story – Northern Neck	42
Rappahannock Community College Rappahannock Community College – Middle Peninsula	42
Eastern Shore Community College Eastern Shore Community College Success Stories – Eastern Shore	43
Rappahannock Goodwill Industries Youth Success Story – George Washington.....	43
Rappahannock Community College Youth Success Story – Northern Neck & Middle Peninsula	44
Eastern Shore Community College Youth Success Story – Eastern Shore.....	45
Labor Market Committee	46
Board Development Committee.....	47
Youth Council	48

Draft Agenda
Bay Consortium Workforce Development Board Meeting
Wednesday, May 3, 2023
10:00 a.m.

- I. Call to order**
- II. Welcome and Introductions**
 - A. Dr. James Shaeffer, President Eastern Shore Community College**
- III. Roll Call**
- IV. Approval of Minutes – February 1, 2023**
- V. Public Comment**
- VI. One-Stop Manager Report (Jessica Weber)**
- VII. Business Services Report (JoAnn Murchison)**
- VIII. Youth Report (Giles Scott)**
- IX. Executive Committee Report**
 - A. TPI Update**
 - B. PY 22 – 23 Revised Budget**
 - C. PY 23 – 24 Proposed Budget**
 - D. PY 23 – 24 Meeting Schedule**
 - E. PY 23 – 24 Committee Assignments**
 - F. OJT Policy**
 - G. RFP for TPI**
 - H. PY 23 – 24 Slate of Officers**
- X. Standing Committees**
 - A. One-Stop Committee Report:**
 - B. Performance and Accountability Committee Report**
 - C. Labor Market Committee Report**
 - D. Board Development Committee Report**
 - E. Youth Council Report**
- XI. Old Business**
- XII. New Business**
- XIII. Executive Director’s Update**
- XIV. Public Comment**
- XV. Adjournment**

Board Minutes
Bay Consortium Workforce Development Board/Chief Local Elected Officials Board
Joint Meeting
Wednesday, February 1, 2023
10:00 a.m.

- I. Call to order:** Morgan Quicke called the meeting to order at 10:10 a.m.
- II. Roll Call**
- A. Board:** Present in-person was Ashley Forbes, Jennifer Bowhey, Sara Carroll, Stephen Cox, Greg Moon, Dennis Parsons, Matt Weaver, Ben Whanger, Kyle Allwine, Brittany Metts, Hosey Burgess, Ian Ginger, Josh Gemerek, Tracy Harrington, Jean White representing Marjorie Lampkin, Vanesa Livingstone, Nick Minor, Deborah Warf, and Gary Wilson. We have a physical quorum. Present virtually was Beverly Davis and Amy Shockley. Not present was Felicia Ainsa, Lamont Brown, Melvin Carter, Steve Goodall, Kendall Webre, Tina Lance, David Mann, Shawn Hildebrand, and Scott Hall.
- B. CLEO:** Present in-person was Gary Wilson, Caroline County; Bud Smith, Essex County; Nick Minor, King George County; Ed Moren, King William County; John Priest, Mathews County; Morgan Quicke, Richmond County; Kevin Marshall, Spotsylvania County; and Meg Bohmke, Stafford County. We have a physical quorum. Not present was Accomack County, the City of Fredericksburg, King and Queen County, Lancaster County, Northampton County, Northumberland County, and Westmoreland County.
- III. Approval of Minutes**
- A. November 2, 2022 – BCWDB:** There was a motion to approve the Board minutes from November 2, 2022 by Vanesa Livingstone, and the motion was seconded by Ben Whanger. The motion was carried by unanimous vote.
- B. December 12, 2022 – CLEO:** There was a motion to approve the CLEO minutes from December 12, 2022 by John Priest of Mathews County, and the motion was seconded by Bud Smith of Essex County. The motion was carried by unanimous vote.
- IV. Public Comment:** There was no public comment.
- V. Joint New Business**
- A. One-Stop Manager Report (Jessica Weber):** Jessica Weber provided an update on the center visitor data through December 2022. Across all centers there has been an increase in traffic. The Eastern Shore now averages 200 visitors a month. There was a 4.7 out of 5-star review overall of the Career Works centers. Overall, there has been an increase in youth and senior traffic across all centers. The Fredericksburg center has been assisting more veterans. This year, myJourney was relaunched, which can be utilized for electronic registration at the Virginia

Career Works centers. Jessica said that they are looking to soft launch myJourney in April, and hard launch it in July.

- B. Business Services Report (JoAnn Murchison):** JoAnn Murchison provided an update on businesses served this quarter, the Talent Pipeline Initiative (TPI) grant, and upcoming events. This quarter 493 businesses have been served, and JoAnn has visited 65 businesses in Planning District 17. JoAnn explained how the TPI grant will be focused on manufacturing the entire are, IT for Planning District 16 and agriculture for Planning District 17 & 18. She noted that she is in process with marketing outreach with partners encouraging them to engage with our mission. JoAnn also announced that we will be participating with the chamber of commerce in Fredericksburg, with 500 students coming Lastly, JoAnn announced that on February 24, 2023 there will be a job fair focused on hospitality with a targeted audience, the Spotsylvania Career Technical Education (CTE) school culinary arts students.
- C. Youth Report (Giles Scott):** Giles Scott provided a Youth update discussing past events and job fairs, the utilization of the Virtual Reality (VR) Career Exploration Program, social media presence of Virginia Career Works, and the WIOA Youth workshop. Giles discussed about and presented photos from the Business Appreciation event at the Northern Neck Technical Center that was held in November, which was an opportunity to connect with students, teachers, and business partners. Business partners were able to get a tour of the Northern Neck Technical Center. Giles also discussed the VR Career Exploration Program, which is a headset that gives an opportunity to show anyone of all age's options of different career options virtually, providing tutorials on the career selected, and if they like the career after the tutorial, they may choose to go forward and do more training activities on the career they selected. Giles noted that we can see occupation user data from the VR Career Exploration Program and utilize that to find out what occupation interests are most in-demand. Giles visited Middlesex High School and gave a presentation to the students on how the VR Career Exploration Program works and how to utilize it. Giles also talked about the WIOA Youth Workshop. The workshop was for a foster care program in the Fredericksburg area that was 4-6 hours a day for two days. In the workshop, Jessica Weber provided an introduction of what we do and our programs and resources. She then assisted and explained to them how they will sign up for the programs, such as the VAWC website. The students also performed aptitude tests. 75% of students who participated in the workshop got enrolled after those 2 days. Giles Scott showed the students what the VR Career Exploration Program was and how to utilize it, soft skills such as what to wear, while also letting them know we can provide them with resources for interviews, such as clothes for their interview.

VI. CLEO Action Items

- A. New Appointments to the Bay WDB:** Morgan Quicke announced that there are two new appointments to the Bay Workforce Development Board, which are Scott Hall and Raymond Staton Jr. Scott Hall represents Eastern Shore Community College and is replacing Patrick Tompkins on the board. There was a motion to approve this appointment by Kevin Marshall, and John Priest seconded that motion. The motion was carried by a unanimous vote. Raymond Staton Jr. represents the entire state of Virginia and will be a Labor Union Representative on the Board. There was a motion to approve this appointment by Meg Bohmke and Kevin Marshall. The motion was carried by a unanimous vote.
- B. By-Law Review:** Morgan noted that the CLEOs wanted to discuss term limits for the chair, vice chair, and member-at-large, and that the CLEOs will work on changes of the by-laws for the upcoming May meeting.
- C. Consortium Member Review:** Morgan announced that we need to reach out to and email each county administrator of who is representing on the consortium and copy the members listed on it.
- D. Board Certification:** Jackie Davis discussed that currently labor is at 18%, but after Mr. Staton's approval it is at 21% and in compliance.

