



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

**Wednesday, October 27, 2021**

**11:00 am**

**Northern Neck Planning District Office**

**457 Main Street**

**Warsaw, VA 22572**

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## **Draft Agenda**

Bay Consortium Workforce Development Board, Inc.  
Executive Committee Meeting  
Wednesday, October 27, 2021  
Northern Neck Planning District Office  
459 Main Street  
Warsaw, VA 22572

- I. Call to order
- II. Roll Call
- III. Approval of Minutes—July 28, 2021 Meeting
- IV. Public Comment
- V. Standing Committees/Youth Council Reports
  - A. One Stop Committee
    - i. National Dislocated Worker Grant-Comprehensive and Accessible Reemployment Through Equitable Employment Recovery (NDWG CAREER) Supportive Service Policy
  - B. Performance and Accountability Committee
    - i. Quarterly Reports
  - C. Labor Market Committee
  - D. Board Development Committee
  - E. Youth Council
- VI. Old Business
- VII. New Business
  - a. 40% Minimum Training Expenditure Requirement
  - b. PY 21-22 Budget
  - c. Strategic Plan Evaluation
- VIII. Executive Director's Update
- IX. Other Items for Discussion
- X. Public Comment
- XI. Adjournment

**Executive Committee Meeting  
Draft Minutes  
Wednesday, July 28, 2021  
10:00 A.M.**

The Executive Committee met Wednesday, July 28, 2021 at the Northern Neck Planning District Commission.

**Call to Order:** Dennis Parsons called the meeting to order at 10:00 a.m.

**Roll Call:** Present were Dennis Parsons, Ken Knull, and Josh Gemerek. Marjorie Lampkin was represented by alternate Jean White. Vanesa Livingstone participated via phone. Others present were Jackie Davis, Steven Golas, and Katlyn Moss, Bay WDB Staff.

**Approval of Minutes:** A motion was made to approve the Executive Committee meeting minutes from the April 28, 2021 meeting. The motion was seconded and carried by a unanimous vote.

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

**One-Stop Committee:** The One-stop Committee did not meet.

**Performance & Accountability Committee:** Jackie Davis gave a review of the Quarterly Reports, noting the Fail to Meet in Measurable Skills Gain, where it may potentially be a failing to capture.

**Labor Market Committee:** Jackie Davis gave the committee update. She noted there was a long discussion of community outreach, that had led to some advertisement opportunities with a local radio station. She mentioned the discussion on the marketing plan and the need for a Business Services employee.

**Board Development Committee:** The Board Development Committee did not meet.

**Youth Council:** The Youth Council did not meet.

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

**New Business:** Ken Knull stated that his business was under contract for sale and once complete, he would be retiring from the Board. Jackie Davis discussed the PY 21-22 Slate of Officers, as Bay Aging is no longer considered a business for Board Certification, he was no longer eligible to serve as Vice Chair. A discussion was held about Vice-Chair and Jackie Davis stated that she would review the eligible Board members and send them out via email for review. A motion was made to send the below listed Slate of Officers to the Board for approval, which was seconded and approved.

**Bay WDB Slate of Officers PY 20-21 07/01/21-06/30/22**

Chairman: Dennis Parsons

Vice Chairman: Up for discussion

Secretary/Treasurer: Josh Gemerek

Member At Large: Debbie Warf

Jackie Davis reviewed the Eligible Training Provider for approval American Security Group. A motion was made to send American Security Group to the Board for approval on the Eligible Training Provider List, which was seconded and approved. Jackie Davis reviewed the amended PY 21-22 Budget with members noting the addition of Return to Earn Grant funding. She also noted that the new auditor was less expensive than previously. She mentioned the addition of adding website maintenance fees into the communication line, a cost of living increase for employees, and adding the original amounts back into the Board/CELO travel line item. A motion was made to send the amended PY 21-22 Budget to the Board for approval, which was seconded and approved. Jackie Davis presented members with a Dislocated Worker Funds Transfer Impact Analysis, and recommended transferring \$100,000 from Dislocated Worker to Adult funds to provide a continuation of services as the need for Adult services is greater than Dislocated Worker services. She also noted that workforce boards across the state were going in together on a Dislocated Worker Support Grant that could add additional funding. A motion was made to send the funds transfer to the Board for approval, which was seconded and approved. Jackie Davis reviewed the 2020 Audit with members, stating that the new company should have their report in by October. A motion was made to approve the audit, which was seconded and approved.

**Executive Director Update:** Jackie Davis let members know that the Board had been certified for the next two years. She stated that all the Bay Consortium Virginia Career Works Centers had been certified and thanked the team that had worked on the certification process. She reviewed the current grants. She also led a discussion on hosting a Board retreat in the fall.

**Other Items for Discussion:** Jackie Davis let members know that the Board meeting would take place on August 11, 2021 at 11 a.m. and would be a joint meeting with the CLEO Board.

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

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Katlyn Moss

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

**One-Stop Committee Meeting  
Draft Minutes  
Tuesday, October 12, 2021  
10:00 a.m.**

The One-Stop Committee met Tuesday, October 12, 2021 via Zoom.

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

**Roll Call:** Present were Debbye Warf, Martha O’Keefe, Megan Bergen, Patrick Tompkins, and Tracy Harrington. In addition, present was Jessica Weber, Jackie Davis, Kristina Allen, Steven Golas, and Katlyn Moss. A quorum was present.

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

**Approval of Minutes:** There was a motion to approve the January 12, 2021 minutes. The motion was seconded and approved.

**New Business:** Jackie Davis reviewed the draft 40% Minimum Training Expenditure Requirement Policy, which would include case management costs, but suggested adding in more closely watching the number of clients served. She discussed the National Dislocated Worker Grant-Comprehensive and Accessible Reemployment Through Equitable Employment Recovery (NDWG CAREER) Supportive Service Policy, which would allow the ability to provide more supportive services to assist Dislocated Workers who have accepted a job. A discussion was held on the grant spending cap. The committee made a recommendation that the National Dislocated Worker Grant-Comprehensive and Accessible Reemployment Through Equitable Employment Recovery (NDWG CAREER) Supportive Service Policy move to the Executive Committee.

**Old Business:** Jackie Davis reviewed the new Strategic Plan Evaluation with members. A discussion was held on the importance of a Business Services person.

**One Stop Manager Update:** Jessica Weber updated members on current activities at the Virginia Career Works Fredericksburg Center. She stated that the statistics were primarily from Planning District Area 16. She noted an increase in fraud visits and increase in workshop interest. She noted that customer survey response rates were ~45%. She stated that 77 employers had been worked with the quarter.

**Other Items for Discussion:** Committee elections were held, with Debbye Warf being nominated as Chair and Tracy Harrington nominated as Vice Chair. Jackie Davis let members know that Ken Knull had officially retired from the Board. She reminded members that the November 10, 2021 meeting would be a joint meeting with the CLEO Board, and immediately afterwards would be the Strategic Planning Session.

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

Respectfully submitted,

Katlyn Moss

# Bay Consortium Workforce Development Board

**Policy Number: 21-01**

**Effective Date: September 12, 2021**

**End Date: September 13, 2023**

**Title: National Dislocated Worker Grant-Comprehensive and Accessible Reemployment Through Equitable Employment Recovery (NDWG CAREER) Supportive Service Policy**

## PURPOSE

To provide amended guidance regarding the usage and different types of supportive services allowed for eligible WIOA Dislocated Worker participants dual-enrolled in the NDWG CAREER program in the Bay Consortium Region.

## REFERENCES

- Workforce Innovation Opportunity Act (WIOA); Final Rules, U.S. Department of Labor (DOL), Employment and Training Administration (ETA), (20 CFR §681.570 and §688.120, 20 CFR §680.900 - 20 CFR §680.970)
- Workforce Innovation Opportunity Act (WIOA); Final Rules, U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Training and Employment Guidance Letter (TEGL) # 19-16 & #21-16
- Bay Consortium Workforce Development Board Policy 00-03

## BACKGROUND

Supportive services are necessary to enable an individual to participate in certain activities (NDWG CAREER grant) authorized under WIOA. Supportive services may include, but are not limited to, the following: (1) Assistance with transportation; (2) Assistance with child care and dependent care; (3) Assistance with housing; (4) Needs-related payments; (5) Assistance with educational testing; (6) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (7) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (8) Payments and fees for employment and training-related applications, tests, and certifications.

Supportive services for Dislocated Workers may only be provided when they are necessary to enable individuals to participate in career services or training activities. This includes provision of information relating to the availability of supportive services.



Note: For the Dislocated Worker program follow-up career services are not a qualifying service for the receipt of supportive services; therefore, an individual who is only receiving follow-up services may not receive support services.

## **POLICY**

- Supportive services may only be provided to participants who are participating in career or training services and are unable to obtain the services through other programs who provide such services.
- Supportive services may only be provided after it has been determined such services are necessary to enable the participant to participate in Workforce Innovation and Opportunity Act (WIOA) activities.
- Supportive services may only be provided after it has been determined the participant is unable to obtain support services through other programs providing such services.

The service provider must thoroughly assess the participant's need for supportive services, document the results of the assessment, and document the provision of such services through vendor receipts, invoices, voucher, etc. Additionally, the participant and service provider must develop a plan on how the participant will support a part or all of the expense for supportive service issues once the initial assistance has been given to the participant.

The service provider must document the efforts made to contact and coordinate with the available partners and, if applicable, the inability of such partners to provide the needed supportive service.

The One Stop Operator, WIOA Service Providers, and One Stop partners shall identify in the Memorandum of Understanding (MOU) the process utilized to ensure resource and service coordination regarding supportive services including how supportive services will be funded when they are not available from other sources. In addition, the MOU must describe how accurate information will be provided on the availability of such services in the local area.

## **PROCEDURE FOR SUPPORTIVE SERVICES**

### **Determination of Need**

Supportive services are not automatic or guaranteed; they are based on participant need and necessity to enable the participant to participate in approved programs and only when similar services are unavailable within the community. The participant's need and necessity of the

supportive service must be documented in the case file; and for participants enrolled in individualized career or training services, must be included in the Individual Employment Plan (IEP) or Individual Service Strategy (ISS).

