



Greater Roanoke Workforce Development Board Meeting
September 28, 2023 – 11:00 AM
The Masonic Theatre
510 Main Street, Clifton Forge, VA 24422

I. Welcome

II.	Consent Agenda	Chairs
	<ul style="list-style-type: none"> a. Board Meeting Minutes – June 22, 2023 b. CLEO Meeting Minutes – June 29, 2023 c. Work Experience Policy d. Priority of Service Policy e. Adult/Dislocated Worker Incentive Policy 	

III.	Mountain Gateway Community College Presentation	Dr. Matt McGraw
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IV.	Old Business	Morgan Romeo
	<ul style="list-style-type: none"> a. Board Administrative Office Lease 	

V.	Director’s Report - Year in Review	Morgan Romeo
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VI.	Committee Reports	
	<ul style="list-style-type: none"> a. <i>Finance Committee</i> <ul style="list-style-type: none"> i. Meeting Report ii. FY2023 Audit Approval & 990 iii. August 2023 Financial Report iv. Norfolk Southern funds transfer v. American National Bank Savings Account b. <i>Program Oversight Committee</i> <ul style="list-style-type: none"> i. Meeting Report c. <i>Executive Committee</i> <ul style="list-style-type: none"> i. Meeting Report 	<p><i>Karen Michalski</i></p> <p><i>Abby Hamilton</i></p> <p><i>Casey Nicely</i></p>

VII.	New Business	Morgan Romeo
	<ul style="list-style-type: none"> a. Franklin Center Operational Report b. Conflict of Interest Status 	

VIII.	Other Business	Martha Hooker
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IX.	Adjournment	
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Greater Roanoke Workforce Development Board
 June 22, 2023 – 11:00 AM – 12:30 PM
 Virginia Career Works – Roanoke Center
 3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Board Members Private Sector	Present	Board Members Public Sector	Present
Teresa Hammond	X	Joseph Brinley	X
Casey Nicely	X	Chuck Simpson	X
Jeremy Adkins		Karen Michalski-Karney	X
Sonya Charlow	X	Abby Hamilton	X
Michael Gardner	X	Cynthia Lawrence	X
Kristina Repass		Debbie Hamrick	
Emily Smith		Jamie Soltis	
Kristi Mallory		Dr. John Rainone	
Adrienne Ross		Dr. Milan Hayward	
Richard Mansell	X	Susan Watkins	X
Tiffany Worstell	X	Beth Simms	X
Sharon Pandolfini	X	Susan Goad	
Mike Stevens	X	Chris Simmons	X
Jeff Hamley	X	Amanda Forrester	
		Jeremy Holmes	
		John Hull	

GRWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Danielle Hart	X
Madison Wade	X

Guests	Present
Kim Dameron	X

Welcome

Casey Nicely welcomed everyone to the meeting and called the meeting to order at 11:10 AM.

Public Comment

There was no public comment.

Consent Agenda

Casey Nicely directed everyone to the GRWDB Consent Agenda and the packet items that were listed under this item. Casey asked the Board if there were any Consent Agenda items they wanted to be discussed further. There was no further discussion on the Consent Agenda as presented.

GRWDB Action: A motion was made by Joe Brinley to approve the Consent Agenda items as presented. The motion was seconded by Karen Michalski-Karney. The motion was carried.

Old Business

Morgan presented an update to the Virginia Workforce Reorganization. It was approved in March and they have had one town hall meeting. We are going to continue to operate as we always have. We will have questions regarding the financials as far as the federal dollars are concerned and how it will affect our reimbursements. The federal dollars come through the State and will be managed by the Virginia Employment Commission. As of today, we are in a good financial position where a little slow-down will not hurt us. We are also curious to see how this will affect registered apprenticeships. Virginia has a long-standing program through the Department of Labor and Industry. It is time based and very structured and the unions have a lot of buy in on that process. There is a taskforce that has representatives from the Unions. There were no comments from the Board regarding the reorganization update.

Casey explained the vacancies in each of the committees, which includes Program Oversight, Finance, and Special Projects. Members of the Board were encouraged to volunteer to fill the vacancies. Morgan explained what would be expected of the committee meeting members.