VII. Joint Action Items

A. New Business

- i. **PY 22-23 Budget:** Jackie Davis discussed that we received a TPI grant of \$250,000, and special funding for security. We requested funds and were awarded half of what we asked for and we are implementing those funds for the security in the Eastern Shore and Fredericksburg centers. We have gained more locality support with support from 10 out of 16 jurisdictions. The Board made a motion to approve the PY 22-23 Budget with Greg Moon making the motion and Vanesa Livingstone seconding the motion. The motion was carried by a unanimous vote. CLEO – There was a motion by Meg Bohmke to approve the amended PY22-23 Budget. The motion was seconded by Kevin Marshall. There was no further discussion. The motion was passed by unanimous vote.
- ii. **Local Plan:** Jackie Davis discussed that there was no public comment on the Local Plan. The Board made a motion to approve the Local Plan with Vanesa Livingstone making the motion and Tracy Harrington seconding the motion. The motion was carried by a unanimous vote. The CLEOs made a motion to approve the Local Plan with Meg Bohmke making the motion and John Priest seconding the motion. The motion was carried by a unanimous vote.

- iii. **Audit:** Jackie Davis discussed that there were no findings on the audit. The Board made a motion to approve the Audit with Joshua Gemerek making the motion and Ben Whanger seconding the motion. The motion was carried by a unanimous vote. The CLEOs made a motion to approve the Audit with Kevin Marshall making the motion and John Priest seconding the motion. The motion was carried by a unanimous vote.

VIII. Executive Committee Report

- I. Strategic Plan:** Kevin Marshall completed a review of the Strategic Plan, making an 8-page document shortened to 2 pages. The main changes were verbiage and making the plan more concise and easier to understand.
- J. Portal Utilization Policy:** Ashley Forbes announced that the Portal Utilization Policy state mandated and due to the state on February 28, 2023. Included in the Policy is the area's implementation plan. There was a motion to approve the Portal Utilization Policy by Dennis Parsons and the motion was seconded. The motion was carried by a unanimous vote.
- K. Funds Transfer:** Ashley Forbes discussed that there is a request to transfer dislocated workers funds to adult funds. There was a motion to approve the Funds Transfer by Vanesa Livingstone, and Deborah Warf seconded her motion. The motion was carried by a unanimous vote.
- L. Request for Proposal (RFP) for Talent Pipeline Initiative (TPI):** Jackie Davis reviewed the RFP for the Talent Pipeline Initiative (TPI) grant. 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. There was a motion to approve the RFP for the TPI by Vanesa Livingstone, and Ben Whanger seconded her motion. The motion was carried by a unanimous vote. There was a motion to allow the Board staff and the advisory committee to award the contract so that the work can begin sooner. There was a second. There was no further discussion. The motion was carried by unanimous vote.

IX. One-Stop Committee Report: Tray Harrington said that the One Stop Committee met on Tuesday, January 10, 2023 via zoom and had a quorum. The committee reviewed the Portal Implementation Policy and the Board's response to it, and Jessica Weber and JoAnn Murchison provided the One-Stop Manager update and Business Services update.

X. P&A Committee Report: Jennifer Bowhey discussed that the Performance and Accountability Committee met on Tuesday, January 17, 2023 via zoom and reviewed this quarter's performance reports.

XI. Labor Market Committee Report: Nick Minor discussed how the Labor Market Committee met on Wednesday, January 18, 2023 via zoom and talked about the review of the Strategic Plan.

- XII. Board Development Committee Report:** Joshua Gemerek discussed how the Board Development Committee did not meet. He 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. 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.
- XIII. Youth Council Report:** Jackie Davis discussed how the Youth Council met on Friday, January 20, 2023 via zoom and reviewed the Performance Reports. Giles provided the Youth update. Jackie noted how we are looking to do the Summer Youth Program again this year, but expand the industries instead of just focusing on cybersecurity.
- XIV. Old Business:** There was no old business to be discussed.
- XV. New Business:** There was no new business to be discussed.
- XVI. Executive Director's Update:** Vanesa Livingstone announced that on March 1, 2023, nationwide, SNAP benefits will no longer be granted to everyone. Individuals must meet requirements to continue to receive a SNAP check. Jackie Davis introduced the new staff Lauren Fallin and Giles Scott to the Board and CLEO members who have not yet met them. Jackie reviewed the quarterly success stories, and noted how the Northern Neck was featured in the Virginia Economic Review. Jackie Davis gave an update of workforce restructure. Also, Jackie discussed the TPI grant. Jackie explained how the Talent Pipeline Initiative (TPI) will be focused on manufacturing, cybersecurity, I.T., and agriculture. Board staff will be holding multiple employer roundtables and gathering educational data from Career Technical Education (CTE), Community Colleges, and other educational providers.
- XVII. Public Comment:** There was no public comment.
- XVIII. Adjournment:** With there being no further business to discuss, there was a motion to adjourn the meeting by Dennis Parsons, and the motion was seconded. The motion was carried by a unanimous vote. Morgan Quicke adjourned the meeting at 11:50 p.m.

Executive Committee
Bay Consortium Workforce Development Board, Inc.
Wednesday, April 26, 2023
11:00 a.m.

- I. Call to Order:** Greg Moon called the meeting to order at 11:02 a.m.
- II. Welcome and Introductions:** Shawn Hildebrand introduced himself to the Executive Committee.
- III. Roll Call:** Present in-person was Greg Moon, Joshua Gemerek, Marjorie Lampkin, Deborah Warf, and Vanesa Livingstone. Present virtually was Shawn Hildebrand. Also present was Jackie Davis, Kristina Allen, and Lauren Fallin. Not present was Ashley Forbes and Lamont Brown.
- IV. Approval of Minutes – January 25, 2023:** Vanesa Livingstone made a motion to approve the meeting minutes from January 25, 2023 and Deborah Warf seconded her motion passing the motion unanimously.
- V. Public Comment:** There was no public comment.
- VI. Standing Committees**
 - A. One-Stop Committee:** Deborah Warf informed the Executive Committee that the One-Stop Committee met on April 11, 2023. She noted that the Portal Implementation Policy is still rolling along and that Jessica Weber sent out a poll to see how our business partners felt about the policy. Jessica Weber provided a one-stop manager update. She noted that more people are seeking work, and that the advantage of the new UI filers is that there is opportunity for us to meet with them and engage them and sign them up for workshops. She also noted that workshop engagement is increasing in person and virtually. The One-Stop Committee set aside their elections for chair and vice chair for July 2023.
 - i. OJT Policy:** Jackie Davis explained that the OJT policy mirrors the state policy other than it is specifically designated to our area. The changes are that the policy allows part time OJTs to have Youth apprentices. Data and reporting requirements are a new change as well that will be in the Business Services metrics report. Vanesa made a motion to accept the policy and send it the Board for its approval, and Marjorie Lampkin seconded the motion, passing the motion unanimously.
 - B. Performance and Accountability Committee:** Vanesa Livingstone informed the Executive Committee that the Performance and Accountability Committee met on April 20, 2023. Steven Golas went over the quarterly reports and success stories with the committee. The committee held their elections and Jennifer Bowhey will serve as the chair of the committee, and Vanesa Livingstone will serve as the vice-chair. Jackie Davis reviewed the TPI and gave a review on the conduction with the consultants. WorkEd was chosen as the successful proposal.

