

**Western Virginia Workforce Development Board  
Program Oversight Committee**

August 30, 2021 at 2:00pm

Virginia Career Works – Roanoke Center

- |   |                         |
|---|-------------------------|
| <b>I. Call to Order</b>   | <b>Abby Hamilton</b>    |
| <b>II. Public Comment</b>   |                         |
| <b>III. Meeting Minutes Approval – May 27, 2021</b>   | <b>Abby Hamilton</b>    |
| <b>IV. Old Business</b>   | <b>Toni McLawhorn</b>   |
| <ul style="list-style-type: none"><li>• VCW Roanoke Center Operations</li></ul>   |                         |
| <b>V. WIOA Title I Programs Report</b>  | <b>Michelle Brennan</b> |
| <b>VI. New Business</b>   | <b>Leah Gibson</b>      |
| <ul style="list-style-type: none"><li>• Updated Policies</li><li>• Individual Training Account Maximum Funding</li><li>• PY2020 Monitoring</li><li>• PY2020 WIOA Title I Program Operations</li><li>• Committee Member Change</li><li>• CareerQuest 2021: September 28 &amp; 29 and October 19 &amp; 20</li></ul> |                         |
| <b>VII. Other Business</b>  | <b>Morgan Romeo</b>     |
| <ul style="list-style-type: none"><li>• Discretionary Grants</li></ul>  |                         |
| <b>VIII. Upcoming Meetings</b>  |                         |
| <ul style="list-style-type: none"><li>• Next Program Oversight Meeting 10/28/2021 9:00am</li><li>• Next WVVDB Meeting 9/24/2021 9:00am</li></ul>  |                         |
| <b>IX. Adjournment</b>  |                         |

**Western Virginia Workforce Development Board  
Program Oversight Committee**

May 27, 2021, at 9:00am

Zoom Meeting:

<https://zoom.us/j/98332429895?pwd=eWZVc2h3eTdJa3ZWeWpYeGY3OUVOZz09>

<b>Members</b>	<b>Present</b>
Karen Michalski	X
Joe Brinley	X
Dr. Milan Hayward	X
Abby Hamilton, Chair	X
Amanda Rogers	X
Emily Smith	X

<b>WWDB Staff</b>	<b>Present</b>
Morgan Romeo	X
Leah Gibson	X
Michelle Brennan	X

<b>Guests</b>	<b>Present</b>
Toni McLawhorn	X

**Call to Order**

Abby Hamilton called the meeting to order at 9:03am.

**Review of Electronic Meeting Process**

Leah Gibson reviewed the electronic meeting process with those in attendance.

**Public Comment**

There was no public comment.

**Meeting Minutes Approval – January 28, 2021**

Abby Hamilton asked the group to review the minutes presented.

**Program Oversight Committee Action:** A motion was made by Karen Michalski to approve the minutes as presented. Joe Brinley seconded the motion. The motion was carried by a roll call vote:

<b>Members</b>	<b>Vote</b>
Karen Michalski	Yes
Joe Brinley	Yes
Abby Hamilton, Chair	Yes
Amanda Rogers	Yes
Emily Smith	Yes

## **New Committee Members**

Abby Hamilton introduced herself to the new committee members and asked them each to introduce themselves to the group. The members were thanked for their dedication and service on this committee.

## **Old Business**

Leah Gibson shared that the Economic Equity Initiative, United Way OnRamp, and Wagner-Peyser grant funding were all ending as of June 30, 2021. The Economic Equity grant was through the Virginia Community College and is being closed out. Board staff have partnered with TAP to reapply for the United Way OnRamp project and hope to hear soon about whether that second application has been approved. Wagner-Peyser funding had been subcontracted to the Board from the Virginia Employment Commission during high unemployment claims and will revert to being operated by the VEC. Leah also shared that the Roanoke Center is seeing walk-in customers, as we are able, continuing with social distancing and cleaning. Customers can also still utilize the online scheduler to schedule appointments with staff at the Center for various needs. The VEC now has their own appointment scheduler link to schedule appointments with staff to discuss unemployment benefits. Leah updated the group on the Local Plan, that it had been approved by the state office, based on the work we did with the consultant and the Plan finalized with the input from Board members and stakeholders. The group discussed the current situation of our community and ensuring that the Committee works to evaluate funding being utilized effectively to meet our community needs and evaluating processes and services in a post-COVID world to ensure we are serving all our customers appropriately.