### **Cost Limitations**

Cost limits are listed in *Attachment 1*. The cost of reimbursement or direct payment to participants for supportive services shall be the actual costs incurred up to the maximum yearly amount allowed. Costs for Supportive Services must be reasonable and when necessary, competitively priced. An effort must be made by the service provider to make this determination. The cost limitation includes all supportive services provided during the participant's enrollment and those supportive services provided to the client as part of follow up after exit.

When multiple options are available for receiving supportive services, documentation must show a reasonable effort was made to determine and choose the most appropriate based on the customer's needs, ability to access and competitively priced service available.

### **Allowable Supportive Services**

Assistance with Uniforms or other Work-related Items: Supportive services assistance is authorized for protective clothing, tools, and equipment required for participants to enroll and participate in training programs or other employment under WIOA. These items may include eyewear, steel-toed shoes, work related or training related tools and equipment, uniforms, testing fees required for licensure or certification exam, etc. If these items are required under a training program curriculum, they become training costs and are included in the individual training account obligations.

Items not included in a training program curriculum are still supportive services if they are provided to the participant. These items include interpreter, or signer, interviewing clothing, laundry and/or dry-cleaning services, additional tools and materials needs for employment after training is completed.

### **Basic Car Repair**

Supportive service cost for emergency car repairs is authorized, such as tire and battery replacement and minor car repairs not covered by insurance or warranty. Preventive maintenance or major work such as transmission and engine repair *are not* covered as a supportive service. Such expenses must be documented by a service or repair facility.

### **Child Care and Dependent Care**

Childcare assistance may be provided by a licensed and insured day/adult care provider to participants who are not able to participate in WIOA programs without such assistance. This includes participants who are in danger of dropping out or making less than satisfactory progress due to unsatisfactory or unreliable childcare arrangements. Program providers must obtain proof of insurance and be listed as a covered entity with the insurance provider.

Assistance for dependent care is authorized and may be provided to participants who are responsible for such care for a minor or an adult member of the family.

### **Education and Employment Certification Fees**

Supportive service assistance is authorized for the payment of tutoring services, application, and testing fees to educational institutions. These are fees that are paid to determine a participant's eligibility and acceptance at the educational institution and which will allow the client to obtain

information on financial aid awards. Exam fees are allowed if it assists the customer in obtaining employment within the certification field. This also includes tutoring services for dislocated worker programs only.

### **Emergency Housing**

Emergency housing assistance may be provided to participants on a limited basis. The assistance may include the cost of rent, mortgage payment, temporary housing in a motel/hotel or apartment, utility payments, to stop an eviction and relocation expenses. Since this is a limited-time emergency intervention, a plan must be established to ensure the client will be able to meet long term housing needs.

### **Medical Services**

Supportive service assistance is authorized for healthcare and medical services. Medical assistance may include health screenings such as dental, general medical, drug screening needed to enter employment, examinations/inoculations needed before entering training or employment such as eye exams, glasses, TB test, etc. Medical assistance *is not* intended to cover the costs of major issues such as major surgery or major dental care.

### **Mileage Reimbursement**

Mileage reimbursement is available for participants who must commute to and from a work site or training site. Mileage reimbursement is also allowed for up to the first 90 days of unsubsidized employment to support the participant in retaining and retention in employment. MapQuest or another online map service, may be used as the basis for the reimbursement payment.

### **Transportation Assistance**

Transportation assistance includes costs for items such as: mileage reimbursement, bus/transit fare, or other transportation fares.

**ATTACHMENT 1**  
**SUPPORTIVE SERVICES LIMITS**  
**CHART**

**Notes:**

- **A WIOA program provider may establish more restrictive limits in order to manage a budget or customer volume issues or fluctuations. Such limit adjustments established by a service provider must be documented in a written policy and provided to BCWDB.**
- **Limits for individual items listed below may be modified to provide the total costs for supportive service do not exceed the total cap of per participant as identified by the program funding stream.**

Service	NDWG CAREER Dislocated Worker Category Limit
<b>TOTAL SUPPORTIVE SERVICES LIMITS ALLOWABLE PER PROGRAM YEAR</b>	<b>\$2,000</b>
Assistance with Uniforms or Other Work- Related Items	\$1000
Basic Car Repair	\$500
Car Liability Insurance	\$600
Child & Dependent Care <sup>1</sup>	\$1000
Emergency Housing <sup>2</sup>	\$1000
Education, Employment Certification and Associated Memberships Fees	\$1000
Medical/Health Services	\$600
Mileage Reimbursement	\$0.35/mile
Transportation Assistance	\$750

<sup>1</sup>Estimate based on the Virginia Department of Social Services average cost of licensed child care for 1 child @ 6 weeks

<sup>2</sup>Estimate based on the GSA per diem rate for Richmond, VA.

**Bay Consortium Workforce Development Board, Inc.**  
**Performance and Accountability Committee Meeting**  
**Draft Notes**  
**Tuesday, October 19, 2021**  
**10:00 A.M.**

The Performance and Accountability Committee met Tuesday, October 19, 2021 via Zoom.

**Call to Order:** Vanesa Livingstone called the committee meeting to order at 10 a.m.

**Roll Call:** Present were Gary Wilson and Vanesa Livingstone. Not present was Steve Goodall, Sara Carroll, and Bridgett Landess. In addition, present were Jackie Davis, Steven Golas and Katlyn Moss. A quorum was present.

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

**Approval of Minutes:** A motion was made to approve the minutes from the July 15, 2021 meeting, which was seconded and approved.

**New Business:** Steven Golas went over the quarterly reports. Jackie Davis noted that a meeting would be taking place to discuss more streamlined outreach in the Planning District 16 area. After reviewing the reports, the committee requested a corrective action plan from Eastern Shore Community College on the 40% Minimum Training Expenditure Requirement. Jackie Davis requested that Steven Golas conduct a technical assistance session on Measurable Skills Gain. Jackie Davis reviewed the 40% Minimum Training Expenditure Requirement Policy, which would include case management costs, but recommended tracking closely the number of clients served to make sure they do not decrease.

**Old Business:** Jackie Davis reviewed the new Strategic Plan Evaluation with members. A discussion was held on the importance of a Business Services person.

**Other Items for Discussion:** Jackie Davis noted that the next Board meeting would be November 10, 2021 at 9 a.m. as a joint CLEO meeting, with Strategic Planning from 10 a.m. to 2 p.m. She also noted that Conflict of Interest Forms should be completed and returned for monitoring purposes.

There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,  
Katlyn Moss

# Performance Reports

## Rappahannock Goodwill Industries WIOA Adult and Dislocated Worker

		1st Quarter PY 21 7/1/21 - 9/30/21	2nd Quarter PY 21 10/1/21 - 12/31/21	3rd Quarter PY 21 1/1/22 - 3/31/22	4th Quarter PY 21 4/1/22 - 6/30/22		
<b>Customer Summary Information</b>							
Planned Number of Participants for PY		100					
Total Participants Served		36					
Percent of Planned		36%	-	-	-		
New Clients Enrolled this Quarter		4					
WIOA Adult		26					
WIOA Dislocated Worker		10					
<b>Follow Up Information</b>							
Total Follow-Ups Required		37					
Total Follow-Ups Completed		37					
Total Follow-Up Not Completed		0	0	0	0		
<b>Employment 2nd Quarter after Exit</b>							
WIOA Adult Program - 82.6%	58.3%	7 # employed 12 # exited	-	# employed # exited	-	# employed # exited	
WIOA Dislocated Worker Program - 85%	50.0%	3 # employed 6 # exited	-	# employed # exited	-	# employed # exited	
<b>Employment 4th Quarter after Exit</b>							
WIOA Adult Program - 85%	77.8%	7 # employed 9 # exited	-	# employed # exited	-	# employed # exited	
WIOA Dislocated Worker Program - 90%	40.0%	2 # employed 5 # exited	-	# employed # exited	-	# employed # exited	
<b>Median Earnings 2nd Quarter after Exit</b>							
WIOA Adult Program	\$6,000.00	Not Available	\$6,000.00	\$6,000.00	\$6,000.00		
WIOA Dislocated Worker Program	\$8,700.00	Not Available	\$8,700.00	\$8,700.00	\$8,700.00		
<b>Credential Attainment within Four Quarters after Exit</b>							
WIOA Adult Program - 74%	77.8%	7 # credentialed 9 # exited	-	# credentialed # exited	-	# credentialed # exited	
WIOA Dislocated Worker Program - 70%	60.0%	3 # credentialed 5 # exited	-	# credentialed # exited	-	# credentialed # exited	
<b>Measurable Skills Gain</b>							
WIOA Adult Program - 70.2%	25.0%	6 # gained 24 # exited	-	# gained # exited	-	# gained # exited	
WIOA Dislocated Worker Program - 69.8%	40.0%	4 # gained 10 # exited	-	# gained # exited	-	# gained # exited	
<b>40% Minimum Training Expenditure Requirement</b>							
42.08%	WIOA Adult Program	57.5%	\$ 17,550.04 Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 30,506.76 Total Expenditures		Total Expenditures		Total Expenditures
	WIOA Dislocated Worker Program	0.0%	\$ - Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 11,194.71 Total Expenditures		Total Expenditures		Total Expenditures
<b>Total Contract Expenditures</b>							
14.14%	WIOA Adult Program	25.6%	\$ 30,998.86 Expenditures	-	Expenditures	-	Expenditures
			\$121,056.20 Total Contract		Total Contract		Total Contract
	WIOA Dislocated Worker Program	6.5%	\$ 11,936.57 Expenditures	-	Expenditures	-	Expenditures
			\$182,495.92 Total Contract		Total Contract		Total Contract

## George Washington Planning District 16 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		100
Total Participants Served		30
Percent of Planned		30%
Planning District 16 Total New Clients Enrolled this Quarter		3
	WIOA Adult	22
	WIOA Dislocated Worker	8
Spotsylvania County New Clients Enrolled this Quarter		1
	WIOA Adult	9
	WIOA Dislocated Worker	3
Stafford County New Clients Enrolled this Quarter		1
	WIOA Adult	3
	WIOA Dislocated Worker	3
Caroline County New Clients Enrolled this Quarter		1
	WIOA Adult	3
	WIOA Dislocated Worker	1
King George County New Clients Enrolled this Quarter		0
	WIOA Adult	1
	WIOA Dislocated Worker	1
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Adult	6
	WIOA Dislocated Worker	0

