

**DRAFT
AGENDA**

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

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Notes from July 15, 2021 Meeting
- V. New Business
 - A. Quarterly Reports [WIOA Section 134, Section 503, Section 116; TEGL 11-19, TEGL 14-15, TEGL10-16, TEGL 19-16, TEGL03-17, TEGL 06-17; OMB No. 1205-1526, OMB No. 1205-0521, OMB No. 1205-0522; Public Law 103-62; 107 Stat. 285; Public Law 111-352; 124 Stat. 3866; 20 CFR parts 676, 677, and 678 and 34 CFR parts 361 and 463; Code of Virginia §2.2-2472.2 Virginia Board of Workforce Development Policy 404-01]
 - B. 40% Minimum Training Expenditure Requirement Discussion
- VI. Old Business
 - A. Strategic Plan Evaluation
- VII. Other Topics for discussion
- VIII. Adjournment

Bay Consortium Workforce Development Board, Inc.
Performance and Accountability Committee Meeting
Draft Minutes
Thursday, July 15, 2021
10:00 A.M.

The Performance and Accountability Committee met Thursday, July 15, 2021.

Call to Order: Steve Goodall called the committee meeting to order at 10 a.m.

Roll Call: Present were Bridgett Landess, Sara Carroll, and Vanesa Livingstone. Participating by phone was Gary Wilson. Not present was Robin Harry. In addition, present were Jackie Davis, Steven Golas and Katlyn Moss, WDB Staff. A quorum was present.

Public Input: There was no public input.

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

New Business: Steven Golas went over the quarterly reports. Jackie Davis noted the need for more outreach to King George, Caroline, King William, and Mathews Counties. Steven Golas noted that July 1, 2021, Rappahannock Goodwill Industries took over the Youth Contract for Area 16. Jackie Davis reviewed the committee's responsibilities with members. Jackie Davis reviewed the Strategic Plan with members, noting that operators would provide numbers to create new goals. A discussion was held about moving the committee meeting date to the third Tuesday of the month to allow for more accurate reporting.

Old Business: A discussion was held on the Committee elections. A motion was made to approve Vanesa Livingstone as chair of the committee, which was seconded and approved. A motion was made to approve Steve Goodall as vice chair of the committee, which was seconded and approved.

Other Items for Discussion: She noted that the next Board meeting would be August 4, 2021 at 11 a.m. and the CLEO meeting would be August 11, 2021 at 11 a.m.

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,
Katlyn Moss

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					
Customer Summary Information										
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								
Follow Up Information										
Total Follow-Ups Required		37								
Total Follow-Ups Completed		37								
Total Follow-Up Not Completed		0	0	0	0					
Employment 2nd Quarter after Exit										
	WIOA Adult Program - 82.6%	58.3%	7	# employed	-	# employed	-	# employed	-	# employed
			12	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 85%	50.0%	3	# employed	-	# employed	-	# employed	-	# employed
			6	# exited		# exited		# exited		
Employment 4th Quarter after Exit										
	WIOA Adult Program - 85%	77.8%	7	# employed	-	# employed	-	# employed	-	# employed
			9	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 90%	40.0%	2	# employed	-	# employed	-	# employed	-	# employed
			5	# exited		# exited		# exited		
Median Earnings 2nd Quarter after Exit										
	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				
Credential Attainment within Four Quarters after Exit										
	WIOA Adult Program - 74%	77.8%	7	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed
			9	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 70%	60.0%	3	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed
			5	# exited		# exited		# exited		
Measurable Skills Gain										
	WIOA Adult Program - 70.2%	25.0%	6	# gained	-	# gained	-	# gained	-	# gained
			24	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 69.8%	40.0%	4	# gained	-	# gained	-	# gained	-	# gained
			10	# exited		# exited		# exited		
40% Minimum Training Expenditure Requirement										
42.08%	WIOA Adult Program	57.5%	\$ 17,550.04	Training Expenditures	-	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	-	Training Expenditures
			\$ 11,194.71	Total Expenditures		Total Expenditures		Total Expenditures		
Total Contract Expenditures										
14.14%	WIOA Adult Program	25.6%	\$ 30,998.86	Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$121,056.20	Total Contract		Total Contract		Total Contract		
	WIOA Dislocated Worker Program	6.5%	\$ 11,936.57	Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$182,495.92	Total Contract		Total Contract		Total Contract		