## **WIOA Title I Program Operations**

Michelle Brennan presented the Title I Programs Report to the group. She noted that Board staff had taken over the Youth program operations in March 2021, when The WorkPlace terminated their contract. She expressed gratitude to Danielle Hart, who had taken on the responsibilities of Business Services, and is working diligently to find work experience hosts for our program participants. Michelle noted that we are doing very well with enrollments for the year, coming in with the most Adult enrollments of all local areas in the state. Michelle also shared a couple success stories of participants that had been served through the program this year, and how they have obtained employment and are self-sufficient. Michelle did note that we are expecting a layoff of about 400 employees from HSN closing in Roanoke, and we are hoping to help those employees to get back to work quickly. Based on projections right now, we are expecting a 30% increase in our program funds for PY2021. With that information, staff are looking at ways to serve more participants and serve them more effectively. To do that, we have added a second Youth program staff member and are expecting to hire another Adult/Dislocated Worker staff person soon. We are also reviewing our marketing and outreach techniques to ensure we have the right people and the right tools in place.

## **New Business**

Morgan Romeo updated the group on new funding projects the staff are working on. In November, Board staff applied for the INSPIRE grant and have been awarded this funding, which will fund half of a Career Coach in Covington for 3 years to assist in the development of the recovery ecosystem and connecting those recovering from substance abuse with the workforce system. The Board also partnered with the Roanoke Redevelopment and Housing Authority on a Jobs Plus grant, that has been awarded, that will fund half of a Career Coach in Roanoke to focus on serving individuals residing in subsidized housing to help them reach their workforce goals & ultimately become self-sufficient. The Board also applied for National Dislocated Worker Grant funding through the state, that will allow us to partner with Carilion and the Health Department to hire 9 Community Health Workers to help with the vaccine efforts locally. Finally, the Board staff partnered with Goodwill to apply for the Roanoke City Youth Work Experience program, receiving funding to serve youth in Roanoke City to obtain internships during the summer, which goes hand in hand with our Title I Youth services.

Morgan also shared that the Board staff have been working to purchase and implement additional technology services for our customers. Board staff have received free license access through partnering with the state for LinkedIn Learning trainings. This online service provides certification preparation, professional development and soft skill training and is available to anyone who would like to utilize this service. Board staff also

purchased licenses to Metrix Learning to utilize for our Youth program participants. We will use this platform as the academic component of Youth Work Experiences and as an industry and career exposure tool, to allow our Youth to explore different careers. Finally, Board staff released a request for proposals and have contracted with TransfrVR to obtain a virtual reality headset lab for our customers to do hands on activities, career exploration, and potentially earn credentials.

### **Other Business**

Leah reminded the group of the upcoming CareerQuest events on September 28 – 29 and October 19 – 20 at the Salem Civic Center. This event will host about 8,000 middle school students to have career exploration through hands on activities with employers from our region. Leah reminded the group to sign up to either have their business attend and/or to volunteer at the event.

### **Upcoming Meetings**

The next Board meeting will be June 17, 2021, at 9am via Zoom. Leah noted that she will be sending out emails following this meeting to schedule recurring dates and times for this Committee.

### **Adjournment**

Abby Hamilton adjourned the meeting at 10:12am.

**Workforce Innovation and Opportunity Act (WIOA)**  
**Title I Adult and Dislocated Worker Programs**  
*Performance Report - July 2021*

**Adult Program**

**Dislocated Worker Program**

Participants by Month		
Month	New	Total YTD
July	16	16
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Participants by Month		
Month	New	Total YTD
July	0	0
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Carryover Participants	122
New Enrollment Goal	101
Total Participant Goal	223

Carryover Participants	19
New Enrollment Goal	104
Total Participant Goal	123

% Toward Goal	16%
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% Toward Goal	0%
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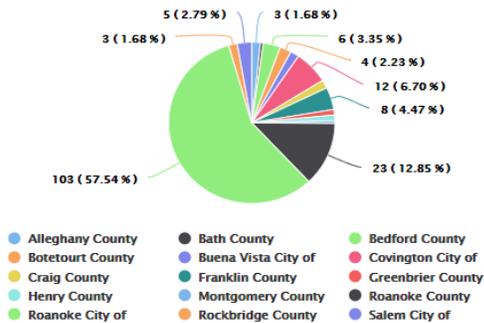
*\*end of month should be 8%*