**Rappahannock Community College WIOA Adult and Dislocated Worker**

		1st Quarter PY 21 7/1/21 - 9/30/21	2nd Quarter PY 21 10/1/21 - 12/31/21	3rd Quarter PY 21 1/1/22 - 3/31/22	4th Quarter PY 21 4/1/22 - 6/30/22								
<b>Customer Summary Information</b>													
Planned Number of Participants for PY		63											
Total Participants Served		41											
Percent of Planned		65%	-	-	-								
New Clients Enrolled this Quarter		11											
	WIOA Adult	40											
	WIOA Dislocated Worker	1											
<b>Follow Up Information</b>													
Total Follow-Ups Required		59											
Total Follow-Ups Completed		59											
Total Follow-Up Not Completed		0	0	0	0								
<b>Employment 2nd Quarter after Exit</b>													
	WIOA Adult Program - 82.6%	66.7%	6	# employed	-		# employed	-		# employed	-		# employed
			9	# exited			# exited			# exited			# exited
	WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	-		# employed	-		# employed	-		# employed
			1	# exited			# exited			# exited			# exited
<b>Employment 4th Quarter after Exit</b>													
	WIOA Adult Program - 85%	90.0%	18	# employed	-		# employed	-		# employed	-		# employed
			20	# exited			# exited			# exited			# exited
	WIOA Dislocated Worker Program - 90%	100.0%	3	# employed	-		# employed	-		# employed	-		# employed
			3	# exited			# exited			# exited			# exited
<b>Median Earnings 2nd Quarter after Exit</b>													
	WIOA Adult Program	\$6,000.00	Not Available	\$6,000.00		\$6,000.00		\$6,000.00					
	WIOA Dislocated Worker Program	\$8,700.00	Not Available	\$8,700.00		\$8,700.00		\$8,700.00					
<b>Credential Attainment within Four Quarters after Exit</b>													
	WIOA Adult Program - 74%	95.0%	19	# credentialed	-		# credentialed	-		# credentialed	-		# credentialed
			20	# exited			# exited			# exited			# exited
	WIOA Dislocated Worker Program - 70%	100.0%	3	# credentialed	-		# credentialed	-		# credentialed	-		# credentialed
			3	# exited			# exited			# exited			# exited
<b>Measurable Skills Gain</b>													
	WIOA Adult Program - 70.2%	34.4%	11	# gained	-		# gained	-		# gained	-		# gained
			32	# exited			# exited			# exited			# exited
	WIOA Dislocated Worker Program - 69.8%	100.0%	1	# gained	-		# gained	-		# gained	-		# gained
			1	# exited			# exited			# exited			# exited
<b>40% Minimum Training Expenditure Requirement</b>													
41.50%	WIOA Adult Program	59.0%	\$ 20,190.56	Training Expenditures	-		Training Expenditures	-		Training Expenditures	-		Training Expenditures
			\$ 34,206.03	Total Expenditures			Total Expenditures			Total Expenditures			Total Expenditures
	WIOA Dislocated Worker Program	0.0%	\$ -	Training Expenditures	-		Training Expenditures	-		Training Expenditures	-		Training Expenditures
			\$ 14,440.73	Total Expenditures			Total Expenditures			Total Expenditures			Total Expenditures
<b>Total Contract Expenditures</b>													
21.55%	WIOA Adult Program	30.5%	\$ 34,667.91	Expenditures	-		Expenditures	-		Expenditures	-		Expenditures
			\$113,618.12	Total Contract			Total Contract			Total Contract			Total Contract
	WIOA Dislocated Worker Program	12.8%	\$ 14,914.15	Expenditures	-		Expenditures	-		Expenditures	-		Expenditures
			\$116,458.82	Total Contract			Total Contract			Total Contract			Total Contract



## Northern Neck Planning District 17 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		34
Total Participants Served		16
Percent of Planned		47%
Planning District 17 Total New Clients Enrolled this Quarter		5
	WIOA Adult	16
	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		4
	WIOA Adult	5
	WIOA Dislocated Worker	0
Richmond County New Clients Enrolled this Quarter		0
	WIOA Adult	3
	WIOA Dislocated Worker	0
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Adult	4
	WIOA Dislocated Worker	0

## Middle Peninsula Planning District 18 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		29
Total Participants Served		16
Percent of Planned		55%
Planning District 18 Total New Clients Enrolled this Quarter		6
	WIOA Adult	14
	WIOA Dislocated Worker	2
Essex County New Clients Enrolled this Quarter		3
	WIOA Adult	5
	WIOA Dislocated Worker	1
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		0
	WIOA Adult	1
	WIOA Dislocated Worker	0
Mathews County New Clients Enrolled this Quarter		0
	WIOA Adult	0
	WIOA Dislocated Worker	0
Middlesex County New Clients Enrolled this Quarter		3
	WIOA Adult	7
	WIOA Dislocated Worker	1

**Eastern Shore Community College WIOA Adult and Dislocated Worker**

		1st Quarter PY 21 7/1/21 - 9/30/21	2nd Quarter PY 21 10/1/21 - 12/31/21	3rd Quarter PY 21 1/1/22 - 3/31/22	4th Quarter PY 21 4/1/22 - 6/30/22				
<b>Customer Summary Information</b>									
Planned Number of Participants for PY		32							
Total Participants Served		24							
Percent of Planned		75%	-	-	-				
New Clients Enrolled this Quarter		2							
WIOA Adult		21							
WIOA Dislocated Worker		3							
<b>Follow Up Information</b>									
Total Follow-Ups Required		28							
Total Follow-Ups Completed		28							
Total Follow-Up Not Completed		0	0	0	0				
<b>Employment 2nd Quarter after Exit</b>									
WIOA Adult Program - 82.6%	100.0%	7	# employed	-	# employed	-	# employed	-	# employed
		7	# exited		# exited		# exited		# exited
WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	-	# employed	-	# employed	-	# employed
		1	# exited		# exited		# exited		# exited
<b>Employment 4th Quarter after Exit</b>									
WIOA Adult Program - 85%	80.0%	4	# employed	-	# employed	-	# employed	-	# employed
		5	# exited		# exited		# exited		# exited
WIOA Dislocated Worker Program - 90%	-	0	# employed	-	# employed	-	# employed	-	# employed
		0	# exited		# exited		# exited		# exited
<b>Median Earnings 2nd Quarter after Exit</b>									
WIOA Adult Program	\$6,000.00	Not Available	\$6,000.00		\$6,000.00		\$6,000.00		
WIOA Dislocated Worker Program	\$8,700.00	Not Available	\$8,700.00		\$8,700.00		\$8,700.00		
<b>Credential Attainment within Four Quarters after Exit</b>									
WIOA Adult Program - 74%	20.0%	1	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed
		5	# exited		# exited		# exited		# exited
WIOA Dislocated Worker Program - 70%	-	0	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed
		0	# exited		# exited		# exited		# exited
<b>Measurable Skills Gain</b>									
WIOA Adult Program - 70.2%	14.3%	3	# gained	-	# gained	-	# gained	-	# gained
		21	# exited		# exited		# exited		# exited
WIOA Dislocated Worker Program - 69.8%	0.0%	0	# gained	-	# gained	-	# gained	-	# gained
		3	# exited		# exited		# exited		# exited
<b>40% Minimum Training Expenditure Requirement</b>									
0.00%	WIOA Adult Program	0.0%	\$ - Training Expenditures	-	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 7,352.26 Total Expenditures		Total Expenditures		Total Expenditures		Total Expenditures
0.0%	WIOA Dislocated Worker Program	0.0%	\$ - Training Expenditures	-	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 12,304.68 Total Expenditures		Total Expenditures		Total Expenditures		Total Expenditures
<b>Total Contract Expenditures</b>									
14.42%	WIOA Adult Program	11.0%	\$ 7,818.59 Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$ 71,054.15 Total Contract		Total Contract		Total Contract		Total Contract
17.8%	WIOA Dislocated Worker Program	17.8%	\$ 12,770.93 Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$ 71,688.96 Total Contract		Total Contract		Total Contract		Total Contract

### Eastern Shore Planning District 22 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		32
Total Participants Served		23
Percent of Planned		72%
Planning District 22 Total New Clients Enrolled this Quarter		2
	WIOA Adult	20
	WIOA Dislocated Worker	3
Accomack County New Clients Enrolled this Quarter		2
	WIOA Adult	18
	WIOA Dislocated Worker	1
Northampton County New Clients Enrolled this Quarter		0
	WIOA Adult	2
	WIOA Dislocated Worker	2

**Rappahannock Goodwill Industries WIOA Youth**

	1st Quarter PY 21 7/1/21 - 9/30/21	2nd Quarter PY 21 10/1/21 - 12/31/21	3rd Quarter PY 21 1/1/22 - 3/31/22	4th Quarter PY 21 4/1/22 - 6/30/22						
<b>Customer Summary Information</b>										
Planned Number of Participants for PY	57									
Total Participants Served	10									
Percent of Planned	18%	-	-	-						
New Clients Enrolled this Quarter	0									
WIOA Youth	10									
<b>Follow Up Information</b>										
Total Follow-Ups Required	25									
Total Follow-Ups Completed	25									
Total Follow-Up Not Completed	0	0	0	0						
<b>Employment 2nd Quarter after Exit</b>										
WIOA Youth - 77.3%	50.0%	1 # employed	- # employed	- # employed						
		2 # exited	- # exited	- # exited						
<b>Employment 4th Quarter after Exit</b>										
WIOA Youth - 62.8%	66.7%	6 # employed	- # employed	- # employed						
		9 # exited	- # exited	- # exited						
<b>Credential Attainment within Four Quarters after Exit</b>										
WIOA Youth - 70%	50.0%	1 # credentialed	- # credentialed	- # credentialed						
		2 # exited	- # exited	- # exited						
<b>Measurable Skills Gain</b>										
WIOA Youth - 69.1%	0.0%	0 # gained	- # gained	- # gained						
		7 # exited	- # exited	- # exited						
<b>20% Work Experience Expenditure Requirement</b>										
38.12%	WIOA Youth	38.1%	\$ 3,229.10	Training Expenditures	-	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 8,470.82	Total Expenditures	-	Total Expenditures	-	Total Expenditures	-	Total Expenditures
<b>Total Contract Expenditures</b>										
8.21%	WIOA Youth	8.2%	\$ 9,214.82	Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$ 112,211.73	Total Contract	-	Total Contract	-	Total Contract	-	Total Contract

