



Executive Committee Meeting
Monday, January 14, 2019 – 8:30 AM
Bank of Botetourt – Conference Room
140 Town Center Street
Daleville, VA 24083

- I. Welcome**
- II. WIOA Title I Program – Budget and Performance Discussion**
 - Budget Modification & Potential Additional Funding
- III. Closed Session – WIOA Title I Contract Performance Discussion**
- IV. Policy Updates**
 - Limited Funding Policy
 - Customized Training Policy
- V. Other Business**
- VI. Adjournment**

Upcoming Meetings

Executive Committee Meeting - February 13, 2019 – 8:30 AM – Location TBD

Board of Directors Meeting - March 22, 2019 – 3:30 PM – The Franklin Center

Adult Budget

Direct Service Delivery Costs

Budget Lines		Total Approved (ITA/Voucher)	Paid as of 12/31/18	Obligated	Available
Occupational Skills Training w/ITAs	\$77,283.51	\$121,860.44	\$94,661.72	\$27,198.72	(\$44,576.93)
On the Job Training	\$10,057.76	\$5,280	0	\$5,280	\$4,777.76
Incumbent Worker	\$27,628.73	0	0	0	
Work Experience	\$10,057.76	\$9,600.00	\$6,160	\$3,440	\$457.76
Books, Fees, Travel, Materials	\$10,232.86	\$4,327.75	\$2,175.00	\$2,152.75	\$5,905.11
Certification Tests	\$4,297.78	\$1,894.00	\$968	\$926.00	\$2,403.78
Work Clothes/Shoes	\$3,837.32				\$3,837.32
Transportation	\$14,766.02				\$14,766.02
Total:	\$156,768.64	\$142,962.19	\$103,964.72	\$38,997.47	(\$12,429.18)
(Deduct Incumbent Worker)	(\$27,628.73)				
Direct Service Total Budget Available:	\$130,533.01				
Total Expenditures:	\$142,962.19				
Difference:	(\$12,429.18)				

Dislocated Worker Budget

Direct Service Delivery Costs

Budget Lines		Total Approved (ITA/Voucher)		Paid as of 12/31/18		Obligated		Available
Occupational Skills Training w/ITAs	\$70,821.18	\$76,225.46		\$58,365.78		\$17,859.68		(\$5,404.28)
On the Job Training	\$9,600.00	\$3,500		0		\$3,500		\$6,100.00
Incumbent Worker	\$26,371.27	8,998.50		\$8,998.50		0		
Work Experience	\$9,600.00	\$0.00						\$9,600.00
Books, Fees, Travel, Materials	\$9,767.14	\$5,814.63		\$2,802.50		\$3,012.13		\$3,952.51
Certification Tests	\$4,102.20	\$550.00		\$395		\$155.00		\$3,552.20
Work Clothes/Shoes	\$3,662.68	0		0		0		\$3,662.68
Transportation	\$14,093.98	0		0		0		\$14,093.98
Total:	\$148,018.45	\$95,088.59		\$70,561.78		\$24,526.81		\$35,557.09
(Deduct Incumbent Worker)	(\$26,371.27)	(\$8,998.50)						
								\$86,090.09
Direct Service Total Budget Available:	\$121,647.18							
Total Expenditures:	\$86,090.09							
Difference:	\$35,557.09							

Out of School Youth Budget

Direct Service Delivery Costs

Budget Lines		Total Approved (ITA/Voucher)	Paid as of 12/31/18	Obligated	Available
Tutoring/Study Skills/Dropout Prevention	\$4,044.06				\$4,044.06
Work Experience	\$92,557.85	\$9,600.00	\$2,710	\$6,890	\$82,957.85
Individual Training Accounts	\$8,000.00	\$35,744.66	\$30,145	\$5,600	(\$27,744.66)
Education offered w/Workforce Prep	\$4,044.06				\$4,044.06
Leadership Development	\$4,510.92				\$4,510.92
Transportation	\$12,132.18				\$12,132.18
Childcare	\$3,033.04				\$3,033.04
Other - Incentives	\$11,044.06				\$11,044.06
Work Clothes/Shoes	\$1,617.62				\$1,617.62
Adult Montoring	\$2,850.20				\$2,850.20
Follow Up Services	\$2,153.02				\$2,153.02
financial Literacy Education	\$4,110.00				\$4,110.00
Prep/Transition to Post-Sec. Training	\$800.00				\$800.00
Total:	\$150,897.01	\$45,344.66	\$32,854.66	\$12,490.00	\$105,552.35

