

I. Welcome	Casey Nicely
II. Public Comment	Casey Nicely
III. Consent Agenda <ul style="list-style-type: none"> • WIOA Title I Programs Report • December 10, 2021 Meeting Minutes • Work Experience Policy • Incumbent Worker Training Policy • Complaints and Grievances Policy • ETPL Applications – Virginia Western Community College 	Casey Nicely
IV. Success Story Presentation	Marvin Windows
V. Old Business <ul style="list-style-type: none"> • Workforce Board Branding 	Casey Nicely
VI. Director's Report <ul style="list-style-type: none"> • Career Quest • FY2023 Budget Preparations 	Morgan Romeo
VII. Closed Session <ul style="list-style-type: none"> • One Stop Operator Procurement • Audit Services Procurement 	Casey Nicely
VIII. Committee Reports <ul style="list-style-type: none"> • Program Oversight Committee <ul style="list-style-type: none"> ○ Supportive Service Policy • Finance Committee <ul style="list-style-type: none"> ○ Credit Card Application ○ FY2022 Budget vs. Actual Report • Executive Committee 	Abby Hamilton Karen Michalski Casey Nicely
IX. Secretary of Labor Presentation	Secretary Bryan Slater
X. New Business <ul style="list-style-type: none"> • City of Roanoke ARPA Funding 	Morgan Romeo
XI. Other Business	Casey Nicely
XII. Adjournment	

Workforce Innovation and Opportunity Act (WIOA)
Title I Adult and Dislocated Worker Programs
Performance Report - February 2022

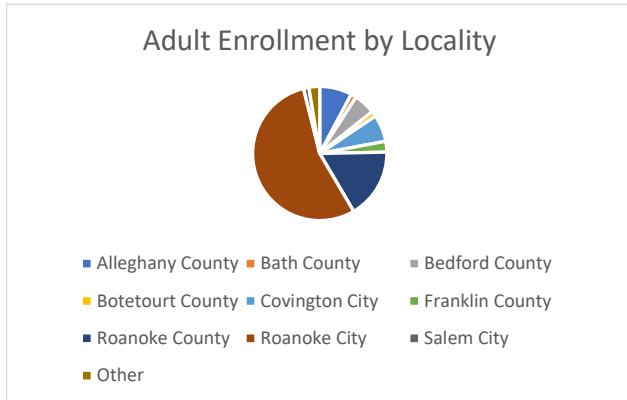
Adult Program

Participants by Month		
Month	New	Total YTD
July	16	16
August	24	40
September	16	56
October	11	67
November	8	75
December	20	95
January	13	108
February	21	129
March		129
April		129
May		129
June		129

Carryover Participants	122
New Enrollment Goal	101
Total Participant Goal	223

% Toward New Enrollment Goal	128%
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**end of month should be 75%*



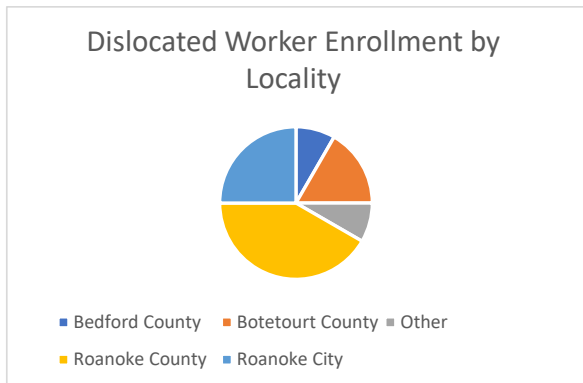
Dislocated Worker Program

Participants by Month		
Month	New	Total YTD
July	0	0
August	5	5
September	7	12
October	0	12
November	0	12
December	0	12
January	1	13
February	1	14
March		14
April		14
May		14
June		14

Carryover Participants	19
New Enrollment Goal	104
Total Participant Goal	123

% Toward New Enrollment Goal	13%
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**end of month should be 75%*



Adult Program

Training Participation	
Healthcare	62
Manufacturing	9
Information Technology	5
Financial Services	1
Construction	6
Transportation	41
Education	1