## George Washington Planning District 16 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		57
Total Participants Served		9
Percent of Planned		16%
Planning District 16 Total New Clients Enrolled this Quarter		0
	WIOA Youth	9
Spotsylvania County New Clients Enrolled this Quarter		0
	WIOA Youth	4
Stafford County New Clients Enrolled this Quarter		0
	WIOA Youth	2
Caroline County New Clients Enrolled this Quarter		0
	WIOA Youth	0
King George County New Clients Enrolled this Quarter		0
	WIOA Youth	1
City of Fredericksburg New Clients Enrolled this Quarter		0
	WIOA Youth	2

### Rappahannock Community College

	1st Quarter PY 21 7/1/21 - 9/30/21	2nd Quarter PY 21 10/1/21 - 12/31/21	3rd Quarter PY 21 1/1/22 - 3/31/22	4th Quarter PY 21 4/1/22 - 6/30/22						
<b>Customer Summary Information</b>										
Planned Number of Participants for PY	34									
Total Participants Served	15									
Percent of Planned	44%	-	-	-						
New Clients Enrolled this Quarter	5									
WIOA Youth	15									
<b>Follow Up Information</b>										
Total Follow-Ups Required	31									
Total Follow-Ups Completed	31									
Total Follow-Up Not Completed	0	0	0	0						
<b>Employment 2nd Quarter after Exit</b>										
WIOA Youth - 77.3%	100.0%	2	# employed	-	# employed	-	# employed	-	# employed	
		2	# exited	-	# exited	-	# exited	-	# exited	
<b>Employment 4th Quarter after Exit</b>										
WIOA Youth - 62.8%	100.0%	4	# employed	-	# employed	-	# employed	-	# employed	
		4	# exited	-	# exited	-	# exited	-	# exited	
<b>Credential Attainment within Four Quarters after Exit</b>										
WIOA Youth - 70%	75.0%	3	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed	
		4	# exited	-	# exited	-	# exited	-	# exited	
<b>Measurable Skills Gain</b>										
WIOA Youth - 69.1%	50.0%	5	# gained	-	# gained	-	# gained	-	# gained	
		10	# exited	-	# exited	-	# exited	-	# exited	
<b>20% Work Experience Expenditure Requirement</b>										
33.57%	WIOA Youth	33.6%	\$ 8,600.53	Training Expenditures	-	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 25,619.40	Total Expenditures	-	Total Expenditures	-	Total Expenditures	-	Total Expenditures
<b>Total Contract Expenditures</b>										
25.72%	WIOA Youth	25.7%	\$ 28,302.84	Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$ 110,021.16	Total Contract	-	Total Contract	-	Total Contract	-	Total Contract

### Northern Neck Planning District 17 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		16
Total Participants Served		5
Percent of Planned		31%
Planning District 17 Total New Clients Enrolled this Quarter		1
	WIOA Youth	5
Lancaster County New Clients Enrolled this Quarter		0
	WIOA Youth	1
Northumberland County New Clients Enrolled this Quarter		1
	WIOA Youth	1
Richmond County New Clients Enrolled this Quarter		0
	WIOA Youth	1
Westmoreland County New Clients Enrolled this Quarter		0
	WIOA Youth	2



### Middle Peninsula Planning District 18 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		18
Total Participants Served		7
Percent of Planned		39%
Planning District 18 Total New Clients Enrolled this Quarter		4
	WIOA Youth	7
Essex County New Clients Enrolled this Quarter		0
	WIOA Youth	1
King and Queen County New Clients Enrolled this Quarter		0
	WIOA Youth	0
King William County New Clients Enrolled this Quarter		4
	WIOA Youth	6
Mathews County New Clients Enrolled this Quarter		0
	WIOA Youth	0
Middlesex County New Clients Enrolled this Quarter		0
	WIOA Youth	0

## Eastern Shore Community College

		1st Quarter PY 21 7/1/21 - 9/30/21			2nd Quarter PY 21 10/1/21 - 12/31/21			3rd Quarter PY 21 1/1/22 - 3/31/22			4th Quarter PY 21 4/1/22 - 6/30/22		
<b>Customer Summary Information</b>													
Planned Number of Participants for PY		15											
Total Participants Served		6											
Percent of Planned		40%	-		-		-		-				
New Clients Enrolled this Quarter		2											
WIOA Youth		6											
<b>Follow Up Information</b>													
Total Follow-Ups Required		5											
Total Follow-Ups Completed		5											
Total Follow-Up Not Completed		0	0		0		0		0				
<b>Employment 2nd Quarter after Exit</b>													
WIOA Youth - 77.3%		100.0%	1	# employed	-	-	# employed	-	-	# employed	-	# employed	
			1	# exited			# exited			# exited		# exited	
<b>Employment 4th Quarter after Exit</b>													
WIOA Youth - 62.8%		75.0%	3	# employed	-	-	# employed	-	-	# employed	-	# employed	
			4	# exited			# exited			# exited		# exited	
<b>Credential Attainment within Four Quarters after Exit</b>													
WIOA Youth - 70%		0.0%	0	# credentialed	-	-	# credentialed	-	-	# credentialed	-	# credentialed	
			2	# exited			# exited			# exited		# exited	
<b>Measurable Skills Gain</b>													
WIOA Youth - 69.1%		0.0%	0	# gained	-	-	# gained	-	-	# gained	-	# gained	
			6	# exited			# exited			# exited		# exited	
<b>20% Work Experience Expenditure Requirement</b>													
40.00%	WIOA Youth	40.0%	\$ 6,102.98	Training Expenditures	-	-	Training Expenditures	-	-	Training Expenditures	-	-	Training Expenditures
			\$ 15,257.45	Total Expenditures		-	Total Expenditures		-	Total Expenditures			
<b>Total Contract Expenditure Requirement</b>													
21.50%	WIOA Youth	21.5%	\$ 15,747.59	Training Expenditures	-	-	Training Expenditures	-	-	Training Expenditures	-	-	Training Expenditures
			\$ 73,247.71	Total Expenditures		-	Total Expenditures		-	Total Expenditures			

### Eastern Shore Planning District 22 Data

		1st Quarter PY 21
<b>Customer Summary Information</b>		
Planned Number of Participants for PY		15
Total Participants Served		6
Percent of Planned		40%
Planning District 22 Total New Clients Enrolled this Quarter		2
	WIOA Youth	6
Accomack County New Clients Enrolled this Quarter		2
	WIOA Youth	6
Northampton County New Clients Enrolled this Quarter		0
	WIOA Youth	0

## 1st Quarter PY 2021

	Negotiated Level	Actual	% of Negotiated Level	Status
<b>Adult Measures</b>				
Employment 2nd Quarter after Exit	82.6	71.4	86%	FTM
Employment 4th Quarter after Exit	85.0	85.3	100%	E
Median Earnings 2nd Quarter after Exit	\$6,000.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	74.0	79.4	107%	E
Measurable Skills Gain	70.2	26.0	37%	NA
<b>Dislocated Workers Measures</b>				
Employment 2nd Quarter after Exit	85.0	62.5	74%	FTM
Employment 4th Quarter after Exit	85.0	71.4	84%	FTM
Median Earnings 2nd Quarter after Exit	\$8,700.00	NA	-	NA
Credential Attainment within 4 Quarters after Exit	70.0	71.4	102%	E
Measurable Skills Gain	69.8	35.7	51%	NA
<b>Youth Measures</b>				
Employment 2nd Quarter after Exit	77.3	80.0	103%	E
Employment 4th Quarter after Exit	62.8	76.5	122%	E
Credential Attainment within 4 Quarters after Exit	70.0	62.5	89%	FTM
Measurable Skills Gain	69.1	21.7	31%	NA

## **BCWDB Performance Measure Definitions**

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

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

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

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

The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program. **(Adult and Dislocated Workers)**  
Participants in education, or training or employment in the 4th quarter after exit. **(Youth)**

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

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

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

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

### **Measurable Skills Gain**

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

## Customer Survey

### George Washington Sub-Area 16 Customer Survey Results 1<sup>st</sup> Quarter PY21

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other
<i>Number of Visitors</i>	383	300	30	158	477	66	7	42
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	56	2						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	56	2						
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A					
<i>Number of Referrals</i>	89	2						
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	<b>Additional Comments:</b> <ul style="list-style-type: none"> <li>Get more people to answer the phone.- <b>CENTER NOTES:</b> <i>Phone have been reprogramed to streamline answering and voicemail for 3 main call numbers and improve day time responsiveness.</i></li> </ul>		

					<ul style="list-style-type: none"><li>• <b>Very helpful</b></li><li>• <b>Professional, helpful teamwork</b></li><li>• <b>Everyone that I spoke with today showed interest in assisting me with my issue was incredibly helpful. If necessary, I would have no issue coming here for assistance again.</b></li><li>• <b>They are a great team.</b></li><li>• <b>This is a LONG painful process I do not want to go through again. Id is full of issues and dead ends and hiccups.- CENTER NOTES: <i>Customer referencing UI.</i></b></li></ul> <p><i>*Survey tool was down the September 1-3rd.</i></p>
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Northern Neck Sub-Area 17 Customer Survey Results 1<sup>st</sup> Quarter PY21

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other	
<i>Number of Visitors</i>		12				11		16	
Were your needs met?	Yes	No							
<i>Number of Visitors</i>	11								
Was the Staff Knowledgeable?	Yes	No							
<i>Number of Visitors</i>	11								
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A						
<i>Number of Visitors</i>	0	0	11						
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	<b>Additional Comments:</b> <ul style="list-style-type: none"> <li>They went above and beyond to get the information I needed for training. They also kept in touch every step of the way.</li> </ul>			
<i>Number of Visitors</i>	0	0	0	0	11				
How would you rate your overall visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)				
<i>Number of Visitors</i>	0	0	0	0	11				