Direct Service Total Budget Available: **\$150,897.01**
 Total Expenditures: **\$45,344.66**
 Difference: **\$105,552.35**



Title: Limited Funding Policy	Related Forms: No
Creation Date:	Revised Date:
Effective Dates:	Programs Affected:

Purpose:

To put procedures in place when the Western Virginia Workforce Development Board (WVWDB) determines funding to be limited in any/all WIOA Title I programs so that services remain available for the duration of the program year.

Policy:

When WIOA Title I funds becomes limited, the WVWDB will evaluate the need for the below criteria to be implemented. The policy will become effective, for the specified WIOA Title I programs, at the point in time that they are approved by the WVWDB with the duration established and approved by the WVWDB.

When the WVWDB has determined to put the limited funding policy into place, the following criteria will be implemented for the designated local WIOA Title I programs in order to allow for services to continue to be provided through a time of decreased availability of funds:

- The local funding limitation for an Individual Training Account (ITA), per year, will be reduced to \$3,500.
- No waivers for ITA amounts to exceed this dollar amount will be approved by the WVWDB Director.
- When this policy is in place, no funding will be utilized from the specified program/s towards Supportive Services.
- The total amount of funding to be approved per participant, between ITAs and other training services, will be reduced to \$6,000 per year.



Title: Customized Training	Related Forms: Yes
Effective Date:	Revised Date:

Purpose:

This policy sets forth the parameters by which customized training may be structured and made available to WIOA Title I participants and employers as exceptions to the Individual Training Account process.

References:

PUBLIC LAW 113–128, Workforce Innovation and Opportunity Act
20 CFR 680.760

Procedure:

Customized Training is training that is provided to an employer (including a group of employers) for a group of WIOA Title I enrolled participants by a qualified third-party training provider identified and contracted by the employer. The training must result in needed workplace skills specific to the employer's business and/or industry and the employer agrees to hire or retain participants upon successful completion of the training.

Customized Training contracts must meet the following requirements:

1. A Customized Training contract will provide reimbursement of up to 50% of the training cost. The training duration should be short term, not to exceed six (6) months, unless approved in advance by the Executive Director of the Western Virginia Workforce Development Board (WVWDB).
2. The employer must have been in business for at least twelve (12) consecutive months immediately prior to contract, have at least two (2) employees other than the owner, and have all required licenses, certifications, and insurances.
3. All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan.

Staff may request a waiver for participants that are interested in training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- justification within the participant’s IEP identifying occupation interest and/or aptitude;
- barriers to employment and/or training in the target sectors and occupations; and
- local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).



4. Customized Training is primarily intended for new employer hires; however, employed workers may be authorized at the discretion of WVWDB. Should Customized Training be provided to an employed worker(s), the worker(s) must not be earning a self-sufficient wage (as defined in the local Eligibility policy) or wages comparable to or higher than wages from previous employment.
5. Must provide benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
6. The employer will not use Customized Training funded participants to displace any regular employee, or to replace any employee on layoff.
7. The employer must not have relocated from any location within the United States within one hundred and twenty (120) days, where the relocation resulted in any employee losing their job at the original location.
8. The employer must identify a third-party training provider for the delivery of Customized Training services. The training provider must have expertise in the training area to be delivered.
9. If the Executive Director of the WVWDB determines funding is low, preference will be given to training that results in the participant earning an industry recognized credential.
10. The employer agrees to hire all participants who successfully complete Customized Training as new employees. In the case of current employees who may be authorized and successfully complete Customized Training, the employer agrees to retain them within the business with the possibility for upward mobility.
11. Positions authorized for Customized Training must be full-time and pay at least a wage meeting the definition of self-sufficient per the local Adult, Dislocated Worker and Youth Eligibility policy, unless otherwise agreed to by the WVWDB.
12. The training must relate to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes approved in advance by the Executive Director of the WVWDB.