Richard Mansell volunteered to be a member of the finance committee. Beth Simms and Mike Stevens volunteered for the program oversight committee. Sharon Pandolfini, Teresa Hammond, and Cynthia Lawrence volunteered for the special projects committee.

GRWDB Action: A motion was made by Joe Brinley to approve those that have volunteered for the specific committees. The motion was seconded by Chuck Simpson. The motion was carried.

Director's Report

Morgan presented three things regarding the director's report. A grants update, staff activities, and center updates – lease taskforce. We are participating in a program called Grant Flow, which will help us keep up with what grants we've applied for, when they are due, etc. Morgan presented the initial data. We applied for two larger federal level grants, EDA Stem Challenge and WORC grant. We applied for the WORC grant to extend the work we've been doing in the Highlands with our INSPIRE grant, which allows us to assist individuals that are recovering from substance abuse. We did not get the nurse expansion grant. The feedback provided was that we did very well on the application, however, the section regarding past performance is what ultimately denied us the grant. There were no questions regarding the grants update.

Our staff have been working on budgets and finances for next year heavily for the past few weeks. A few of our staff members attended various professional development conferences. Maddie, Danielle, and Toni went to the NAWDP conference in New Orleans.

We hold the lease for the Roanoke Center for every partner and the total amount per year for our lease is \$246,000 and some change, which is a huge liability for our organization. Traffic is down in most one-stop centers, including our own. We are currently considering moving the Center location to reduce the liability. The city of Covington and Alleghany County want to relocate the Covington center and purchase the building for us. DSS is willing to move with us. The city of Roanoke is offering a building for the Board and Center staff at no cost. We need to get out of our lease at the board office. The second step would be to end the Center lease early. Roanoke City is currently looking at three buildings to potentially house the new One-Stop Center. Chris Simmons asked where the location of the Covington center would be. Morgan

stated that they are currently looking at multiple potential locations. Chris also commented that a downtown location would be great for people to be able to take the bus. We would like a few board members on a taskforce to assist with these moves. Cynthia Lawrence and Mike Gardner volunteered for the taskforce. We need to write up a notice to get out of the board office lease as well as a statement to Poe and Cronk to get out of the Center space. Chris Simmons stated that there is a buyer interested in the building in Covington. There were no additional questions or comments.

Committee Reports

Program Oversight Committee:

We reviewed the 2021 final WIOA performance report. Everything looked good and we were in good standing. We also reviewed the year-to-date 2022 WIOA performance report. We are working to approve credentials in that area. Customer satisfaction surveys from the One-Stop Center were reviewed and we did not see any issues. We also looked at the One-Stop operations report which was provided by our One-Stop Operator that is under contract. Three items were discussed and then presented to the Executive Committee: (1) Updating the youth guidance and eligibility policy, work experience/internship policy, youth incentives policy and the supportive services policy; (2) We approved the ETPLs and decided that Morgan is able to approve ETPLs and then they go to the board; and (3) The One-Stop Operator contract was approved for one year with the option to renew for two additional years. There were no questions or comments.

Finance Committee:

We were not able to meet today before the board meeting so there is nothing to report at this time.

Executive Committee:

The Executive Committee met on May 11, 2023, to act on behalf of the Board on several administrative items. The Committee approved minor changes to several Board policies surrounding work experience, supportive services, youth incentives, and eligibility. The Committee also approved several applications for addition on the eligible training provider list. Two additional items that were approved were the extension of the contract between the Board and Project Now LLC as the One Stop Operator. The Program Oversight Committee had reviewed and recommended that the contract be extended so the Committee acted on this administrative extension, so it did not have to wait until June. The second item that the Committee approved was the submission of a request to the Governor's office to continue the waiver the Board has in place to staff the Adult and Dislocated Worker programs, rather than be administered through a third-party vendor. A significant discussion took place regarding the Virginia Career Works Center in the region. There were no questions or comments.