**Middle Peninsula Sub-Area 18 Customer Survey Results 1<sup>st</sup> Quarter PY21**

<b>What was the purpose of your visit?</b>	<b>Unemployment Claim</b>	<b>Workforce Resources</b>	<b>Resume Assistance</b>	<b>Job Search Activities</b>	<b>Resource Room</b>	<b>Workshops or Training</b>	<b>Gathering Informational Materials</b>	<b>Other</b>
<i>Number of Visitors</i>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Were your needs met?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	<b>4</b>	<b>0</b>						
<b>Was the Staff Knowledgeable?</b>	<b>Yes</b>	<b>No</b>						
<i>Number of Visitors</i>	<b>4</b>	<b>0</b>						
<b>If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>					
<i>Number of Visitors</i>	<b>0</b>	<b>0</b>	<b>4</b>					
<b>How helpful was the Staff during your visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>	<b>Additional Comments:</b> <ul style="list-style-type: none"> <li><b>Thank you so much</b></li> </ul>		
<i>Number of Visitors</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>			
<b>How would you rate your overall visit to the Virginia Career Works Center?</b>	<b>1 (Poor)</b>	<b>2</b>	<b>3 (Average)</b>	<b>4</b>	<b>5 (Excellent)</b>			
<i>Number of Visitors</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>			

**Eastern Shore Sub-Area 22 Customer Survey Results 1<sup>st</sup> Quarter PY21**

What was the purpose of your visit?	Unemployment Claim	Workforce Resources	Resume Assistance	Job Search Activities	Resource Room	Workshops or Training	Gathering Informational Materials	Other		
<i>Number of Visitors</i>	67 (phone calls)	5	1	9	2	3	6	0		
Were your needs met?	Yes	No	*UI questions had to be referred to UI claims representatives, many telephone visitors stated their needs were not met.  WIOA staff is not authorized to address UI questions.							
<i>Number of Visitors</i>	23	*27								
Was the Staff Knowledgeable?	Yes	No								
<i>Number of Visitors</i>	23	*27								
If the Staff was unable to meet your needs, were you provided contact information for partner agencies/resources?	Yes	No	N/A	<ul style="list-style-type: none"> <li>• Quite a few customers hung-up the phone before staff finished providing contact information for partner resources.</li> <li>• Others refused to answer survey questions.</li> <li>• Some would not complete entire survey.</li> </ul>						
<i>Number of Visitors</i>	23	9	2	<b>Additional Comments:</b> <ul style="list-style-type: none"> <li>• The majority of our contact for the 1<sup>st</sup> quarter was via telephone and the large majority were questions related to UI which WIOA staff is unauthorized to address.</li> </ul>						
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)						4	5 (Excellent)
<i>Number of Visitors</i>	24 (UI phone)	2	17						4	1
How would you rate your overall visit to the Virginia	1 (Poor)	2	3 (Average)	4	5 (Excellent)					

<b>Career Works Center?</b>						
<i>Number of Visitors</i>	N/A	N/A	N/A	N/A	N/A	

## **Success Stories**

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

FF had recently lost her corporate position due to personal complications and Covid-19 layoff and was working at a convenience store in order to make ends meet and take care of her daughter. FF was working night shifts, and knew it was not a schedule she could continue. She had family support for childcare during her night shift but wanted to become all-around more self-sufficient.

FF entered the WIOA program in order to become a licensed CDL driver. Staff reviewed labor market information and the positions available in the area that met FF's needs for employment. WIOA staff knew that with FF being a single-parent, the need for a local and home-daily position was high, and they would have to assist her with some intensive job search in order to find the best fit.

FF started her training and was extremely diligent in attendance despite still working the night shift—many days getting off her shift, going home to spend a short time with her child and getting them prepared for the day, and then going to class. She was extremely dedicated to changing her life and leaned heavily on WIOA staff to support her through the process of her training. FF was doing well in her training, when she was then faced with losing her housing due to a rental increase. FF's wages earned at the convenience store were not enough to make ends meet anymore. Therefore, WIOA staff worked with FF to find an alternative to her living situation by advocating for her to several rental assistance and housing organizations.

Despite everything happening in FF's life, she continued to attend her training, work, and tend to her child. Mid-way through FF's training, she entered a custody battle with the father of her child. FF was extremely disheartened by the continued hardships in her life. WIOA staff spoke with FF multiple times a week to be an empathetic support and continued to encourage her to finish her training.

Despite all her hardships, FF completed her training and passed her CDL Class A licensing exam. WIOA staff worked with FF on job search and helped her secure a position that afforded her the opportunity to work as a CDL driver and be home daily in the early evening hours with her child. FF is now gainfully employed full-time. While she is still going through the custody battle, she is turning her situation around to better her life and the life of her child through earning a steady income.

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

On January 27, 2021, JJ contacted RCC about power lineman training at Southside Virginia Community College. He was a 2020 high school graduate and had worked for a local farm during the pandemic shutdowns. When training for this program resumed, JJ applied to WIOA for financial assistance. He was determined eligible and was enrolled in the program. He applied to Southside and was accepted into the lineman program. In this program, he earned the following 5 credentials:

- CDL License
- OSHA 10
- CPR/First Aid

- NCCER Power Line Worker Level 1
- VDOT Traffic controller

JJ graduated on May 13, 2021 and started his new job on May 24, 2021. He is employed with a company that services electrical utilities. In recent months, he worked in New Jersey and Louisiana, assisting with hurricane cleanups. He expressed much appreciation for this opportunity and enjoys his work.

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

AA came to Career Works seeking to gain credentials in Paralegal studies. AA’s last two jobs, lasting only a year each, ended due to being laid off. She was seeking a career that would be more stable and help her with self-sufficiency. AA lived alone and was a SNAP recipient. Though she was employed, her income was not enough for self-sufficiency. AA’s education included a high school diploma and some college classes.

AA was found eligible for WIOA and chose Paralegal studies at James Madison University for occupational skills training. This program was offered online for 16 weeks. AA was faithful in attendance and completed her course with all A’s, gaining her Paralegal Career Studies Certification. AA has gained employment making a very good salary since obtaining her credential. AA expressed gratitude for funding and “helping her up.”

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

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

TT is an Adult who decided to pursue a career in nursing and enrolled in the CNA program. TT was working at a chicken plant and decided that a new career path was needed so TT, left the chicken plant and enrolled in the CNA program. TT earned good grades and was given a good report in her time in the program. After completion of the CNA program and graduation, TT took the state board exam and passed. TT is currently in classes for the LPN program and just started a new job at a health care facility.

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

SS experienced quite a few setbacks during the height of the COVID-19 pandemic. She has since re-enrolled in the applied behavioral analysis graduate certificate training at ODU and is working diligently to complete the requirements. Her goal is to open her own business and serve children in early elementary succeed in the classroom utilizing the tools they learn with her.

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

MM entered the WIOA Youth program in order to improve her work readiness skills and employment prospects. As a person with a physical disability, she was nervous about being accepted from others in an office environment and her ability to complete day-to-day requirements. MM worked closely with WIOA staff to create a plan to build upon her soft skills and work readiness. MM completed

leadership development and financial literacy trainings which helped to increase her confidence in her ability to work in an office environment.

WIOA staff coordinated an office work experience for MM. MM worked for four months in an office setting learning various skills—internal and external customer services, administrative, and paperwork processing. MM assisted the office staff in day-to-day activities which helped to build her confidence in her work abilities and office presence.

MM also volunteered at the local library in order to build upon her experience and learn everything she could about cultivating a personal work ethic. When MM’s work experience ended, she gained employment as a Quality Assurance Technician for a local supply company. She has been employed in this position for over a year and has maintained the strong work ethic she displayed during her WIOA work experience and volunteering.

MM reports that she enjoys her job and is happy with the skills that she gained through her time in the WIOA Youth program.

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

This quarter’s success story is a follow-up to a previous success story. MM had lost his job due to the COVID-19 pandemic. He was referred to the WIOA Youth program with an interest in welding training. MM was an excellent student and received accolades from his instructor on his potential to be a top performing welder. MM overcame transportation issues and a family member death while enrolled, but was able to overcome and persist through his classes. MM excelled in welding and earned AWS certification. MM’s case manager worked with him to develop a resume and interview skills. MM applied for a welding job and due to his excellent welding skills and stellar work ethic, he was hired on the spot. MM and his family are grateful for the support and opportunities given to him through the WIOA program and have vowed to advocate for the WIOA program with any youth they meet.

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

SS was referred to WIOA by one of RCC's other WIOA students. He did not have permanent housing and his family situation was traumatic. His journey into welding began with even more challenges. He injured his hand at work and needed surgery before his first class had even started. After recovering, he then had a COVID exposure at work and could not attend his first week of classes. He worked with his welding instructor to attend additional classes and make up the work while never missing a day at his full-time job.

His case manager helped him develop an updated resume, cover letter, and practiced video interview skills. With his case manager’s assistance, he submitted an online application to Newport News Shipbuilding and was invited for an interview. He was offered the job! At 19, he will start at \$19 per hour as a Grade 4 with a \$500 sign-on bonus. His beaming smile was testament to the importance of WIOA and our power to change lives!

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

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

SF is an OSY who enrolled in the CNA program looking for a new career path. SF already was a PCA and working in a nursing facility. SF wanted to start the pursuit of a nursing career and decided to start with the CNA program. SF maintained good grades throughout the semester of the CNA program and passed the training. SF completed the state boards and passed. After passing the CNA state board exam, SF's job title went from PCA to CNA at her current place of employment.

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

**Labor Market Committee Meeting  
Draft Meeting Minutes  
Wednesday, October 6, 2021  
11:00 a.m.**

The Labor Market Committee met Wednesday, October 6, 2021 via Zoom.