*\*end of month should be 8%*

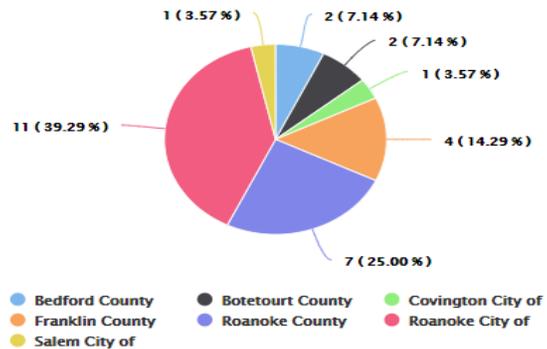
**Participants by Locality**

**Participants by Locality**

Enrolled Individuals - By County/Parish



Enrolled Individuals - By County/Parish



**Adult Program**

Training Participation	
Healthcare	38
Manufacturing	6
Information Technology	3
Financial Services	0
Construction	2
Transportation	14
Education	0

Training Participation	
Healthcare	2
Manufacturing	0
Information Technology	0
Financial Services	1
Construction	3
Transportation	3
Education	1

Post-Secondary	62
OJT Placements	1
Work Experiences	0

Post-Secondary	10
OJT Placements	0
Work Experiences	0

July 2021 Adult Enrollments – Virginia

Region	Total	% Total
<a href="#">Hampton Roads</a>	31	19.38 %
<a href="#">West Piedmont</a>	19	11.88 %
<a href="#">Crater Area</a>	18	11.25 %
<a href="#">Capital Region Workforce Partnership</a>	17	10.63 %
<a href="#">Virginia Career Works Blue Ridge</a>	16	10.00 %
<a href="#">Shenandoah Valley</a>	14	8.75 %
<a href="#">New River Mt Rogers</a>	11	6.88 %
<a href="#">Greater Peninsula</a>	9	5.63 %
<a href="#">Northern Virginia</a>	7	4.38 %
<a href="#">Region 2000 Central Virginia</a>	6	3.75 %
<a href="#">Piedmont Workforce Network</a>	5	3.13 %
<a href="#">South Central</a>	5	3.13 %
<a href="#">Bay Consortium</a>	1	0.63 %
<a href="#">Southwestern Virginia</a>	1	0.63 %
Region	Total	% Total
Total Rows: 14		

July 2021 Dislocated Worker Enrollments – Virginia

Region	Total	% Total
<a href="#">Capital Region Workforce Partnership</a>	9	25.71 %
<a href="#">Hampton Roads</a>	7	20.00 %
<a href="#">Northern Virginia</a>	6	17.14 %
<a href="#">South Central</a>	3	8.57 %
<a href="#">Alexandria Arlington</a>	2	5.71 %
<a href="#">Piedmont Workforce Network</a>	2	5.71 %
<a href="#">Southwestern Virginia</a>	2	5.71 %
<a href="#">Bay Consortium</a>	1	2.86 %
<a href="#">Greater Peninsula</a>	1	2.86 %
<a href="#">New River Mt Rogers</a>	1	2.86 %
<a href="#">West Piedmont</a>	1	2.86 %
Region	Total	% Total
Total Rows: 11		

**Adult Program Expenditures & Obligations YTD**

Line Item	Budget	Actual	Obligations	Obligated % of Budget
Occupational Skills Training	\$135,000.00	\$19,159.00	\$63,667.81	47%
On-the-Job Training	\$25,000.00	\$0.00	\$3,200.00	13%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$20,000.00	\$3,494.53	\$13,757.22	69%
Certification & Credentialing	\$5,000.00	\$50.00	\$800.00	16%
<b>Total</b>	<b>\$185,000.00</b>	<b>\$22,703.53</b>	<b>\$81,425.03</b>	<b>44%</b>