- i. **RFP for TPI:** Vanesa Livingstone made a motion for the TPI RFP to be approved and sent to the Board for approval. Joshua Gemerek seconded the motion, the motion passed unanimously.

C. Labor Market Committee: Shawn Hildebrand informed the Executive Committee that the Labor Market Committee met on April 4, 2023. They held elections, and Nick Minor will be serving as chair and Ian Ginger will be serving as vice-chair.

D. Board Development Committee: Joshua Gemerek informed the Executive Committee that the Board Development Committee met on April 12, 2023 and had a quorum. They discussed the Slate of Officers for PY 23 – 24. Ashley Forbes will be serving as the chair, Greg Moon will be serving as the vice-chair, Joshua Gemerek will be serving as the secretary and treasurer, and Ian Ginger is serving as the member-at-large. They also held committee elections, and Joshua Gemerek was elected as chair and Sara Carroll was elected as vice-chair. They also discussed the potential committee restructure and the review of the by-laws.

- i. **PY 23 – 24 Slate of Officers:** Vanesa Livingstone made a motion to approve the PY 23 – 24 Slate of Officers and pass it to the Board for approval. Marjorie Lampkin seconded the motion, and the motion passed unanimously.

E. Youth Council: Marjorie Lampkin informed the Executive Committee that the Youth Council met on April 17, 2023. Steven Golas went over the quarterly reports and success stories. Marjorie discussed that we are struggling to get more youth in programs and keeping them engaged and coming back. Elections were held for the committee and Marjorie Lampkin was elected as the chair and Dave Ferguson was elected as the vice-chair of the committee.

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

VIII. New Business

A. TPI Update: Jackie Davis provided an update of the TPI that was shared with the GOVA Board by Mason Bishop of WorkEd Consulting. This update provided the timelines and expected deliverables.

B. PY 23 – 24 Proposed Budget: Jackie Davis proposed the PY 23 – 24 Budget to the Executive Committee. Vanesa Livingstone made a motion to approve the budget and send it to the board for approval. Greg Moon seconded the motion, the motion passed with Marjorie Lampkin abstaining

C. PY 22 – 23 Revised Budget: Jackie Davis reviewed the PY 22 – 23 revised Budget with the Executive Committee. Vanesa Livingstone made a motion to approve the budget and send it to the board for approval. Deborah Warf seconded the motion, the motion passed with Marjorie Lampkin abstaining.

D. PY 23 – 24 Committee Assignments: Jackie Davis went over the PY 23 – 24 committee assignments with the Executive Committee.

- E. PY 23 – 24 Meeting Schedule:** Jackie Davis discussed the PY 23 – 24 meeting schedule with the Executive Committee.
- IX. Executive Director’s Update:** Jackie Davis provided an update on activities and initiatives. She has attended the Governor’s Workforce Summit that was held in Richmond. She will be attending USDOL ETA Vision 2030 Workforce Convening in May. She has been accepted in the Virginia Rural Leadership Institute. Jackie Davis informed the Executive Committee that she was reviewing processes, policies and procedures that are in place and has plans to propose changes. Things that are being reviewed are the Bylaws, committee structures, fund diversification, and metrics to hold staff accountable for outreach and activities in the community. She informed the Committee there has been a project submitted to Abigail Spanberger’s office to upgrade the Resource Room in Fredericksburg. Jackie also informed the Committee the plans for the Career Adventure Camp this summer include Drones, 3D Printing and Skilled Trades.
- X. Other Items for Discussion:** There were no other items for discussion.
- XI. Public Comment:** There was no public comment.
- XII. Adjournment:** With no further business to discuss, there was a motion to adjourn the meeting. Vanesa Livingstone made the motion and Deborah Warf seconded the motion, passing the motion unanimously. Greg Moon adjourned the meeting at 12:17 p.m.

Respectfully submitted,

Lauren Fallin

PY 22 – 23 Revised Budget

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	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
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 Proposed 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 Meeting Schedule

July 5, 2023 10:00 am Labor Market Committee
July 11, 2023 10:00 am One-Stop Committee
July 12, 2023 10:00 am Board Development Committee
July 17, 2023 10:00 am Youth Council
July 18, 2023 10:00 am Performance & Accountability Committee
July 26, 2023 10:00 am Executive Committee
August 3, 2023 10:00 am Joint Board/CLEO Meeting
October 4, 2023 10:00 am Labor Market Committee
October 10, 2023 10:00 am One-Stop Committee
October 11, 2023 10:00 am Board Development Committee
October 17, 2023 10:00 am Youth Council
October 18, 2023 10:00 am Performance & Accountability Committee
October 25, 2023 10:00 am Executive Committee
November 1, 2023 10:00 am Joint Board/CLEO Meeting
January 2, 2024 10:00 am Labor Market Committee
January 9, 2024 10:00 am One-Stop Committee
January 10, 2024 10:00 am Board Development Committee
January 16, 2024 10:00 am Youth Council
January 17, 2024 10:00 am Performance & Accountability Committee
January 25, 2024 10:00 am Executive Committee
February 1, 2024 10:00 am Joint Board/CLEO Meeting
April 3, 2024 10:00 am Labor Market Committee
April 9, 2024 10:00 am One-Stop Committee
April 10, 2024 10:00 am Board Development Committee
April 16, 2024 10:00 am Youth Council
April 17, 2024 10:00 am Performance & Accountability Committee
April 24, 2024 Executive Committee
May 1, 2024 Board Meeting 10:00 am – Eastern Shore
May 8, 2024 CLEO Meeting 10:00 am

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
Vanessa 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

OJT Policy

Bay Consortium Workforce Development Board

Policy Number: 22-03

Effective Date: May 3, 2023

Title: BCWDB On-The-Job Training (OJT) Policy

PURPOSE

The purpose of this issuance is to outline the policy and procedures under the Workforce Innovation and Opportunity Act (WIOA) for on-the-job training (OJT) by which a WIOA participant will learn employment related skills through demonstration and practice at an employer's site. This policy also provides basic procedures by the Bay Consortium Workforce Development Board (BCWDB) which may support Registered Apprenticeship, a form and model of work-based learning which is related to OJT.

BACKGROUND

During OJT work-based learning, a participant is engaged in productive work for which they are treated as a regular employee of the employer. Employers and training providers offering OJT opportunities must provide the highest quality training to participants. OJT contracts must be monitored so that WIOA funds are providing on-the-job training that enables participants to successfully retain employment. It is important that a structured OJT program provides participants with relevant skills and opportunities for career advancement, and provides employers with the skilled workforce they need. OJT is proven to have positive outcomes on long term employment and earnings and is a critical tool for helping job seekers enter into successful employment.

WIOA promotes a workforce system that is job-driven. This policy provides the framework and guidance for the state and local workforce development systems to utilize OJT, as a standalone work-based learning activity or in collaboration with other training programs, such as registered apprenticeship or incumbent worker training, in a consistent and effective manner under the parameters set forth in the WIOA.