New Business

Morgan explained what an ETPL is and how schools can get on it. In order for us to spend our federal dollars at a school, vocational school, or training program, it has to be vetted and put on a list. For years the local boards have had the responsibility of approving who goes on the list. Virginia has had a waiver for eight years and last fall the Feds said that Virginia has to implement the rule put into place in 2014. Providers now have to submit reports on all of the students that go through these programs. Richard Mansell asked if there were any programs on the list that the board should be concerned about. Morgan stated there were two programs on the list that did not meet some of the metrics, ECPI and a program at Fasttrack Healthcare. These issues are not big enough issues to raise red flags. Chris asked what the process is for

the participants to use a program on the list. Leah stated that we cannot influence a participants' decision on what program to use but we can show them the metrics.

GRWDB Action: A motion was made by Teresa Hammond to approve all the eligible training providers to be recertified for the upcoming year. The motion was seconded by Karen Michalski-Karney. The motion was carried.

Morgan presented the FY2024 budget. We are losing about \$162,000 total between Adult, Youth and DLW. We are able to make it work based on our current financial position, and there is no cause for concern. We are proposing to spend, if we spent every dime, about \$4 million in total costs. Almost \$400,000 in Adult and DLW to go straight to participants and businesses. The Youth dollars are going to be spent on work-based learning opportunities. We will not have a final budget until the September meeting. We are at no risk of giving back money. Abby asked what our month end balance from our last audit was. Morgan stated she would have to get back to her as she doesn't have the numbers readily accessible. Teresa Hammond asked if they gave any reason as to why funding was cut. Morgan stated that our federal legislation needed to be reauthorized in 2019. The last House pushed for additional money to be allocated to the workforce legislation which did not go through. The current House will not push for that.

Casey asked for a motion to approve the first draft of the FY2024 budget. Karen Michalski-Karney made a motion to approve the first draft of the budget. The motion was seconded by Abby Hamilton. The motion was carried by a roll call vote as recorded below:

Teresa Hammond	Yes	Joseph Brinley	Yes
Casey Nicely	Yes	Chuck Simpson	Yes
Sonya Charlow	Yes	Karen Michalski-Karney	Yes
Michael Gardner	Yes	Abby Hamilton	Yes
Richard Mansell	Yes	Cynthia Lawrence	Yes
Tiffany Worstell	Yes	Susan Watkins	Yes
Sharon Pandolfini	Yes	Beth Simms	Yes
Mike Stevens	Yes	Chris Simmons	Yes
Jeff Hamley	Yes		

Board Meeting Calendar:

9/2023: In person (Covington)

12/14/2023: Virtual

3/21/2024: In person (Franklin County)

6/20/2024: Possibly virtual

The board agreed to keep the meeting times around lunch.

Other Business

No additional business was brought in front of the GRWDB.

Adjournment

Casey Nicely adjourned the meeting at 12:25 PM.

CLEO Members	Locality	Present
The Honorable Stephen Bennett	Alleghany County	
The Honorable Gary Larrowe	Botetourt County	X
The Honorable Tom Sibold, Jr.	City of Covington	X
The Honorable Jason Matyas	Craig County	
The Honorable Ronnie Thompson	Franklin County	
The Honorable Sherman Lea	City of Roanoke	
The Honorable Martha Hooker	Roanoke County	X
The Honorable John Saunders	City of Salem	
Alternate Members	Locality	Present
Reid Walters	Alleghany County	
Billy Martin, Sr.	Botetourt County	
David Bryant	City of Covington	
Dan Collins	Craig County	X
Christopher Whitlow	Franklin County	X
The Honorable Joseph Cobb	City of Roanoke	
The Honorable P. Jason Peters	Roanoke County	
Jay Taliaferro	City of Salem	

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X
Bobby Welch	X
Danielle Hart	X
Madison Wade	X

Welcome

Martha Hooker called the meeting to order at 8:10 AM.

Public Comment

No guests were present for public comment.

Consent Agenda

The group reviewed the items under Consent Agenda including WIOA Title I Programs Report, Star City Works Programs Report, FY2023 Budget vs. Actual Report, and the meeting minutes from December 15, 2022.