*\*end of month should be 8%*

**Dislocated Worker Expenditures & Obligations YTD**

Line Item	Budget	Actual	Obligations	Obligated % of Budget
Occupational Skills Training	\$140,000.00	\$0.00	\$7,000.00	5%
On-the-Job Training	\$30,000.00	\$0.00	\$0.00	0%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$45,000.00	\$0.00	\$0.00	0%
Certification & Credentialing	\$5,000.00	\$0.00	\$0.00	0%
<b>Total</b>	<b>\$220,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>3%</b>

*\*end of month should be 8%*

**Workforce Innovation and Opportunity Act (WIOA)**  
**Title I Youth Program**  
*Performance Report - July 2021*

Participants by Month		
Month	New	Total YTD
July	1	1
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

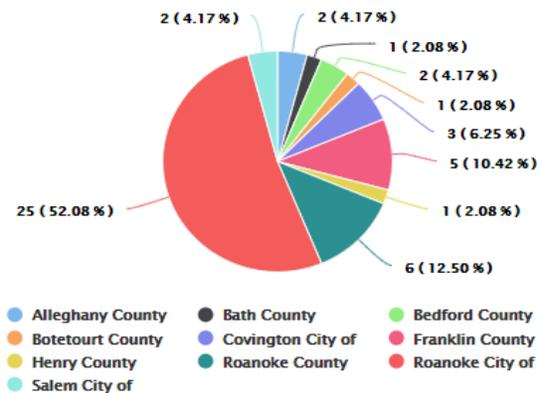
Carryover Participants	28
New Enrollment Goal	72
Total Participant Goal	100

% Toward Goal	1%
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*\*end of month should be 8%*

Participants by Locality
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Enrolled Individuals - By County/Parish



**Youth Program**

Training Participation	
Healthcare	20
Manufacturing	
Information Technology	1
Financial Services	
Construction	
Transportation	1
Education	

Post-Secondary	17
OJT Placements	2
Work Experiences	3

July 2021 Youth Enrollments – Virginia

Region	Total	% Total
<a href="#">Capital Region Workforce Partnership</a>	12	19.05 %
<a href="#">Southwestern Virginia</a>	8	12.70 %
<a href="#">West Piedmont</a>	7	11.11 %
<a href="#">Hampton Roads</a>	6	9.52 %
<a href="#">Northern Virginia</a>	6	9.52 %
<a href="#">Crater Area</a>	4	6.35 %
<a href="#">Region 2000 Central Virginia</a>	4	6.35 %
<a href="#">South Central</a>	4	6.35 %
<a href="#">Bay Consortium</a>	3	4.76 %
<a href="#">Piedmont Workforce Network</a>	3	4.76 %
<a href="#">Shenandoah Valley</a>	3	4.76 %
<a href="#">Greater Peninsula</a>	1	1.59 %
<a href="#">New River Mt Rogers</a>	1	1.59 %
<a href="#">Virginia Career Works Blue Ridge</a>	1	1.59 %
Region	Total	% Total
Total Rows: 14		

### In School Youth Program Expenditures

Line Item	Budget	Actual	Obligations	Obligated % of Budget
Tutoring/Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School	\$0.00	\$0.00	\$0.00	0%
Work Experience	\$10,500.00	\$200.00	\$200.00	2%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$2,500.00	\$0.00	\$0.00	0%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow Up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$1,500.00	\$0.00	\$0.00	0%
Comprehensive Guidance	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Counseling	\$0.00	\$0.00	\$0.00	0%
Post-Secondary Prep	\$0.00	\$0.00	\$0.00	0%
<b>Total</b>	<b>\$14,500.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>1%</b>

*\*end of month should be 8%*

### Out of School Youth Program Expenditures

Line Item	Budget	Actual	Obligations	Actual + Obligated % of Budget
Tutoring/Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School	\$0.00	\$0.00	\$0.00	0%
Work Experience	\$94,500.00	\$745.00	\$3,945.00	4%
Occupational Skills Training	\$50,000.00	\$0.00	\$0.00	0%
Supportive Services	\$22,500.00	\$176.52	\$1,990.52	9%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow Up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$13,500.00	\$0.00	\$0.00	0%
Comprehensive Guidance	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Counseling	\$0.00	\$0.00	\$0.00	0%
Post-Secondary Prep	\$0.00	\$0.00	\$0.00	0%
<b>Total</b>	<b>\$180,500.00</b>	<b>\$921.52</b>	<b>\$5,935.52</b>	<b>3%</b>

*\*end of month should be 8%*