REFERENCES

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- United States Department of Labor, Workforce Innovation and Opportunity Act; Final Rule, 20 CFR, Part 680 Subpart F, Work-Based Training
- Training and Employment Guidance Letter 19-16: Guidance on Services Provided through the Adult and Dislocated Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules.
- VBWD 403-03 On the Job Training Policy, Change 1

POLICY

WIOA defines OJT as skills development provided by an employer to a paid participant while that participant is engaged in productive, paid work in a job that:

- provides knowledge or skills essential to the full and adequate performance of the job;
- is made available through a program that provides reimbursement to the employer of a portion of the wage rate of the participant, for the costs of providing training and additional supervision related to training; and
- is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant.

OJT is provided under a contract with an employer in the public, non-profit, or private sector. Through an OJT contract between the agency, the BCWDB or its contracted WIOA service provider and the employer, occupational training is provided to the WIOA participant by the employer in exchange for partial employee wage reimbursement. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant and their prior work experience, and the participant's Individual Employment Plan (IEP).

Employers and other training providers of OJT shall not be subject to the requirements of Eligible Training Providers as defined in WIOA Title I.

Strategies for developing new workforce skills in the existing workforce shall be designed to benefit business and industry in ways that encourage and support the integration of new technology and business processes, increase employee productivity, and support the competitiveness of the company. Work-based learning activities, such as OJT, create a number of positive outcomes including:

- improving the alignment of existing workers' skills with new job requirements;
- providing individuals access to new career opportunities within a business;
- encouraging retention of existing personnel who otherwise may become dislocated because of skills deficiencies;
- increasing the wages of newly trained workers;
- creating new opportunities for entry-level workers through the promotion of existing workers; and
- supporting local and regional economic development efforts.

PROCEDURES

A. Determination of Employer Eligibility

OJT contracts may be utilized as a viable training option in partnership with employers when the following conditions are met:

1. Employer or registered apprenticeship program sponsor may be a public, non-profit, or private sector employer.

2. Employer agrees the OJT contract is limited to the period of time needed for a participant to become proficient in the occupation for which the training is provided.
3. Employer will be reimbursed for a portion of the employee's wages throughout the OJT contract period.
4. Employer must provide a Federal Employer Identification number to demonstrate the business is a legitimate employer with full-time employees, and conducting trade or business at an appropriate worksite.
5. Employer must maintain workers' compensation insurance and provide a Certificate Of Insurance issued by the company's insurance carrier.
6. Employer is not eligible if, under either the Workforce Investment Act (WIA) or WIOA, the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages and employment benefits, including health benefits, and working conditions at the same level as other employees working a similar length of time and doing the same type of work.

B. Determination of Participant Eligibility

1. OJT participants are WIOA participants who, after objective assessment(s) have a documented plan indicating the participant is in need of, and can benefit from, OJT.
2. Employers may refer to a WIOA program an individual who has applied for employment to the company but is not yet job ready. This is called reverse referral. In reverse referral, an employer may refer a job applicant to a One-Stop Career Center or WIOA program for skills development. The job seeker, so referred, may then be enrolled in an OJT contract with the employer who initially referred the job seeker. To participate in a subsidized OJT program, the referred job seeker must be determined eligible for WIOA services, and have completed an assessment(s) and development of a plan determining OJT to be an appropriate training activity. Reverse referral for OJT can only occur if the employer has not already hired the individual. An OJT participant may also be one who is referred to an employer by a One-Stop Career Center or WIOA program.
3. When a One-Stop Career Center refers an OJT candidate to a business, the employer will assess the participant based on the requirements of the business and will have the opportunity to review the participant's assessment results. The employer will also interview the participant before entering into an OJT contract.

C. OJT Contracts for Employed Workers

While, traditionally, an OJT contract is written to support skills development and employment of a dislocated or unemployed worker, an OJT contract and WIOA Title I funds may also support a worker who is already employed provided that each of the conditions listed below are met:

1. The employee is not earning a self-sufficient wage as determined by BCWDB Self-Sufficiency Policy 15-01.
2. The OJT relates to the introduction of new technologies, new production or service procedures, or a new job that requires additional literacy and numeracy or occupational and technical skills.
3. The OJT is provided through a contract with an employer or registered apprenticeship program sponsor.

D. OJT Contracts for Registered Apprentices

An OJT contract, and reimbursement of a percentage of participant wages, may be entered into with the entity providing the OJT component of a registered apprenticeship program. Generally, this is the employer of the registered apprentice, but the entity providing the OJT component of a registered apprenticeship may also be a union or an intermediary. Registered apprenticeships consist of two components: OJT and related instruction. Related instruction may be classroom based, online, or a hybrid of the two. OJT contracts only apply and can only be used to fiscally support reimbursement of a percentage of the apprentice's wages to the registered apprenticeship sponsor. However, a WIOA funded Individual Training Account (ITA) may be used to support the related instruction component of a registered apprenticeship. There is no federal prohibition on using both WIOA Title I ITA and OJT funds when supporting a WIOA participant in a registered apprenticeship program. ITA funds can be used to support apprenticeship related instruction, and OJT funds can support a percentage of a participant's wages.

If the WIOA participant is unemployed and begins the registered apprenticeship program as a new hire, OJT employer eligibility provisions apply. If the individual is employed as a registered apprentice at the time of enrollment in WIOA and OJT participation, OJT contracts for employed workers apply.

E. Length of OJT Contracts

The length of OJT contracts using local WIOA Title I formula funds is determined by following the guidance in [BCWDB OJT Manual](#) and must account for the following criteria:

- skill requirements of the occupation;
- academic and occupational skill level of the participant;
- prior work experience; and
- participant's Individual Employment Plan (IEP).

F. Employer Reimbursement Rates

Through the OJT contract, the employer provides occupational skills training for the WIOA participant in exchange for reimbursement to the employer of a percentage of the employee's wages as compensation for the costs of providing training and supervision as well as the potentially lower productivity of the participant while in training. Employers are not required to document direct or indirect costs associated with OJT. The typical employer reimbursement rate for an OJT participant is 50 percent of that participant's wage rate.

However, the Governor or the BCWDB may increase employer reimbursement to 75 percent of the participant's wage rate after taking into consideration the following factors:

- whether the OJT contract is leading to employment opportunities for individuals with barriers to employment;
- the size of the employer, with an emphasis on serving small business;
- the quality of employer-provided training and advancement opportunities for OJT participants; and
- other factors such as training for in-demand occupations, training resulting in an

industry-recognized credential, number of employees the company has participating in OJT, before and after wage and benefit levels of employees, and the predicted impact of OJT on the participant's competitiveness in the workplace.

When applying for WIOA Governor's reserve funds or National Dislocated Worker Grant funds, the Governor will document the above factors when considering requests for reimbursement to employers of above 50 percent of OJT worker wages. When local formula funds apply, the BCWDB shall document the factors considered when deciding to increase the wage reimbursement level of an OJT participant above 50 percent of wage rate.

G. Data and Reporting Requirements

Quarterly on-the-job training reports must be submitted to the WIOA Title I Administrator. The WIOA Title I Administrator will provide an annual report to the VBWD at their September meeting. The following data elements will be reported by the BCWDB and agencies and used to measure the effectiveness of OJT programs funded by WIOA Title I formula funds in the local workforce development area and across the Commonwealth of Virginia:

- Number of participants engaged in OJT including OJT contracts for incumbent workers and registered apprentices.
- Number of companies participating in OJT.
- Number participants still employed six months and twelve months after the end of the OJT.
- The wages of the participants still employed at six months and twelve months after the end of the OJT.
- WIOA Title I formula funds and employer contributions expended on OJT.

H. Prohibition on Use of Funds to Encourage or Induce Relocation

No funds provided under this policy shall be used, or proposed to be used, to encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States.