George Washington Planning District 16 Data

		1st Quarter PY 21
Customer Summary Information		
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								
Customer Summary Information													
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											
Follow Up Information													
Total Follow-Ups Required		59											
Total Follow-Ups Completed		59											
Total Follow-Up Not Completed		0	0	0	0								
Employment 2nd Quarter after Exit													
	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
Employment 4th Quarter after Exit													
	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
Median Earnings 2nd Quarter after Exit													
	WIOA Adult Program	\$6,000.00	Not Available		\$6,000.00		\$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		\$8,700.00		
Credential Attainment within Four Quarters after Exit													
	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
Measurable Skills Gain													
	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
40% Minimum Training Expenditure Requirement													
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
Total Contract Expenditures													
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
Customer Summary Information		
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
Customer Summary Information		
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					
Customer Summary Information										
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								
Follow Up Information										
Total Follow-Ups Required		28								
Total Follow-Ups Completed		28								
Total Follow-Up Not Completed		0	0	0	0					
Employment 2nd Quarter after Exit										
	WIOA Adult Program - 82.6%	100.0%	7	# employed	-	# employed	-	# employed	-	# employed
			7	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 85%	100.0%	1	# employed	-	# employed	-	# employed	-	# employed
			1	# exited		# exited		# exited		
Employment 4th Quarter after Exit										
	WIOA Adult Program - 85%	80.0%	4	# employed	-	# employed	-	# employed	-	# employed
			5	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 90%	-	0	# employed	-	# employed	-	# employed	-	# employed
			0	# exited		# exited		# exited		
Median Earnings 2nd Quarter after Exit										
	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				
Credential Attainment within Four Quarters after Exit										
	WIOA Adult Program - 74%	20.0%	1	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed
			5	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 70%	-	0	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed
			0	# exited		# exited		# exited		
Measurable Skills Gain										
	WIOA Adult Program - 70.2%	14.3%	3	# gained	-	# gained	-	# gained	-	# gained
			21	# exited		# exited		# exited		
	WIOA Dislocated Worker Program - 69.8%	0.0%	0	# gained	-	# gained	-	# gained	-	# gained
			3	# exited		# exited		# exited		
40% Minimum Training Expenditure Requirement										
0.00%	WIOA Adult Program	0.0%	\$ -	Training Expenditures	-	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 7,352.26	Total Expenditures		Total Expenditures		Total Expenditures		
0.00%	WIOA Dislocated Worker Program	0.0%	\$ -	Training Expenditures	-	Training Expenditures	-	Training Expenditures	-	Training Expenditures
			\$ 12,304.68	Total Expenditures		Total Expenditures		Total Expenditures		
Total Contract Expenditures										
14.42%	WIOA Adult Program	11.0%	\$ 7,818.59	Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$ 71,054.15	Total Contract		Total Contract		Total Contract		
14.42%	WIOA Dislocated Worker Program	17.8%	\$ 12,770.93	Expenditures	-	Expenditures	-	Expenditures	-	Expenditures
			\$ 71,688.96	Total Contract		Total Contract		Total Contract		