Post-Secondary	117
OJT Placements	6
Work Experiences	2

Dislocated Worker Program

Training Participation	
Healthcare	7
Manufacturing	1
Information Technology	2
Financial Services	0
Construction	3
Transportation	1
Education	1

Post-Secondary	14
OJT Placements	1
Work Experiences	0

Adult Program Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$200,000.00	\$88,239.36	\$128,788.81	64%
On-the-Job Training	\$50,000.00	\$10,178.79	\$27,014.60	54%
Work Experience	\$15,000.00	\$5,790.00	\$6,400.00	43%
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%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$40,000.00	\$11,617.83	\$23,506.07	59%
Certification & Credentialing	\$5,000.00	\$857.00	\$1,267.00	25%
Other Services	\$0.00	\$0.00	\$0.00	0%
Total	\$310,000.00	\$116,682.98	\$186,976.48	60%

*end of month should be 75%

Dislocated Worker Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$60,000.00	\$12,775.00	\$12,775.00	21%
On-the-Job Training	\$10,000.00	\$4,001.25	\$4,001.25	40%
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%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$20,000.00	\$2,468.59	\$2,468.59	12%
Certification & Credentialing	\$5,000.00	\$175.00	\$175.00	4%
Other Services	\$0.00	\$0.00	\$0.00	0%
Total	\$95,000.00	\$19,419.84	\$19,419.84	20%

*end of month should be 75%

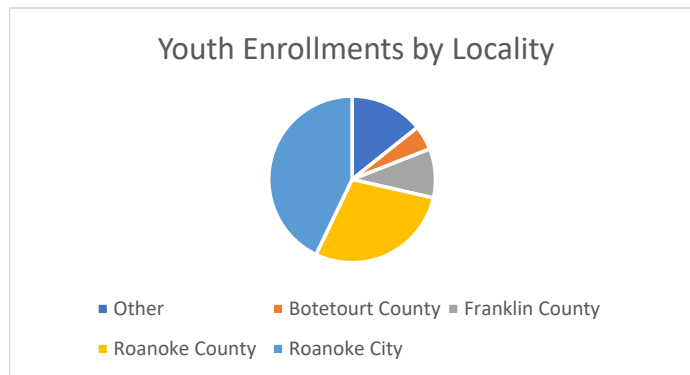
Workforce Innovation and Opportunity Act (WIOA)
Title I Youth Program
Performance Report - February 2022

Participants by Month		
Month	New	Total YTD
July	1	1
August	9	10
September	3	13
October	6	19
November	2	21
December	3	24
January	1	25
February	1	26
March		26
April		26
May		26
June		26

Carryover Participants	28
New Enrollment Goal	72
Total Participant Goal	100

% Toward New Enrollment Goal	36%
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**end of month should be 75%*



Youth Program

Training Participation	
Healthcare	7
Manufacturing	3
Information Technology	1
Financial Services	0
Construction	4
Transportation	1
Education	0

Post-Secondary	12
OJT Placements	2
Work Experiences	2

Out of School Youth Program Expenditures

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$94,500.00	\$745.00	\$745.00	1%
Occupational Skills Training	\$50,000.00	\$12,650.00	\$18,650.00	37%
Supportive Service	\$22,500.00	\$2,819.49	\$6,347.47	28%
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 & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Preparation for Post-Secondary	\$0.00	\$0.00	\$0.00	0%
Total	\$180,500.00	\$16,214.49	\$25,742.47	14%

*end of month sho

In School Youth Program Expenditures

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$10,500.00	\$200.00	\$200.00	2%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$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 & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Preparation for Post-Secondary	\$0.00	\$0.00	\$0.00	0%
Total	\$14,500.00	\$200.00	\$200.00	1%