I. Restrictions on Use of Funds for Business Relocation

No funds provided under this policy for an employment or training activity shall be used for customized or skills training, on-the-job training, incumbent worker training, transitional employment, or company-specific assessments of job applicants or employees, for any business or part of a business that has relocated until the date that is 120 days after the date on which such business commenced operations at the new location, if the relocation of such business or part of a business resulted in a loss of employment for any employee of such business at the original location and such original location is within the United States.

J. Business Services

OJT is an important business services initiative that is designed to benefit business and industry through recruitment and occupational skills training of new hires and skills development of existing employees. OJT increases employee productivity and supports

company growth. OJT will also be tracked quarterly in the business engagement report, and the number and outcomes of OJT will be annually reported to the Virginia Board of Workforce Development. To improve the understanding and use of all forms of OJT, Registered Apprenticeship and Incumbent Worker Training by business and industry, the WIOA Title I Administrator will maintain a user's guide for local workforce boards, business, and industry.

RFP for TPI

REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES FOR BAY CONSORTIUM REGIONAL TALENT PIPELINE INITIATIVE

A. PROJECT DESCRIPTION/SCOPE OF SERVICES

The Bay Consortium Workforce Development Board has received an offer of a GO VIRGINIA Grant from the Department of Housing and Community Development to fund the Bay Consortium Regional Talent Pipeline Initiative. This initiative is to develop a plan to create robust talent pipelines specific to the region's industry clusters. The planning phase will 1) develop industry coalitions directed by industry leaders and engaging workforce system partners to guide and advise 2) complete a quantitative and qualitative situational analysis of workforce needs in the selected clusters 3) complete a gap analysis related to the jobs needed to help clusters grow 4) identify the skills and training to fill jobs 5) develop an asset map that evaluates the region's capacity and 6) identify strategies and supporting highest impact pathways projects for future implementation.

B. PROPOSAL CONTENTS

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the selection criteria outlined in Section D herein. All information should be submitted succinctly. Proposals shall not include estimates of costs or man-hours to perform desired services.

C. SELECTION PROCESS

A Management Team consisting of representatives from Spotsylvania County, Stafford County, King George County and the Bay Consortium Workforce Development Board will review and evaluate all SOQ's submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section D herein. The Management Team may ask the top ranked firms to attend a presentation/interview as part of the evaluation process. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest-ranking firm being selected to negotiate a contract with the BCWDB. If a contract satisfactory to both parties cannot be negotiated, the BCWDB will then enter into negotiations with the next highest-ranking firm and so on until an agreement is reached.

D. SELECTION CRITERIA

The respondents will be evaluated based on the following criteria: 1. Qualification of firm's staff. 2. Familiarity with workforce development in Virginia. 3. Ability to build an Asset map of all CTE Programs, workforce training, degrees, certifications, etc. available

throughout the region. 4. Complete a Situational Analysis to determine gaps of skills between job seekers and employers and the gaps between education and employer needs. 5. Capacity of firm to perform the work within the project time-frame. 6. Quality of performance in past and/or similar projects. 7. Knowledge and familiarity of firm's staff with VDHCD GO VIRGINIA Grant procedures and requirements.

E. SUBMITTAL

Respondents should submit five (5) copies of the proposals titled Bay Consortium Regional Talent Pipeline Initiative to Jackie S. Davis, Executive Director, P.O. Box 1117, 487 Main Street, Warsaw, Virginia 22572 by Tuesday, February 28, 2023 at Noon. Minority-owned, and female-owned firms are encouraged to respond.

The Bay Consortium Workforce Development Board is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120. This project was funded in part by GO Virginia, a state-funded initiative administered by the Virginia Department of Housing and Community Development (DHCD) that strengthens and diversifies Virginia's economy and fosters the creation of higher wage jobs in strategic industries.

PY 23 – 24 Slate of Officers



Chairperson – Ashley Forbes
Vice Chairperson – Greg Moon
Secretary/Treasurer – Josh Gemerek
Member at Large – Ian Ginger

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

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

Call to Order: Debbye Warf called the meeting to order.

- I. 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.
- II. Public Input:** There was no public input.
- III. 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.
- IV. 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.
- V. Old Business:** There was no new business.
- VI. 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.
- VII. Business Services Report:** JoAnn provided the Business Services Report. She indicated that the Board has been focusing on the TPI Project.
- VIII. 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.
- IX. Adjournment:** There were no other topics for discussion, the meeting was adjourned.

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

Rappahannock Goodwill Industries WIOA Adult and Dislocated Worker																	
		1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23						
Customer Summary Information																	
Planned Number of Participants for PY		95			95			95									
Total Participants Served		43			57			67									
Percent of Planned		45%			60%			71%			-						
New Clients Enrolled this Quarter		12			14			10									
WIOA Adult		38			52			62									
WIOA Dislocated Worker		5			5			5									
Follow Up Information																	
Total Follow-Ups Required		46			49			50									
Total Follow-Ups Completed		46			49			50									
Total Follow-Up Not Completed		0			0			0			0						
Employment 2nd Quarter after Exit																	
WIOA Adult Program - 86.6%		84.6%		11 # employed		100.0%		6 # employed		85.7%		6 # employed		-		# employed	
				13 # exited								7 # exited					
WIOA Dislocated Worker Program - 88.6%		100.0%		3 # employed		100.0%		3 # employed		100.0%		3 # employed		-		# employed	
				3 # exited								3 # exited					
Employment 4th Quarter after Exit																	
WIOA Adult Program - 85.5%		75.0%		3 # employed		75.0%		3 # employed		92.3%		12 # employed		-		# employed	
				4 # exited								4 # exited					
WIOA Dislocated Worker Program - 90%		83.3%		5 # employed		100.0%		1 # employed		100.0%		3 # employed		-		# employed	
				6 # exited								1 # exited					
Median Earnings 2nd Quarter after Exit																	
WIOA Adult Program		\$6,100.00		Not Available		\$6,100.00		Not Available		\$6,100.00		Not Available		\$6,100.00			
WIOA Dislocated Worker Program		\$8,900.00		Not Available		\$8,900.00		Not Available		\$8,900.00		Not Available		\$8,900.00			
Credential Attainment within Four Quarters after Exit																	
WIOA Adult Program - 81.1%		100.0%		4 # credentialed		75.0%		3 # credentialed		84.6%		11 # credentialed		-		# credentialed	
				4 # exited								4 # exited					
WIOA Dislocated Worker Program - 70%		80.0%		4 # credentialed		66.7%		2 # credentialed		66.7%		2 # credentialed		-		# credentialed	
				5 # exited								3 # exited					
Measurable Skills Gain																	
WIOA Adult Program - 70.2%		13.5%		5 # gained		38.1%		16 # gained		50.0%		28 # gained		-		# gained	
				37 # exited								42 # exited					
WIOA Dislocated Worker Program - 69.8%		0.0%		0 # gained		50.0%		1 # gained		75.0%		3 # gained		-		# gained	
				2 # exited								2 # exited					
40% Minimum Training Expenditure Requirement																	
73.76%		74.6%		\$ 54,401.07		76.8%		\$ 116,775.96		77.9%		\$ 196,373.50		-		Training Expenditures	
				\$ 72,920.85				\$ 152,133.01				\$ 252,171.70				Total Expenditures	
WIOA Dislocated Worker Program		16.5%		\$ 1,456.72		29.3%		\$ 5,671.84		43.0%		\$ 14,508.16		-		Training Expenditures	
				\$ 8,827.70				\$ 19,350.02				\$ 33,746.03				Total Expenditures	
Total Contract Expenditures																	
58.10%		26.0%		\$ 74,323.80		54.1%		\$ 154,938.91		59.6%		\$ 256,638.55		-		Expenditures	
				\$ 286,203.42				\$ 286,203.42				\$ 430,504.76				Total Contract	
WIOA Dislocated Worker Program		5.2%		\$ 9,750.98		11.3%		\$ 21,196.58		49.3%		\$ 36,515.87		-		Expenditures	
				\$ 188,351.79				\$ 188,351.79				\$ 74,050.45				Total Contract	