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

**Roll Call:** Present was Felicia Ainsa, Meg Bohmke, Melvin Carter, and Shawn Hildebrand. Not present was Lamont Brown, David Mann, and Greg Moon. In addition, also present was Jackie Davis and Katlyn Moss. A quorum was present.

**Approval of Minutes:** The minutes from the July 7, 2021 meeting were tabled until next meeting.

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

**New Business:** Jackie Davis discussed the marketing plan with members. The committee agreed to wait till after the Strategic Plan is done before creating the marketing plan. Felicia Ainsa recommended creating different strategies to target Adults, Dislocated Workers, and Youth.

**Old Business:** Jackie Davis reviewed the new Strategic Plan Evaluation with members. A discussion was held on the importance of a Business Services person. She also discussed that a new electronic survey had been created that would collect customer satisfaction rates.

**Other Topics:** Jackie Davis noted that the next Board meeting would be November 10, 2021 at 9 a.m. as a joint CLEO meeting, with Strategic Planning from 10 a.m. to 2 p.m. She also noted that Conflict of Interest Forms should be completed and returned for monitoring purposes.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Katlyn Moss



**Bay Consortium Workforce Development Board, Inc.**  
**Board Development Committee Meeting**  
**Draft Minutes**  
**Wednesday, October 13, 2021**  
**11:00 A.M.**

The Board Development Committee met Wednesday, October 13, 2021 via Zoom.

**Call to Order:** Jackie Davis called the meeting to order at 11:00 am.

**Roll Call:** Present were Bobby Masters and Danielle Robinson. Not present was Josh Gemerek, Bill Leyden, Leigh Ramos, and Kendal Webre. Also present was John Priest, Jackie Davis and Katlyn Moss. A quorum was present.

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

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

**New Business:** Jackie Davis reviewed the new Board members that would be voted on at the November Board meeting. She noted that King and Queen County was still in need of representation.

**Old Business:** Jackie Davis reviewed the Bylaws on Board Membership and Attendance with members, noting that over the last year and a half they had been very lenient with attendance, but now it was being more closely looked at. Danielle Robinson recommended sending a note about alternates to regulars who missed meetings and an attendance letter to those who do not attend at all. Bobby Masters started a discussion as a new member on the main goals of the Board Development Committee. Jackie Davis referenced [State Board Policy 20-01](#). Jackie Davis reviewed the new Strategic Plan Evaluation with members. A discussion was held on the importance of a Business Services person.

**Other Topics:** Jackie Davis discussed the Department of Social Services grant that allowed for weeklong bootcamps for employment and nutrition training. Jackie Davis noted that the next Board meeting would be November 10, 2021 at 9 a.m. as a joint CLEO meeting, with Strategic Planning from 10 a.m. to 2 p.m. She also noted that Conflict of Interest Forms should be completed and returned for monitoring purposes.

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

Respectfully submitted,  
Katlyn Moss

**Youth Council  
Draft Minutes  
Monday, October 25, 2021  
10:00 a.m.**

The Youth Council met Monday, October 25, 2021, via Zoom.

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

**Roll Call:** Present were Marjorie Lampkin, David Ferguson, Roger Gross, and Tina Taylor. Not present were Steve Smith and Hutt Williams. In addition, present were Sherry Davis, Megan King, Jackie Davis, Steven Golas, and Katlyn Moss.

**Approval of Minutes:** A motion was made to approve the minutes from the January 25, 2021 meeting, which was seconded and approved.

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

**New Business:** Steven Golas went over the quarterly reports. He noted that some jurisdictions needed more outreach. Jackie Davis discussed Council Elections and Council Membership. Steven Golas suggested Rappahannock Goodwill Industries have a representative on the council. David Ferguson made several recommendations for potential members. David Ferguson nominated Marjorie Lampkin as council chair, and himself as vice chair, which was seconded and approved with the condition to wait to fill the Secretary/Treasurer and Member-At-Large positions till more membership was added. Jackie Davis reviewed the Youth Council Responsibilities with members. Jackie Davis reviewed the new Strategic Plan Evaluation with members. A discussion was held on the importance of a Business Services person.

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

**Other Topics:** There were no other topics for discussion.

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Katlyn Moss



COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**VIRGINIA WORKFORCE LETTER (VWL) No. 14-17, Change 3**

**TO:** Local Workforce Development Boards

**FROM:** George Taratsas  
Director, WIOA Administration and Compliance

**SUBJECT:** **Minimum Training Expenditure Requirement**

**EFFECTIVE DATE:** October 14, 2021

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**PURPOSE:**

Provide guidance to implement the minimum Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Local Workforce Development Area formula funds expenditure requirement, as established by Virginia Code effective July 1, 2015, for training leading to recognized in-demand postsecondary education and workforce credentials.

**REFERENCES:**

Workforce Innovation and Opportunity Act, Section 134  
Code of Virginia §2.2-2472.2  
Virginia Board of Workforce Development Policy 404-01: Identification of Eligible Training Providers of Occupational Skills Training

**REVISION HISTORY:**

VWL 14-17, Change 3 rescinds VWL 14-17, Change 2 to modify the calculation of the Training Expenditure Requirement to include Case Management costs beginning July 1, 2021.

VWL 14-17, Change 2 rescinds VWL 14-17, Change 1 to clarify the calculation of the Annual Training Expenditure Rate and align enforcement of Training Expenditure Rate with VWL 20-01 Sanctions and

Appeals Process.

VWL 14-17, Change 1 rescinds VWL 14-17 for the purpose of making the following update:

- Revises the calculation formula for the Annual Training Expenditure Rate to address administrative costs incurred. See the Guidance Section, Calculating the Expenditure Level, p.5.
- Updates the References section to include VBWD Policy 404-01 which replaced Commonwealth of Virginia Occupational Skills Training Policy 13-02. This update was made April 2019.

**DEFINITIONS:**

See Guidance

**BACKGROUND:**

The Virginia Acts of Assembly 2015 session amended the Code of Virginia by adding in Chapter 4.2 section 2.2-2472.2 establishing the following requirements:

- A. Each local workforce development board shall allocate a minimum of 40 percent of WIOA Adult and Dislocated Worker funds to training services as defined under § 134(c)(3)(D) of the WIOA that lead to recognized postsecondary education and workforce credentials aligned with in-demand industry sectors or occupations in the local area or region. Beginning October 1, 2016, and biannually thereafter, the Chief Workforce Development Advisor shall submit a report to the Board evaluating the rate of the expenditure of WIOA Adult and Dislocated Worker funds under this section.
- B. Failure by a local workforce development board to meet the required training expenditure percentage requirement shall result in sanctions, to increase in severity for each year of noncompliance. These sanctions may include corrective action plans; ineligibility to receive state-issued awards, additional WIOA incentives, or sub-awards; the recapturing and reallocation of a percentage of the local area board's Adult and Dislocated Worker funds; or for boards with recurring noncompliance, development of a reorganization plan through which the Governor would appoint and certify a new local board.

**GUIDANCE:**

Local Workforce Development Boards in Virginia are required to ensure that a minimum of 40% of the WIOA Title I Adult and Dislocated Worker formula Program Year allocations are expended on allowable training costs.

**Definition of Training**

In order to encourage the recruitment and use of high-quality training providers and programs, all training providers must be WIOA-certified under the existing state eligible training provider system. The only exception to this requirement is when the employer is functioning as the training provider.

As defined within this policy, the services considered training, for which expenditures will accrue to the 40% requirement, include:

A. Occupational Classroom Training

a. Occupational training is predominantly technical training, which prepares the student for entry into a particular occupation or set of occupations, and must be delivered in compliance with the VBWD Policy 404-01 Identification of Eligible Providers of Occupational Skills Training. Expenditures for occupational training (ITA and Non-ITA) include:

- i. Occupational Classroom Training-ITA: All payments made to a training institution or training provider for occupational classroom training authorized pursuant to an Individual Training Account (ITA).
- ii. Occupational Classroom Training-Non-ITA: All payments made to a training institution or training provider, including community based organizations, or other public or private organizations of demonstrated effectiveness, for occupational classroom training authorized pursuant to a contract for training services, or other contractual arrangement that constitutes an exception to the use of an ITA (29 CFR Part 663.430).

B. On-The-Job Training (OJT)

a. OJT payments are payments made to public, not-for-profit, and private sector employers for training costs authorized pursuant to an OJT contract.

C. Work Experience

a. Payments made to participants that represent hours worked in work-based training, including internships. WIOA defines Adult and Dislocated Work Experience as an Individualized Career Service; the state does allow this expense to be considered a Training Expenditure solely for the purpose of inclusion to meet the 40% training requirement under this VWL.

D. Customized Training

a. Customized training is training designed to meet the special requirements of an employer or group of employers. To accrue to the 40% minimum requirement, the customized training:

- i. May not be more than 50% of the total training cost; and
- ii. Must be delivered under a contract with an employer who:
  1. Agrees to hire WIOA participants upon completion of the customized training; or
  2. Is training employed workers who:
    - a. Do not earn wages at a self-sufficiency level and to whom the employer commits to continue to employ; and
    - b. Are being trained in new technologies, new production or service procedures, or who require additional skills or workplace literacy required for retention and progression in employment.

E. Class-Size Training Contracts

a. Class-Size Training Contracts may be entered into and may accrue to the 40% minimum requirement when there is a need to place multiple WIOA-registered students in the same training program with one educational institution or eligible training provider. Congressional authority authorizes the use of WIOA formula funds to purchase contracts for class size

training. The costs associated with these contracts are an allowable training expenditure when the following criteria are in place:

- i. The contract will lead to placement in a demand occupation and is in place with an institution of higher education or other eligible training provider.
- ii. Training services include a full range of occupational skills training or customized training as described in WIOA section 134.
- iii. When an arrangement is made under which WIOA registrants may occupy only a portion of a class-size training contract, a method is developed to allocate the costs of the class associated with the percentage of WIOA-registered students to the contract. (ALL costs associated with the class-size training contract must be allocated in proportion to the number of WIOA registered students compared to the overall number of students.)
- iv. The contract is in compliance with the provisions of the existing class size training policy.

F. Transitional Jobs

- a. Transitional jobs are a type of work-experience local WDBs may provide under WIOA. Payments made for wages to an employer that represent hours worked in a work experience accrue to the 40% minimum training requirement.