Eastern Shore Planning District 22 Data

		1st Quarter PY 21
Customer Summary Information		
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					
Customer Summary Information										
Planned Number of Participants for PY		57								
Total Participants Served		10								
Percent of Planned		18%	-	-	-					
New Clients Enrolled this Quarter		0								
WIOA Youth		10								
Follow Up Information										
Total Follow-Ups Required		25								
Total Follow-Ups Completed		25								
Total Follow-Up Not Completed		0	0	0	0					
Employment 2nd Quarter after Exit										
WIOA Youth - 77.3%	50.0%	1 # employed	-	# employed	-					
		2 # exited		# exited						
Employment 4th Quarter after Exit										
WIOA Youth - 62.8%	66.7%	6 # employed	-	# employed	-					
		9 # exited		# exited						
Credential Attainment within Four Quarters after Exit										
WIOA Youth - 70%	50.0%	1 # credentialed	-	# credentialed	-					
		2 # exited		# exited						
Measurable Skills Gain										
WIOA Youth - 69.1%	0.0%	0 # gained	-	# gained	-					
		7 # exited		# exited						
20% Work Experience Expenditure Requirement										
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
Total Contract Expenditures										
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
Customer Summary Information		
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	
Customer Summary Information												
Planned Number of Participants for PY		34										
Total Participants Served		15										
Percent of Planned		44%		-		-		-			-	
New Clients Enrolled this Quarter		5										
WIOA Youth		15										
Follow Up Information												
Total Follow-Ups Required		31										
Total Follow-Ups Completed		31										
Total Follow-Up Not Completed		0		0		0		0			0	
Employment 2nd Quarter after Exit												
WIOA Youth - 77.3%	100.0%	2	# employed	-	# employed	-	# employed	-	# employed	-	# employed	
		2	# exited		# exited		# exited		# exited		# exited	
Employment 4th Quarter after Exit												
WIOA Youth - 62.8%	100.0%	4	# employed	-	# employed	-	# employed	-	# employed	-	# employed	
		4	# exited		# exited		# exited		# exited		# exited	
Credential Attainment within Four Quarters after Exit												
WIOA Youth - 70%	75.0%	3	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed	
		4	# exited		# exited		# exited		# exited		# exited	
Measurable Skills Gain												
WIOA Youth - 69.1%	50.0%	5	# gained	-	# gained	-	# gained	-	# gained	-	# gained	
		10	# exited		# exited		# exited		# exited		# exited	
20% Work Experience Expenditure Requirement												
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		
Total Contract Expenditures												
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
Customer Summary Information		
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
Customer Summary Information	
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								
Customer Summary Information													
Planned Number of Participants for PY		15											
Total Participants Served		6											
Percent of Planned		40%	-	-	-								
New Clients Enrolled this Quarter		2											
WIOA Youth		6											
Follow Up Information													
Total Follow-Ups Required		5											
Total Follow-Ups Completed		5											
Total Follow-Up Not Completed		0	0	0	0								
Employment 2nd Quarter after Exit													
WIOA Youth - 77.3%	100.0%	1	# employed	-	# employed	-	# employed	-	# employed				
		1	# exited		# exited		# exited		# exited				
Employment 4th Quarter after Exit													
WIOA Youth - 62.8%	75.0%	3	# employed	-	# employed	-	# employed	-	# employed				
		4	# exited		# exited		# exited		# exited				
Credential Attainment within Four Quarters after Exit													
WIOA Youth - 70%	0.0%	0	# credentialed	-	# credentialed	-	# credentialed	-	# credentialed				
		2	# exited		# exited		# exited		# exited				
Measurable Skills Gain													
WIOA Youth - 69.1%	0.0%	0	# gained	-	# gained	-	# gained	-	# gained				
		6	# exited		# exited		# exited		# exited				
20% Work Experience Expenditure Requirement													
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		-	Total Expenditures
Total Contract Expenditure Requirement													
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		-	Total Expenditures

Eastern Shore Planning District 22 Data

		1st Quarter PY 21
Customer Summary Information		
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		% of Negotiated	
Adult Measures	Level	Actual	Level	Status
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
 Dislocated Workers Measures				
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
 Youth Measures				
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)**

George Washington Sub-Area 16 Customer Survey Results 1st 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)	Additional Comments: <ul style="list-style-type: none"> • Get more people to answer the phone.-CENTER NOTES: <i>Phone have been reprogramed to streamline answering and voicemail for 3 main call numbers and improve day time responsiveness.</i> • Very helpful • Professional, helpful teamwork • 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. • They are a great team. • 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> <p><i>*Survey tool was down the September 1-3rd.</i></p>		

Northern Neck Sub-Area 17 Customer Survey Results 1st 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)	Additional Comments: <ul style="list-style-type: none"> • They went above and beyond to get the information I needed for training. They also kept in touch every step of the way. 			
<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 1st 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>	0	4	0	1	0	0	0	9
Were your needs met?	Yes	No						
<i>Number of Visitors</i>	4	0						
Was the Staff Knowledgeable?	Yes	No						
<i>Number of Visitors</i>	4	0						
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	4					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: <ul style="list-style-type: none"> • Thank you so much 		
<i>Number of Visitors</i>	0	0	0	0	4			
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	4			

Eastern Shore Sub-Area 22 Customer Survey Results 1st 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"> • Quite a few customers hung-up the phone before staff finished providing contact information for partner resources. • Others refused to answer survey questions. • Some would not complete entire survey. 				
<i>Number of Visitors</i>	23	9	2					
How helpful was the Staff during your visit to the Virginia Career Works Center?	1 (Poor)	2	3 (Average)	4	5 (Excellent)	Additional Comments: <ul style="list-style-type: none"> • The majority of our contact for the 1st quarter was via telephone and the large majority were questions related to UI which WIOA staff is unauthorized to address. 		
<i>Number of Visitors</i>	24 (UI phone)	2	17	4	1			
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>	N/A	N/A	N/A	N/A	N/A			

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.



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

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%
DLW	\$100,000	\$10,000	\$90,000	\$30,000	Compliant

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%
DLW	\$100,000	\$20,000	\$80,000	\$30,000	Not Compliant

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

**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.