George Washington Planning District 16 Data

		3rd Quarter PY 22
Customer Summary Information		
Planned Number of Participants for PY		95
Total Participants Served		57
Percent of Planned		60%
Planning District 16 Total New Clients Enrolled this Quarter		8
	WIOA Adult	52
	WIOA Dislocated Worker	5
Spotsylvania County New Clients Enrolled this Quarter		2
	WIOA Adult	25
	WIOA Dislocated Worker	2
Stafford County New Clients Enrolled this Quarter		3
	WIOA Adult	12
	WIOA Dislocated Worker	1
Caroline County New Clients Enrolled this Quarter		0
	WIOA Adult	2
	WIOA Dislocated Worker	1
King George County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		3
	WIOA Adult	10
	WIOA Dislocated Worker	0

Rappahannock Community College WIOA Adult and Dislocated Worker														
	1st Quarter PY 22 7/1/22 - 9/30/22				2nd Quarter PY 22 10/1/22 - 12/31/22				3rd Quarter PY 22 1/1/23 - 3/31/23				4th Quarter PY 22 4/1/23 - 6/30/23	
Customer Summary Information														
Planned Number of Participants for PY	62				62				62					
Total Participants Served	27				31				38					
Percent of Planned	44%				50%				61%					
New Clients Enrolled this Quarter	7				4				7					
WIOA Adult	27				31				38					
WIOA Dislocated Worker	0				0				0					
Follow Up Information														
Total Follow-Ups Required	46				42				45					
Total Follow-Ups Completed	46				42				45					
Total Follow-Up Not Completed	0				0				0				0	
Employment 2nd Quarter after Exit														
WIOA Adult Program - 86.6%	88.2%	15	# employed	88.9%	8	# employed	90.0%	9	# employed	-		# employed		
		17	# exited		9	# exited		10	# exited			# exited		
WIOA Dislocated Worker Program - 88.6%	100.0%	1	# employed	-	0	# employed	-	0	# employed	-		# employed		
		1	# exited		0	# exited		0	# exited			# exited		
Employment 4th Quarter after Exit														
WIOA Adult Program - 85.5%	69.2%	9	# employed	89.5%	17	# employed	94.1%	16	# employed	-		# employed		
		13	# exited		19	# exited		17	# exited			# exited		
WIOA Dislocated Worker Program - 90%	-	0	# employed	-	0	# employed	100.0%	1	# employed	-		# employed		
		0	# exited		0	# exited		1	# exited			# exited		
Median Earnings 2nd Quarter after Exit														
WIOA Adult Program	\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available			
WIOA Dislocated Worker Program	\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available			
Credential Attainment within Four Quarters after Exit														
WIOA Adult Program - 81.1%	92.3%	12	# credentialed	68.4%	13	# credentialed	92.3%	12	# credentialed	-		# credentialed		
		13	# exited		19	# exited		13	# exited			# exited		
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	-	0	# credentialed	100.0%	1	# credentialed	-		# credentialed		
		0	# exited		0	# exited		1	# exited			# exited		
Measurable Skills Gain														
WIOA Adult Program - 70.2%	45.8%	11	# gained	92.3%	24	# gained	81.8%	27	# gained	-		# gained		
		24	# exited		26	# exited		33	# exited			# exited		
WIOA Dislocated Worker Program - 69.8%	-	0	# gained	-	0	# gained	-	0	# gained	-		# gained		
		0	# exited		0	# exited		0	# exited			# exited		
40% Minimum Training Expenditure Requirement														
65.88%	WIOA Adult Program	65.1%	\$ 27,667.21	Training Expenditures	56.1%	\$ 44,484.61	Training Expenditures	66.3%	\$ 101,810.73	Training Expenditures	-		Training Expenditures	
			\$ 42,485.63	Total Expenditures		\$ 79,238.53	Total Expenditures		\$ 153,567.75	Total Expenditures			Total Expenditures	
0.0%	WIOA Dislocated Worker Program	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	0.0%	\$ -	Training Expenditures	-		Training Expenditures	
			\$ 466.58	Total Expenditures		\$ 721.58	Total Expenditures		\$ 976.58	Total Expenditures			Total Expenditures	
Total Contract Expenditures														
59.17%	WIOA Adult Program	28.3%	\$ 43,233.71	Expenditures	52.9%	\$ 80,734.64	Expenditures	61.4%	\$ 155,811.94	Expenditures	-		Expenditures	
			\$ 152,605.54	Total Contract		\$ 152,605.54	Total Contract		\$ 253,965.50	Total Contract			Total Contract	
0.9%	WIOA Dislocated Worker Program	0.9%	\$ 1,031.51	Expenditures	1.6%	\$ 1,851.44	Expenditures	19.3%	\$ 2,671.37	Expenditures	-		Expenditures	
			\$ 115,236.60	Total Contract		\$ 115,236.60	Total Contract		\$ 13,876.64	Total Contract			Total Contract	

Northern Neck Planning District 17 Data		3rd Quarter PY 22
Customer Summary Information		
Planned Number of Participants for PY		40
Total Participants Served		20
Percent of Planned		50%
Planning District 17 Total New Clients Enrolled this Quarter		4
	WIOA Adult	20
	WIOA Dislocated Worker	0
Lancaster County New Clients Enrolled this Quarter		1
	WIOA Adult	4
	WIOA Dislocated Worker	0
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Adult	2
	WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter		2
	WIOA Adult	5
	WIOA Dislocated Worker	0
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Adult	9
	WIOA Dislocated Worker	0

Middle Peninsula Planning District 18 Data

		3rd Quarter PY 22
Customer Summary Information		
Planned Number of Participants for PY		22
Total Participants Served		12
Percent of Planned		55%
Planning District 18 Total New Clients Enrolled this Quarter		3
	WIOA Adult	12
	WIOA Dislocated Worker	0
Essex County New Clients Enrolled this Quarter		1
	WIOA Adult	4
	WIOA Dislocated Worker	0
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
King William County New Clients Enrolled this Quarter		1
	WIOA Adult	2
	WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
Middlesex County New Clients Enrolled this Quarter		1
	WIOA Adult	4
	WIOA Dislocated Worker	0