G. Registered Apprenticeship (RA)

- a. The following are items that may be used as expenses for Registered Apprenticeships: Individual Training Accounts, OJT, Contracted classes

H. Incumbent Worker Training

- a. Incumbent Worker Training involves development with an employer or employer association to upgrade skills training of a particular workforce. Training may occur in the workplace or an off-site location during or after work hours. Only those costs that are associated with training of incumbent workers can be included. For the purposes of this policy those costs are:
  - i. Training development
  - ii. Instructor wages
  - iii. Tuition
  - iv. Training materials and supplies
  - v. Fees; and
  - vi. Travel for incumbent workers from the workplace to the training location, as needed and if training is off-site

I. Remedial Training/Pre-Vocational Services

- a. Payments made to a training institution for classroom instruction in academic remediation for a postsecondary education or workforce program or for short-term prevocational services or for education for high school equivalency:
  - i. These services would be limited to no more than nine months in duration, unless provided in conjunction with occupational training services.

J. Books, Fees, Travel, Materials and Related

- a. These expenses include those paid to a training institution, training provider or individual participant for books, training materials, required uniforms and other workplace attire, and

tools or equipment required for training. All costs of training related licenses, permits or fees may also accrue to the 40% minimum requirement. These costs are considered a Supportive Service cost under WIOA; the state does allow this expense to be considered a Training Expenditure solely for the purpose of inclusion to meet the 40% training requirement under this VWL L.

- b. Travel for participants in any type of WIOA supported training, in accordance with local policy, to and from training location may accrue to the 40% minimum expenditure requirement. These costs are considered a Supportive Service cost by WIOA; the state does allow this expense to be considered a Training Expenditure solely for the purpose of inclusion to meet the 40% training requirement under this VWL.

#### K. Certification Tests

- a. All examinations and testing costs, including practice tests, associated with participant attainment of an in-demand industry certification or occupational license. These costs are considered a Supportive Service cost by WIOA; the state does allow this expense to be considered a Training Expenditure solely for the purpose of inclusion to meet the 40% training requirement under this VWL.

#### L. Case Management

- a. Allowable case management costs include:
  - 1. Case Manager time working directly with participants enrolled in training (not participants seeking training) including time spent researching, creating, monitoring, providing supportive services, ITA development, and closing out an Adult or Dislocated Worker jobseeker training account.
  - 2. Case Manager time working to identify and or develop training opportunities, including time spent working with employers and/or training providers to identify and develop training opportunities.
  - 3. Case Manager time working with employers to ensure a successful training experience, including time spent managing and evaluating the work experience.
  - 4. Case Manager costs are limited to salaries and benefits.
- b. Case management costs that contribute to the Training Expenditure requirement do not include costs associated with providing basic career services, individualized career services, or follow-up career services. The supervision of case managers is excluded from consideration for inclusion in meeting the 40% training expenditure requirement.
- c. The LWDA must have a written process to identify staff and the associated costs (salary and benefits) for providing case management and establish the method by which the costs will be accounted and reported for inclusion in meeting the 40% training requirement. The established method must be applied consistently across all case management staff.

One option for consideration as a method for accounting and case management staff costs is that the LWDA prorate the case load of each Case Manager to determine the percentage of cases that are directly related to training and apply the resulting percentage to salary and benefits for inclusion to meet the 40% training expenditure requirement. Hourly timesheets that classify staff time by activity to inform and complete payroll allocation is also an acceptable method.

#### Calculating the Expenditure Level

- A. The calculation below determines whether the LWDA is meeting the 40% minimum training

expenditure:

The sum of Adult Cumulative Total Training Expenses and Dislocated Worker Cumulative Total Training Expenses, Divided by the sum of Adult Program Allocation and Dislocated Worker Program Allocation.

The program allocation is calculated by subtracting the maximum allowed for administrative expenses per the Federal Award Terms and Conditions from the Notice of Obligation.

Below is an example of the calculation:

Example 1: Federal Terms and Conditions allow for a maximum of 10% allocated to Admin

	Notice of Obligation	Maximum Admin Allocation	Program Allocation	Actual Training Expenses	Percentage
Adult	\$100,000	\$10,000	\$90,000	\$42,000	40.0% Compliant
DLW	\$100,000	\$10,000	\$90,000	\$30,000	

Calculation:  $(\$42,000 + \$30,000) / (\$90,000 + \$90,000) = 40.0\%$

Example 2: Federal Terms and Conditions allow for a maximum of 20% allocated to Admin

	Notice of Obligation	Maximum Admin Allocation	Program Allocation	Actual Training Expenses	Percentage
Adult	\$100,000	\$20,000	\$80,000	\$33,500	39.7% Not Compliant
DLW	\$100,000	\$20,000	\$80,000	\$30,000	

Calculation:  $(\$33,500 + \$30,000) / (\$80,000 + \$80,000) = 39.7\%$

- B. Other sources of training funds (for example other discretionary grants) will not be included in the calculation.
- C. Percentages will be calculated to one decimal point.
- D. The Adult/DW Training Expenditure Rate is calculated on the Monthly Expenditure Detail Report (MEDR). A percentage is calculated for each Program Year. The final percentage is calculated when the LWDA submits the close out report for the Program Year.

**Technical Assistance**

- A. Technical assistance will be provided to those areas that:
  - a. Fail to meet the required expenditure level in any year;
  - b. Wish to improve their ability to provide training services, including improvements in training provider selection for ITAs and use of non ITA contracting mechanisms; or
  - c. Need assistance on the use of non-ITA procurement methods, including quality control and management of class-size training contracts.



**Enforcement of the Required Expenditure Level will be followed according to VWL 20-01, Sanctions and Appeals Process.**

**INQUIRIES:**

Direct inquiries to the WIOA Title I Administrator:

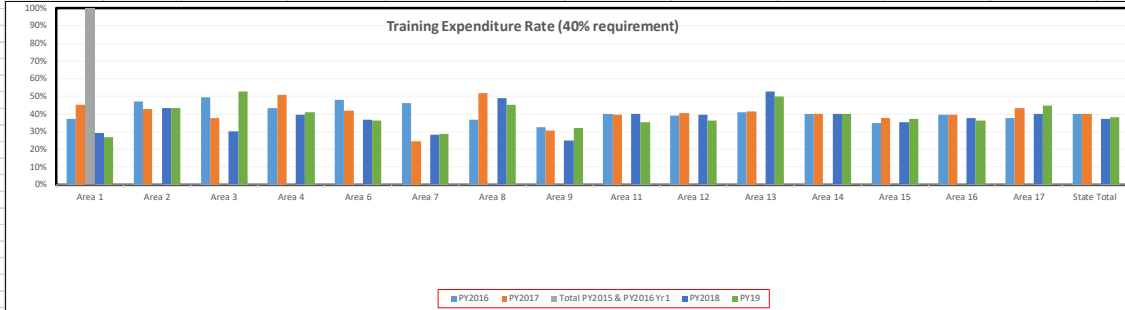
Virginia Community College System  
WIOA Title I Administrator  
300 Arboretum Place, Suite 200  
Richmond, VA 23236  
Phone: 804-819-5387  
wioa@vccs.edu

**Training Expenditure Results for PY2016, PY2017, PY2018, PY2019, PY2020 (As of 6/30/21)**

Adult/ DLW Training Expenditure Rate % -- Applicable to VWL #14-17 change 2

Data Source: Certified June 30, 2021 Monthly Expenditure Data Reports as submitted by Local Workforce Development Boards

LWDA	PY16* (Year 1 & Year 2)			PY17 - (Year 1 & Year 2)			PY18 - (Year 1 & Year 2)			PY19 - (Year 1 & Year 2)		
	Training Expenses	Program Expenses	PY16 Training Expenditure Rate (40% requirement)	Training Expenses	Program Expenses	PY17 Training Expenditure Rate (40% requirement)	Training Expenses	Program Expenses	PY18 Training Expenditure Rate (40% requirement)	Training Expenses	Program Allocation (80% for PY19)	PY19 Training Expenditure Rate (40% requirement)
Area 1	\$ 436,483	\$ 1,175,630	37%	\$ 546,761	\$ 1,209,651	45%	\$ 315,394	\$ 1,080,757	29%	\$ 245,810.06	\$ 909,030.40	27%
Area 2	\$ 584,942	\$ 1,243,128	47%	\$ 486,833	\$ 1,130,535	43%	\$ 520,098	\$ 1,192,709	44%	\$ 365,854.97	\$ 839,471.20	44%
Area 3	\$ 442,446	\$ 892,337	50%	\$ 282,686	\$ 750,445	38%	\$ 213,574	\$ 709,100	30%	\$ 333,560.22	\$ 630,120.00	53%
Area 4	\$ 550,729	\$ 1,266,269	43%	\$ 543,840	\$ 1,065,565	51%	\$ 382,552	\$ 969,975	39%	\$ 313,761.10	\$ 760,692.00	41%
Area 6	\$ 334,611	\$ 695,931	48%	\$ 243,171	\$ 582,552	42%	\$ 185,024	\$ 503,176	37%	\$ 158,722.50	\$ 435,883.20	36%
Area 7	\$ 375,614	\$ 814,436	46%	\$ 181,428	\$ 733,017	25%	\$ 188,117	\$ 658,679	29%	\$ 162,016.76	\$ 559,311.20	29%
Area 8	\$ 271,625	\$ 741,911	37%	\$ 370,277	\$ 715,093	52%	\$ 314,430	\$ 642,326	49%	\$ 240,078.17	\$ 530,900.80	45%
Area 9	\$ 883,488	\$ 2,720,613	32%	\$ 725,571	\$ 2,355,486	31%	\$ 560,946	\$ 2,220,312	25%	\$ 645,913.60	\$ 1,998,980.80	32%
Area 11	\$ 998,612	\$ 2,497,421	40%	\$ 875,964	\$ 2,198,998	40%	\$ 793,718	\$ 1,984,296	40%	\$ 554,239.92	\$ 1,563,728.80	35%
Area 12	\$ 208,759	\$ 532,520	39%	\$ 196,633	\$ 486,528	40%	\$ 164,634	\$ 416,472	40%	\$ 128,084.25	\$ 352,186.40	36%
Area 13	\$ 505,177	\$ 1,234,421	41%	\$ 429,131	\$ 1,033,588	42%	\$ 489,044	\$ 926,227	53%	\$ 378,996.48	\$ 758,154.40	50%
Area 14	\$ 626,567	\$ 1,566,418	40%	\$ 616,852	\$ 1,542,131	40%	\$ 587,880	\$ 1,469,701	40%	\$ 507,932.64	\$ 1,268,739.20	40%
Area 15	\$ 247,829	\$ 713,939	35%	\$ 289,507	\$ 763,120	38%	\$ 227,906	\$ 643,228	35%	\$ 254,264.95	\$ 678,823.20	37%
Area 16	\$ 1,275,493	\$ 3,228,540	40%	\$ 1,231,317	\$ 3,116,673	40%	\$ 1,115,409	\$ 2,941,251	38%	\$ 792,015.70	\$ 2,176,636.00	36%
Area 17	\$ 442,581	\$ 1,170,479	38%	\$ 439,566	\$ 1,015,074	43%	\$ 359,515	\$ 898,789	40%	\$ 336,458.52	\$ 747,685.60	45%
State Total	\$ 8,184,955	\$ 20,493,991	40%	\$ 7,459,535	\$ 18,698,457	40%	\$ 6,418,243	\$ 17,256,998	37%	\$ 5,417,710	\$ 14,210,343	38%