*end of month sho

Western Virginia Workforce Development Board & CLEO Consortium Joint Meeting

December 10, 2021 – 9:00 AM

Botetourt Center at Greenfield

57 S. Center Drive, Daleville, VA 24083

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Teresa Hammond	X	Joseph Brinley	
Casey Nicely	X	Chuck Simpson	
Jonathan Neff	X	Karen Michalski	X
Jeremy Adkins		Abby Hamilton	X
Sonya Charlow	X	Cynthia Lawrence	X
Michael Gardner	X	Debbie Hamrick	X
Ashley Bayne		Jamie Soltis	
Emily Smith	X	Dr. John Rainone	
Kristi Mallory	X	Dr. Milan Hayward	X
Adrienne Ross		Susan Watkins	X
Richard Mansell		Beth Simms	X
Tiffany Worstell	X	Sue Goad	X
Sharon Pandolfini		Chris Simmons	X
Stephanie Aliff		Amanda Forrester	

CLEO Members	Locality	Present
The Honorable Pete Huber	Alleghany County	X
The Honorable Billy Martin	Botetourt County	X
The Honorable Tom Sibold, Jr.	City of Covington	X
The Honorable Kathi Toelke	Craig County	
The Honorable Ronnie Thompson	Franklin County	
The Honorable Sherman Lea	City of Roanoke	X
The Honorable Martha Hooker	Roanoke County	
The Honorable Jay Taliaferro	City of Salem	X
Alternate Members	Locality	Present
Gary Larowe	Botetourt County	X
n/a	City of Covington	
Dan Collins	Craig County	
Christopher Whitlow	Franklin County	
The Honorable Joseph Cobb	City of Roanoke	
The Honorable P. Jason Peters	Roanoke County	
n/a	City of Salem	

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Danielle Hart	X

Guests	Present
Michelle (DARS)	X
Chris Pope	X
Autumn Visser	X
Jon Lanford	X
Ken McFadyen	X

Welcome

Casey Nicely called the meeting to order at 9:06am. He asked those present to introduce themselves to the group.

Public Comment

There was no public comment.

Consent Agenda

Casey asked the Board members in attendance to review the WVVDB Meeting Minutes from June 17, 2021 and the WIOA Title I Programs Report.

WVVDB Action: A motion was made by Karen Michalski to approve the minutes & report as presented. The motion was seconded by Abby Hamilton. The motion passed.

Casey asked the CLEO members in attendance to review the CLEO Meeting Minutes from June 28, 2021 and the WIOA Title I Programs Report.

CLEO Action: A motion was made by Billy Martin to approve the minutes & report as presented. The motion was seconded by Jay Taliaferro. The motion passed.

Botetourt County Presentation

Gary Larrowe was introduced by Casey Nicely. Gary shared a short presentation with those in attendance highlighting workforce efforts being undertaken by the County of Botetourt. He highlighted the facilities, businesses and partners in the locality. Gary noted that work is being done to attract new businesses to the region focusing on enhancing availability of talent, housing and broadband access. Gary thanked the Board & CLEO for visiting Greenfield and Botetourt County. Casey thanked Gary for his words & the meeting space today.

Old Business

Leah Gibson presented the Eligible Training Provider Renewals in the meeting packet to the CLEO members. The Executive Committee to the Board already approved these on the Board's behalf, but they require CLEO review & approval as well. Leah shared that all providers locally approved had attended a session to understand new performance reporting requirements, submitted & met Equal Opportunity review requirements, and provided required forms to continue to receive WIOA Title I funds, with the exception of Black Diamond School of Beauty, which had been notified of their failure to meet requirements currently.

CLEO Action: A motion was made by Sherman Lea to approve the Eligible Training Provider Renewals as presented in the packet, removing Black Diamond from the List. The motion was seconded by Billy Martin. The motion passed.

Morgan Romeo noted that at their previous meeting, the CLEO requested she bring back to them some options on Board membership composition, as there were previously many great nominations that the CLEO could not accept, due to membership composition. Morgan shared two Board Member composition options with the CLEO, both of which would increase the total number of Board members. She noted the requirements that we have 51% of members represent the private sector/businesses and 20% represent Labor organizations. Both options would allow an increase for representatives from Community Based Organizations. Both options increased representation from Covington by adding one from that locality. The CLEO members reviewed & discussed the options presented.

CLEO Action: A motion was made by Billy Martin to accept the second option presented, which added 6 members overall, still meeting the 51% business majority and the 20% labor requirement. The motion was seconded by Pete Huber. The motion passed.