Eastern Shore Community College WIOA Adult and Dislocated Worker												
	1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23		
Customer Summary Information												
Planned Number of Participants for PY	54			54			54					
Total Participants Served	31			35			38					
Percent of Planned	57%			65%			70%			-		
New Clients Enrolled this Quarter	4			4			3					
WIOA Adult	26			30			33					
WIOA Dislocated Worker	5			5			5					
Follow Up Information												
Total Follow-Ups Required	13			15			14					
Total Follow-Ups Completed	13			15			14					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Adult Program - 86.6%	100.0%	4	# employed	83.3%	5	# employed	100.0%	2	# employed	-	# employed	
		4	# exited		6	# exited		2	# exited		# exited	
WIOA Dislocated Worker Program - 88.6%	-	0	# employed	-	0	# employed	-	0	# employed	-	# employed	
		0	# exited		0	# exited		0	# exited		# exited	
Employment 4th Quarter after Exit												
WIOA Adult Program - 85.5%	83.3%	5	# employed	81.8%	9	# employed	100.0%	4	# employed	-	# employed	
		6	# exited		11	# exited		4	# exited		# exited	
WIOA Dislocated Worker Program - 90%	-	0	# employed	-	0	# employed	-	0	# employed	-	# employed	
		0	# exited		0	# exited		0	# exited		# exited	
Median Earnings 2nd Quarter after Exit												
WIOA Adult Program	\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available		\$6,100.00	Not Available	
WIOA Dislocated Worker Program	\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available		\$8,900.00	Not Available	
Credential Attainment within Four Quarters after Exit												
WIOA Adult Program - 81.1%	83.3%	5	# credentialed	80.0%	8	# credentialed	75.0%	3	# credentialed	-	# credentialed	
		6	# exited		10	# exited		4	# exited		# exited	
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	-	0	# credentialed	-	0	# credentialed	-	# credentialed	
		0	# exited		0	# exited		0	# exited		# exited	
Measurable Skills Gain												
WIOA Adult Program - 70.2%	36.0%	9	# gained	41.4%	12	# gained	37.5%	12	# gained	-	# gained	
		25	# exited		29	# exited		32	# exited		# exited	
WIOA Dislocated Worker Program - 69.8%	0.0%	0	# gained	0.0%	0	# gained	0.0%	0	# gained	-	# gained	
		3	# exited		3	# exited		3	# exited		# exited	
40% Minimum Training Expenditure Requirement												
87.63%	WIOA Adult Program	89.0%	\$44,537.87	Training Expenditures	88.0%	\$ 61,604.93	Training Expenditures	88.4%	\$ 94,449.05	Training Expenditures	-	Training Expenditures
			\$50,056.48	Total Expenditures		\$ 69,998.60	Total Expenditures		\$ 106,875.54	Total Expenditures		Total Expenditures
85.1%	WIOA Dislocated Worker Program	85.1%	\$ 3,899.45	Training Expenditures	85.7%	\$ 5,820.16	Training Expenditures	78.9%	\$ 7,166.26	Training Expenditures	-	Training Expenditures
			\$ 4,584.04	Total Expenditures		\$ 6,790.75	Total Expenditures		\$ 9,086.81	Total Expenditures		Total Expenditures
Total Contract Expenditures												
73.29%	WIOA Adult Program	61.6%	\$50,582.09	Expenditures	51.3%	\$ 71,043.68	Expenditures	78.1%	\$ 108,174.63	Expenditures	-	Expenditures
			\$82,058.21	Total Contract		\$ 138,558.51	Total Contract		\$ 138,558.51	Total Contract		Total Contract
6.4%	WIOA Dislocated Worker Program	6.4%	\$ 5,088.54	Expenditures	33.7%	\$ 7,801.58	Expenditures	44.7%	\$ 10,339.83	Expenditures	-	Expenditures
			\$79,650.85	Total Contract		\$ 23,150.85	Total Contract		\$ 23,150.85	Total Contract		Total Contract

Eastern Shore Planning District 22 Data	
	3rd Quarter PY 22
Customer Summary Information	
Planned Number of Participants for PY	54
Total Participants Served	32
Percent of Planned	59%
Planning District 22 Total New Clients Enrolled this Quarter	3
WIOA Adult	29
WIOA Dislocated Worker	3
Accomack County New Clients Enrolled this Quarter	2
WIOA Adult	23
WIOA Dislocated Worker	1
Northampton County New Clients Enrolled this Quarter	1
WIOA Adult	6
WIOA Dislocated Worker	2

Rappahannock Goodwill Industries WIOA Youth												
	1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23		
Customer Summary Information												
Planned Number of Participants for PY	32			32			32					
Total Participants Served	11			16			22					
Percent of Planned	34%			50%			69%			-		
New Clients Enrolled this Quarter	5			5			6					
WIOA Youth	11			16			22					
Follow Up Information												
Total Follow-Ups Required	6			8			10					
Total Follow-Ups Completed	6			8			10					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Youth - 78.1%	100.0%	2	# employed	-	0	# employed	75.0%	3	# employed	-	# employed	
		2	# exited		0	# exited		4	# exited		# exited	
Employment 4th Quarter after Exit												
WIOA Youth - 81.1%	100.0%	1	# employed	87.5%	7	# employed	100.0%	2	# employed	-	# employed	
		1	# exited		8	# exited		2	# exited		# exited	
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	-	0	# credentialed	-	# credentialed	
		0	# exited		0	# exited		0	# exited		# exited	
Measurable Skills Gain												
WIOA Youth - 69.1%	22.2%	2	# gained	21.4%	3	# gained	52.6%	10	# gained	-	# gained	
		9	# exited		14	# exited		19	# exited		# exited	
20% Work Experience Expenditure Requirement												
27.43%	WIOA Youth	45.2%	\$ 7,643.94	Training Expenditures	41.9%	\$ 13,177.76	Training Expenditures	27.4%	\$ 17,641.17	Training Expenditures	-	Training Expenditures
			\$ 16,896.04	Total Expenditures		\$ 31,480.32	Total Expenditures		\$ 64,307.05	Total Expenditures		Total Expenditures
Total Contract Expenditures												
32.66%	WIOA Youth	8.6%	\$ 17,765.76	Expenditures	16.2%	\$ 33,406.79	Expenditures	32.7%	\$ 67,290.27	Expenditures	-	Expenditures
			\$206,040.09	Total Contract		\$206,040.09	Total Contract		\$ 206,040.09	Total Contract		Total Contract

George Washington Planning District 16 Data

		3rd Quarter PY 22
Customer Summary Information		
Planned Number of Participants for PY		32
Total Participants Served		21
Percent of Planned		66%
Planning District 16 Total New Clients Enrolled this Quarter		6
	WIOA Youth	21
Spotsylvania County New Clients Enrolled this Quarter		3
	WIOA Youth	8
Stafford County New Clients Enrolled this Quarter		0
	WIOA Youth	7
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	1
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	1
City of Fredericksburg New Clients Enrolled this Quarter		3
	WIOA Youth	4

Rappahannock Community College WIOA Youth												
	1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23		
Customer Summary Information												
Planned Number of Participants for PY	27			27			27					
Total Participants Served	18			20			20					
Percent of Planned	67%			74%			74%			-		
New Clients Enrolled this Quarter	9			2			0					
WIOA Youth	18			20			20					
Follow Up Information												
Total Follow-Ups Required	8			6			6					
Total Follow-Ups Completed	8			6			6					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Youth - 78.1%	80.0%	4	# employed	100.0%	2	# employed	100.0%	1	# employed	-	# employed	
		5	# exited		2	# exited		1	# exited		# exited	
Employment 4th Quarter after Exit												
WIOA Youth - 81.1%	100.0%	1	# employed	50.0%	2	# employed	100.0%	5	# employed	-	# employed	
		1	# exited		4	# exited		5	# exited		# exited	
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	100.0%	2	# credentialed	-	# credentialed	
		0	# exited		0	# exited		2	# exited		# exited	
Measurable Skills Gain												
WIOA Youth - 69.1%	23.1%	3	# gained	73.3%	11	# gained	77.8%	14	# gained	-	# gained	
		13	# exited		15	# exited		18	# exited		# exited	
20% Work Experience Expenditure Requirement												
26.12%	WIOA Youth	20.3%	\$ 5,154.25	Training Expenditures	24.0%	\$ 11,105.20	Training Expenditures	26.1%	\$ 16,448.07	Training Expenditures	-	Training Expenditures
			\$ 25,352.49	Total Expenditures		\$ 46,290.54	Total Expenditures		\$ 62,979.17	Total Expenditures		Total Expenditures
Total Contract Expenditures												
52.37%	WIOA Youth	21.0%	\$ 25,944.24	Expenditures	38.4%	\$ 47,276.79	Expenditures	52.4%	\$ 64,557.57	Expenditures	-	Expenditures
			\$123,264.82	Total Contract		\$ 123,264.82	Total Contract		\$ 123,264.82	Total Contract		Total Contract