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

**PY 2021-2022 Proposed Budget**

<b>Revenue</b>	<b>Approved Aug. PY21-22</b>	<b>Total Proposed PY21-22</b>
WIOA Admin	\$ 141,686.00	\$ 141,686.00
WIOA Adult	\$ 448,650.84	\$ 448,650.84
WIOA Dislocated	\$ 639,416.65	\$ 639,416.65
WIOA Youth	\$ 505,423.12	\$ 505,423.12
Management Fee (One-Stop)	\$ 3,615.95	\$ 3,615.95
Return to Earn	\$ 171,156.00	\$ 171,156.00
GOVA - Workforce Study	\$ 10,706.95	\$ 10,706.95
Wagner Peyser Title III - Walkin	\$ 5,967.87	\$ 5,967.87
NDWG	\$ 173,965.28	\$ 173,965.28
<b>VDSS SNAP E&amp;T</b>	\$ -	\$ 189,750.00
<b>Total Revenue</b>	<b>\$ 2,100,588.66</b>	<b>\$ 2,290,338.66</b>
<b>Expenses</b>		
<b>Board</b>	<b>Approved Aug. PY21-22</b>	<b>Total Proposed PY21-22</b>
Advertising	\$ 500.00	\$ 500.00
Audit	\$ 15,000.00	\$ 15,000.00
Dues/Publications	\$ 500.00	\$ 500.00
Employee Salaries	\$ 206,581.88	\$ 206,581.88
Employee Benefits	\$ 61,974.56	\$ 61,974.56
Employee Taxes	\$ 19,108.82	\$ 19,108.82
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
<b>Board Total</b>	<b>\$ 373,415.26</b>	<b>\$ 373,415.27</b>
<b>Programs</b>	<b>Approved Aug. PY21-22</b>	<b>Total Proposed PY21-22</b>
SUB AREA 16 Adult/Dislocated	\$ 421,032.11	\$ 421,032.11
SUB AREA 17 and 18 Adult/Dislocated*	\$ 280,237.94	\$ 280,237.94
SUB AREA 22 Adult/Dislocated	\$ 179,287.06	\$ 179,287.06
SUB AREA 16 YOUTH	\$ 157,689.12	\$ 157,689.12
SUB AREA 17 and 18 YOUTH*	\$ 132,558.83	\$ 132,558.83
SUB AREA 22 YOUTH	\$ 95,423.07	\$ 95,423.07
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ 10,000.00
One-Stop Operator	\$ 45,000.00	\$ 45,000.00
Return to Earn	\$ 171,156.00	\$ 171,156.00
GOVA - Workforce Study	\$ 10,706.95	\$ 10,706.95
Wagner Peyser Title III - Walkin	\$ 5,967.87	\$ 5,967.87
NDWG	\$ 173,965.28	\$ 173,965.28
<b>VDSS SNAP E&amp;T</b>	\$ -	\$ 189,750.00
<b>Programs Total</b>	<b>\$ 1,683,024.23</b>	<b>\$ 1,872,774.22</b>
<b>Expense Total</b>	<b>\$ 2,056,439.49</b>	<b>\$ 2,246,189.49</b>
<b>Unobligated Reserve</b>	<b>\$ 44,149.17</b>	<b>\$ 44,149.17</b>
<b>Total</b>	<b>\$ 2,100,588.66</b>	<b>\$ 2,290,338.66</b>
<b>Date Board Approval</b>		
<b>Date CLEO Approval</b>		
<b>40 % Minimum Training</b>	\$ 435,227.00	
<b>Provider Contract Total</b>	\$ 880,557.11	
<b>Provider Admin A/DW</b>	\$ 17,611.14	
<b>Provider Program A/DW</b>	\$ 862,945.97	
<b>Provider 45% Minimum Training</b>	\$ 462,539.04	
<b>Balance of Program</b>	\$ 400,406.93	

**BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD**  
**STRATEGIC PLAN – EVALUATION**

**STRATEGIC PRIORITIES for January 2021 through June 2022**

- Coalesce regionally to align workforce development with economic development efforts in each subregion.
- Develop and deliver services to individuals to expand the talent pipeline of youth and adults
- Develop and promote career pathways as a framework for moving individuals to sustainable wages.

**STRATEGIC GOALS AND OBJECTIVES**

**STRATEGIC GOAL 1: Tailor programs to the geographic diversity of the region to meet workforce needs.**

**Key Strategies:**

1. Focus efforts to understand and provide solutions to business workforce needs for both small and large businesses within each region, e.g., Eastern Shore, Fredericksburg, Middle Peninsula, and the Northern Neck.
2. Examine current targeted industry sectors within the context of those identified by GoVA for alignment.
3. Work with a collection of businesses within the WDB's targeted industries to identify sustainable jobs that need an ongoing pipeline of qualified talent and jointly develop recruitment and training solutions.
4. Examine the Northern Neck Workforce Training and Site Selection Feasibility Study recommendations, prioritize and implement best practices throughout the region, tailored to the needs of each subregion.
5. Create a mechanism to receive any workforce and economic development studies completed in any of the subregions to review them and identify areas where the workforce board can provide support.
6. Take the lead in developing the process to submit a GoVA planning grant that then may lead to an implementation grant.

**Outcomes:**

1. GoVA Planning Grant submitted, and implementation grant awarded.
  - a. **The Northern Neck Workforce Training and Site Selection Feasibility Study has not been completed.**
2. Two industry sector groups within the WDBs targeted industries have been convened and strategies to increase the talent pipeline are underway within each subregion.
  - a. **As part of the Feasibility Study, five industry specific roundtables were hosted for the Northern Neck and Middle Peninsula. We are working on ways to provide the talent pipeline requested by coordinating efforts with the Community College, local schools, and other community groups. No official plan has been made. CHALLENGE: NO DEDICATED STAFF FOR BUSINESS SERVICES.**

**STRATEGIC GOAL 2: Create, support and sustain a talent pipeline for the Bay WDB's targeted industries.**

**Key Strategies:**

1. Design methods to reach out to underserved and underemployed populations and to individuals in sectors with job losses to promote new training and job opportunities.

**Received a grant from VDSS to provide job readiness bootcamp to individuals on SNAP. The hope is to engage these individuals to provide training opportunities to start developing talent pipelines.**
2. Develop and promote career pathways in targeted industries.

3. Create a program for area high school students and their parents where businesses provide labor market information about jobs and careers available that do not require a four-year college degree. Target existing pathway programs.
4. Educate business about the paradigm shifts that are taking place about how people work and the future of the workplace.

**Outcomes:**

1. Increase the number of individuals obtaining jobs within the targeted industries by X% (or #).

Program Year July 2020 – June 2021			
Subregion	Healthcare	Logistics	IT
PD 16			
PD 17			
PD 18			
PD 22			

\*This considered base year??

2. Increase the number of businesses that report that the workforce system consistently supplies the talent they need by X% (or #).
  - a. CHALLENGE: NO DEDICATED STAFF FOR BUSINESS SERVICES. We rely on self-report satisfaction surveys. With the labor force as it is today – no one has the talent they need.
3. X number of businesses report having developed some support services for workers; and/or implemented longer term retention strategies; are managing telework; are addressing work/life balance expectations of younger workers.
  - a. CHALLENGE: NO DEDICATED STAFF FOR BUSINESS SERVICES. With speaking to the limited number of businesses one that I know of during COVID created a temporary school environment for the working parents when school shut down. Some are looking at creating their own child care for their staff.
4. Increase customer satisfaction by X%.
  - a. We collect these quarterly, never calculated the satisfaction rate. A new electronic survey has been created. Need to obtain the baseline to decide how to set this rate.

**STRATEGIC GOAL 3: Sustain efforts to regularly forecast the talent needs of companies coming to the area and forthcoming openings in existing companies.**

**Key Strategies:**

1. Meet regularly with individuals in the region who are responsible for economic development to align the region’s economic development efforts with the workforce development system.
2. Continue to build strong linkages with public and private education and training institutions (K-12, trade schools, industry associations training programs, apprenticeships, and community colleges) to align programming with career pathways and future labor market demand.
3. Develop programs designed to train individuals for jobs that are 15 to 24 months out to ensure the employers have access to a skilled workforce that enables growth and increased productivity.
4. Create a campaign that markets the new training opportunities.

**Outcomes:**

1. Economic Development forecasts have been identified for the region and the subregions and have been prioritized.

- a. CHALLENGE: NO DEDICATED STAFF FOR BUSINESS SERVICES. We meet with economic development locally and at the state level, but not to identify forecasts, etc. Only to meet an immediate need. Some economic development in localities are stronger than others.
2. Partners have been convened and two new training programs have been developed to meet the forecasted needs.