Morgan also noted that we currently have two vacancies on the current board composition to fill, which we have received nominations of Jeff Hamley as a business representative from the City of Salem and Kristi Repass as a business representative from Botetourt County to fill these current vacancies.

CLEO Action: A motion was made by Sherman Lea to approve these two nominations for Board members. The motion was seconded by Pete Huber. The motion passed.

Leah asked those in attendance to review the FY2022 Budget, found in their packet, broken down by funding source, and a final page showing comprehensive funding. At previous meetings, a draft version of this budget was presented & approved, and these figures have now been finalized for approval. The reports also showed year-to-date expenses, for those in attendance.

VVWDB Action: A motion was made by Abby Hamilton to approve the FY2022 Budget presented. The motion was seconded by Michael Gardner. The motion passed.

CLEO Action: A motion was made by Billy Martin to approve the FY2022 Budget as presented. The motion was seconded by Sherman Lea. The motion passed.

Director's Report

Morgan Romeo shared with those in attendance that an Annual Report, highlighting the Board's activity from July 1, 2020, through June 30, 2021 will be coming to them via email. She asked that members review the report, share it as they see fit, and if interested, let Morgan know and she can come and present to their respective localities or organizations to discuss.

Morgan shared with attendees that the Executive Committee discussed in October potential efforts to develop a brand for the Board. The group identified that the Board staff are working on many projects, set as goals in the Local & Strategic Plans, which don't fall under the Virginia Career Works umbrella. The group also discussed what "Blue Ridge" means to the public & our customers. Morgan noted that she had sent out a survey, requesting Board and CLEO members to respond with their thoughts on this branding effort & some naming options. As of right now, she shared that the response rate for that survey has been low. Cynthia Charlow asked what other Boards around the state are doing with branding, Morgan noted that some remain "boards," some are "councils", but many do have their own identity, separate from Virginia Career Works. Chris Simmons asked if Virginia Career Works would go away, to which staff responded that it would remain, as the identifier for our federally funded programs, Centers, and the system that federally funded partners coordinate services under. Milan Hayward asked if the Board would do a full rebranding effort, as done previously. Morgan noted that the Executive Committee had authorized a small amount of funding to have Access, the company who previously worked with the Board on branding, update the work previously done, to update the logo and materials. Morgan has reached out to Access, and they confirmed they could do this for us. Susan Watkins asked if there would be any additional costs or expenses for this effort. Morgan confirmed that any additional needs would be covered under normal staff work & expenses, so no large branding expense is expected. Casey asked about the timeline expected for this project, and noted that we should receive suggestions and come up with the top two or three options to bring to the next meeting. Abby Hamilton confirmed that Access could also ensure that any new brand would coordinate appropriately with the Virginia Career Works branding already in place. Debbie Hamrick asked if partners would use the new brand, or the Virginia Career Works brand. Morgan confirmed that partners under Virginia Career Works would remain under that umbrella, but the Board may have its' own brand for other projects.

Morgan shared that the CareerQuest event, previously scheduled for the Fall 2021, had been postponed. The schools involved decided it would be best to postpone for safety & due to COVID-19 cases. The events will now be held March 15 – 16 and April 5 – 6, 2022. There are new links for businesses & volunteers to sign up, which we will send out to all members.

WVWDB Action: A motion was made by Michael Gardner to enter closed session pursuant to Virginia Code 2.2-3711 A for Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter and Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof. The motion was seconded by Karen Michalski. The motion passed.

CLEO Action: A motion was made by Sherman Lea to enter closed session pursuant to Virginia Code 2.2-3711 A for Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter and Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof. The motion was seconded by Billy Martin. The motion passed.