Northern Neck Planning District 17 Data	
	3rd Quarter PY 22
Customer Summary Information	
Planned Number of Participants for PY	14
Total Participants Served	11
Percent of Planned	79%
Planning District 17 Total New Clients Enrolled this Quarter	0
WIOA Youth	11
Lancaster County New Clients Enrolled this Quarter	0
WIOA Youth	2
Northumberland County New Clients Enrolled this Quarter	0
WIOA Youth	5
Richmond County New Clients Enrolled this Quarter	0
WIOA Youth	0
Westmoreland County New Clients Enrolled this Quarter	0
WIOA Youth	4

Middle Peninsula Planning District 18 Data	
	3rd Quarter PY 22
Customer Summary Information	
Planned Number of Participants for PY	13
Total Participants Served	9
Percent of Planned	69%
Planning District 18 Total New Clients Enrolled this Quarter	0
WIOA Youth	9
Essex County New Clients Enrolled this Quarter	0
WIOA Youth	2
King and Queen County New Clients Enrolled this Quarter	0
WIOA Youth	1
King William County New Clients Enrolled this Quarter	0
WIOA Youth	5
Mathews County New Clients Enrolled this Quarter	0
WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter	0
WIOA Youth	1

Eastern Shore Community College WIOA Youth												
	1st Quarter PY 22 7/1/22 - 9/30/22			2nd Quarter PY 22 10/1/22 - 12/31/22			3rd Quarter PY 22 1/1/23 - 3/31/23			4th Quarter PY 22 4/1/23 - 6/30/23		
Customer Summary Information												
Planned Number of Participants for PY	25			25			25					
Total Participants Served	11			12			14					
Percent of Planned	44%			48%			56%			-		
New Clients Enrolled this Quarter	2			1			2					
WIOA Youth	11			12			14					
5												
Total Follow-Ups Required	4			6			5					
Total Follow-Ups Completed	4			6			5					
Total Follow-Up Not Completed	0			0			0			0		
Employment 2nd Quarter after Exit												
WIOA Youth - 78.1%	-	0	# employed	100.0%	3	# employed	-	0	# employed	-		# employed
		0	# exited		3	# exited		0	# exited			# exited
Employment 4th Quarter after Exit												
WIOA Youth - 81.1%	-	0	# employed	100.0%	3	# employed	-	0	# employed	-		# employed
		0	# exited		3	# exited		0	# exited			# exited
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	-	0	# credentialed	-	0	# credentialed	-	0	# credentialed	-		# credentialed
		0	# exited		0	# exited		0	# exited			# exited
Measurable Skills Gain												
WIOA Youth - 69.1%	0.0%	0	# gained	41.7%	5	# gained	46.2%	6	# gained	-		# gained
		8	# exited		12	# exited		13	# exited			# exited
20% Work Experience Expenditure Requirement												
49.81%	WIOA Youth	56.3%	\$ 6,503.54	Training Expenditures	51.9%	\$ 9,433.36	Training Expenditures	49.8%	\$11,979.98	Training Expenditures	-	Training Expenditures
			\$11,560.84	Total Expenditures		\$18,165.39	Total Expenditures		\$24,051.92	Total Expenditures		Total Expenditures
Total Contract Expenditure Requirement												
34.99%	WIOA Youth	16.7%	\$12,037.90	Training Expenditures	26.5%	\$19,112.39	Training Expenditures	35.0%	\$25,203.94	Training Expenditures	-	Training Expenditures
			\$72,027.08	Total Expenditures		\$72,027.08	Total Expenditures		\$72,027.08	Total Expenditures		Total Expenditures

Eastern Shore Planning District 22 Data	
3rd Quarter PY 22	
Customer Summary Information	
Planned Number of Participants for PY	25
Total Participants Served	14
Percent of Planned	56%
Planning District 22 Total New Clients Enrolled this Quarter	2
WIOA Youth	14
Accomack County New Clients Enrolled this Quarter	1
WIOA Youth	10
Northampton County New Clients Enrolled this Quarter	1
WIOA Youth	4

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%

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 – 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.

Board Development Committee
Wednesday, April 12, 2023
11:00 A.M.

The Board Development Committee met Wednesday, April 12, 2023 via Zoom.

- I. **Call to Order:** There was a motion for the meeting to be called to order by Joshua Gemerek at 11:03 a.m.
- II. **Roll Call:** Present was Joshua Gemerek, Kendall Webre, and Sara Carroll, making it a physical quorum. Not present was Ben Whanger, Amy Shockley, and Matthew Weaver. Also present was Lauren Fallin, Jackie Davis, and Giles Scott.
- III. **Public Input:** There was no public input.
- IV. **Approval of Meeting Minutes from October 12, 2022 Meeting:** The meeting minutes from the October 12, 2022 meeting were reviewed and Sara Carroll made a motion to approve the minutes. Kendall Webre seconded this motion, passing the motion unanimously.
- V. **New Business:**
 - A. **Slate of Officers:** Joshua Gemerek went over the slate of officers.
 - B. **Committee Restructure:** Jackie Davis proposed the restructure of the committees for the board, with new committees proposed to the members as well as updated duties and responsibilities of the current committees.
 - C. **By-Law Review:** Jackie Davis noted that we are being lenient with attendance with board members and said that we either need to follow the by-laws in place or change them. Kendall Webre stated that she thinks we should be following the by-laws in order instead of changing them. Jackie Davis discussed the notes and changes that she included in the by-laws.
 - D. **Chair/Vice Chair Election:** Kendall Webre and Sara Carroll nominated Joshua Gemerek to be reelected as Chair of the Board Development committee. Kendall Webre nominated Sara Carroll to be elected as the Vice Chair of the Board Development committee.
- VI. **Old Business:** There was no old business to discuss.
- 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 there being no further business to discuss, Joshua Gemerek made a motion to adjourn the meeting and Kendall Webre seconded the motion. The motion was passed unanimously and the meeting was adjourned at 11:52 p.m.

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

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

- I. Call to Order:** Marjorie Lampkin called the Youth Council Meeting to order at 10:00 a.m.
- II. 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.
- III. Approval of Minutes:** A motion was made to approve the minutes from the January 20, 2023 meeting, which was seconded and approved.
- IV. Public Input:** There was no public input.
- V. New Business:**
 - A. Quarterly Reports** - Steven Golas went over the quarterly reports.
 - B. 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.
 - C. 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.
 - D. 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.
- VI. Old Business:** There was no other business for discussion.
- VII. 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.
- VIII. Adjournment:** With there being no further business to discuss, David Ferguson adjourned the meeting.