WVWDB Action: A motion was made by Michael Gardner to come out of closed session and certify that (i) only public business matters lawfully exempted from open meeting requirements under Virginia Code and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion was seconded by Debbie Hamrick. The motion was carried by a roll call vote as follows:

WWDB Member	Vote
Casey Nicely	Yes
Karen Michalski	Yes
Emily Smith	Yes
Debbie Hamrick	Yes
Chris Simmons	Yes
Michael Gardner	Yes
Abby Hamilton	Yes
Teresa Hammond	Yes
Beth Simms	Yes
Jonathan Neff	Yes
Sonya Charlow	Yes
Kristi Mallory	Yes
Cynthia Lawrence	Yes
Susan Watkins	Yes
Dr. Milan Hayward	Yes
Tiffany Worstell	Yes

CLEO Action: A motion was made by Sherman Lea to come out of closed session and certify that (i) only public business matters lawfully exempted from open meeting requirements under Virginia Code and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion was seconded by Billy Martin. The motion was carried by a roll call vote as follows:

CLEO Member	Vote
Billy Martin	Yes
Sherman Lea	Yes
Jay Taliaferro	Yes
Pete Huber	Yes
Tom Sibold	Yes

WWDB Action: A motion was made by Michael Gardner to approve the release of the Requests for Proposals for Audit Services and the One Stop Operator. The motion was seconded by Karen Michalski. The motion passed.

CLEO Action: A motion was made by Billy Martin to approve the release of the Requests for Proposals for Audit Services and the One Stop Operator. The motion was seconded by Sherman Lea. The motion passed.

WWDB Action: A motion was made by Michael Gardner to amend the Complaints & Grievances Policy to note "If a grievance regards the Executive Director, the Chair of the Board can designate an alternate contact to receive the grievance.". The motion was seconded by Debbie Hamrick. The motion passed.

CLEO Action: A motion was made by Sherman Lea to amend the Complaints & Grievances Policy to note "If a grievance regards the Executive Director, the Chair of the Board can designate an alternate contact to receive the grievance.". The motion was seconded by Billy Martin. The motion passed.

Committee Reports

Casey Nicely shared the Executive Committee Report. He noted that the committee reviewed the Final FY2021 Audit Report and heard from the Audit staff. They shared the Board received a clean report, and the auditor had commended Board staff for the work done in transitioning to become their own fiscal agent. The committee had amended contracts to include the updated legal language on Whistleblower Rights. They had also reviewed the annual monitoring report from the state, which included very minimal notes, much less than

in previous years with contractors operating the WIOA Title I programs. The committee had also, as previously noted, approved the Eligible Training Provider List included in the packet.

Abby Hamilton presented the Program Oversight Committee report. She noted that the group had discussed opportunities for additional outreach and marketing to recruit program participants. The committee also discussed bringing to today's meeting, coming later in the agenda, to review a transfer of funds from the WIOA Title I Dislocated Worker program to the Adult program, to meet demand and need for program participants. They discussed the postponing of CareerQuest, per the school requests received, as well as the Eligible Training Provider List renewals as well. The committee had also discussed that the Board was posting two open positions, staff to the Program Services Unit, which have since been filled. Abby also noted that there is a position on this committee to be filled, left vacant by Amanda Rogers, and Kristi Mallory has volunteered to be on this committee.

WVWDB Action: A motion was made by the Program Services Committee to approve Kristi Mallory to serve on this committee. The motion was seconded by Milan Hayward. The motion passed.

Karen Michalski noted that there was no report from the Finance Committee to share.

New Business

Morgan asked the group to review the Adult/Dislocated Worker Funding Transfer Request in their packet. The Program Services Unit staff have noted that the demand has been and is expected to continue to be higher for the Adult program than the Dislocated Worker programs. She also noted, based on reports in the packet, that across the state, areas are seeing low Dislocated Worker enrollments. Staff also were informed by State representatives that many local areas in Virginia are making similar requests.

WVWDB Action: A motion was made by Karen Michalski to approve the Adult/Dislocated Worker Transfer Request as presented. The motion was seconded by Teresa Hammond. The motion passed.

CLEO Action: A motion was made by Sherman Lea to approve the Adult/Dislocated Worker Transfer Request as presented. The motion was seconded by Pete Huber. The motion passed.

Morgan shared that the state has requested that any requests to continue the approved Waiver for WIOA Title I Adult & Dislocated Worker Services be completed and submitted in February 2022. This waiver request is to continue provision of these services by Board staff effective July 1, 2022.

WVWDB Action: A motion was made by Debbie Hamrick to approve the application for Continuation of Waiver for WIOA Title I Adult and Dislocated Worker Services. The motion was seconded by Teresa Hammond. The motion passed.

CLEO Action: A motion was made by Jay Taliaferro to approve the application for Continuation of Waiver for WIOA Title I Adult and Dislocated Worker Services. The motion was seconded by Sherman Lea. The motion passed.

Morgan asked the attendees to review the updates to the On-the-Job Training Policy. The update includes defining what constitutes a 'full time employee'.

WVWDB Action: A motion was made by Abby Hamilton to approve the updates to the On-the-Job Training Policy. The motion was seconded by Michael Gardner. The motion passed.

CLEO Action: A motion was made by Billy Martin to approve the updates to the On-the-Job Training Policy. The motion was seconded by Sherman Lea. The motion passed.

Morgan asked the attendees to review an update to the Incumbent Worker Training Policy, removing the word 'procure' from the policy, as recommended by WIOA Title I staff at the state. Morgan also noted that staff have been receiving many applications for Incumbent Worker funds and the funding amounts being requested have started to increase. Staff currently have pending applications for \$13,000 for 1 employee and \$15,000 for 10 employees. Morgan noted that per our Board policies, she does not have authority to approve a contract over \$10,000 for a single individual service. As such, the \$13,000 for 1 employee application must be either approved or denied by the Board. There is currently no cap on cost per employee or cost per contract in our Incumbent Worker policy. The group discussed the applications currently pending. The group also discussed that WIOA Title I program participants have a cap of \$3500 per participant for training tuition costs.

WVWDB Action: A motion was made by Debbie Hamrick to deny the Incumbent Worker Training application from the Foundry for \$13,000 for one employee and suggest the business explore other cost effective options. The motion was seconded by Milan Hayward. The motion passed.

WVWDB Action: A motion was made by Karen Michalski to amend the Incumbent Worker Training Policy with the changes presented in the packet as well as adding a maximum approval amount of \$3500 per employee. The motion was seconded by Teresa Hammond. The motion passed.

Other Business

Casey reminded those in attendance about the Holiday Gift Giving List. The board staff will send a reminder out about the list, but there are many items remaining to be purchased and time is running out for shipping & then for our staff to get the gifts to the families.

Adjournment

Casey adjourned the meeting at 11:04am.

March 2022 New ETPL Applications

WVWDB Meeting March 25, 2022

Provider

Virginia Western Community College

Programs

From Code to the Road Let's Build a Robot Buggy

Biotechnology Basics Nucleic Acids

Teaching a CRE

Provider Requirements

x

Program Requirements

x

x

x

2019 Incumbent Worker Training Follow Up



2019 Position	2019 Yearly Salary	2022 Position	2022 Yearly Salary	% increase
Doors Asst. Sup	\$37,128.00	Supervisor(salaried)	\$58,011.20	56%
Quality Tech	\$28,704.00	Quality Tech	\$39,478.40	38%
Quality Tech	\$37,086.40	Asst Supervisor	\$43,430.40	17%
Quality Tech	\$36,046.40	Quality Tech	\$41,766.40	16%
Cell Lead	\$31,470.40	Engineering Tech	\$57,200.00	82%
Fab Asst Sup	\$36,192.00	Fab Asst Sup	\$48,027.20	33%
Fab Asst Sup	\$31,512.00	Fab Asst Sup	\$45,947.20	46%
Production Associate	\$29,224.00	Quality Tech	\$39,478.40	35%
Production Associate	\$29,390.40	Cell Lead	\$37,960.00	29%
Average	\$32,972.62		\$45,699.91	39%

TRAINING

10 Employees completed a 2-year Manufacturing Technician Apprenticeship Program through ToolingU-SME

EMPLOYEES

The apprenticeship cohort had a 90% retention rate, with half of the employees receiving promotions

IMPACT

Employees received an average yearly income increase of \$12,797 as a result of training

RETURN ON INVESTMENT

Training costs were \$1,500 per employee, with a 62% ROI annualized over the two-year training period



BLUE RIDGE REGION