CLEO Action: A motion was made by Dan Collins to approve the Consent Agenda as presented. Gary Larrowe seconded the motion. The motion carried.

Old Business

Morgan provided an update to Virginia’s Workforce Reorganization.

Director’s Report

Morgan stated that the current space we use for the Center is a huge liability for us. The VEC recently reduced their staff. We have not needed to reduce our staff, so we are responsible for footing most of the bill. We did take a budget cut this year, which allows us to exercise early termination of our lease at the Roanoke Center. We are currently considering moving our Center to a downtown location for easier access by public transportation. We have also been contacted by the city of Covington and Alleghany County about potentially moving the Covington Center. The Covington Center is a state-owned building and is out-dated. The city of Roanoke reached out and offered a building downtown for our board office at no cost to us. There were no questions or comments regarding the Center updates.

We are waiting to hear if we received funding from four grants we recently applied for. One is through the EDA that is focused on entrepreneurship and career pathways. We also applied for the WORC grant which would extend the work we do in the Highlands for individuals with substance abuse. There were no questions or comments regarding the grants update.

New Business

Morgan pulled up the FY2024 budget for review and approval. Our total budget for this year will be about \$4.2 million and we have about \$5.5 million available. There will be a reduction in our federal funding this year of about \$162,000. Martha Hooker asked for an example of expenditures for the In-School Youth. Morgan stated that the funding will be split 90% Out-of-School Youth and 10% In-School Youth because that is the current trend. We can pay for things like internships, supportive services, extra tutoring, and leadership development.

CLEO Action: A motion was made by Dan Collins to approve the first draft of the FY2024 budget as presented. Mayor Sibold seconded the motion. The motion was carried by a roll call vote as recorded below:

The Honorable Tom Sibold, Jr.	Yes
The Honorable Martha Hooker	Yes
Dan Collins	Yes
Christopher Whitlow	Yes

New Board member appointments were discussed at today’s meeting.

CLEO Action: A motion was made by Martha Hooker to approve the GRWDB appointments as presented below and was seconded by Chris Whitlow:

Name	Company/Organization
Jasmine Gallatin	Green Thumb Industries
Ruth Caul	WestRock
Richard Mansell	IVO Ltd.
David Oliver	Oliver Distributing
Rick Viar	Cornerstone Building Brands
Carter Hardesty	Revlon/Elizabeth Arden
Sharon Pandolfini	Precision Fabrics Group
Shane Rucker	Wabtec Graham White
Kevin Price	Valley Metro
Susan Goad	Roanoke/Salem DSS
Kimberly Dameron	VEC Roanoke

Dr. John Rainone	MGCC
Marilyn Herbert-Ashton	VWCC
Susan Watkins	DARS
Stephanie Hoer	Goodwill Industries of the Valleys
Heather Fay	Roanoke Regional SBDC

Meeting calendar:

9/28/2023: In-Person Annual meeting (Highlands)

12/2023: Virtual

3/2024: In Person (Franklin County)

6/2024: Virtual

Other Business

No other business was discussed.

Adjournment

CLEO Action: Hooker made a motion to adjourn the meeting. The motion was seconded by Dan Collins. The motion carried and the meeting adjourned at 8:42 AM.

Title: Work Experience/Internships Policy	
Effective Date: 6/8/2017	Revised Date: 8/2023

Purpose

The purpose of this policy is to establish guidelines for the arrangement of Work Experiences/Internships where an individual will be able to learn an employment related skill or qualify for an occupation through demonstration and practice.

References

- 20 CFR 663 and 664
- Virginia Workforce Letter (VWL) No. 19-07, Change 2
- Fair Labor Standards Act
- 20 CFR 680
- 20 CFR 681.600
- WIOA, Public Law 113-128
- TEGL 19-16
- TEGL 21-16
- TEGL 23-14
- TEGL 08-15
- TEGL 9-22

Policy

It is the policy of the Greater Roanoke Workforce Development Board (GRWDB) to provide the option of Work Experience/Internships to Workforce Innovation and Opportunity Act (WIOA) Title I program participants, where applicable and beneficial. Work Experiences/Internships are planned, structured learning experiences that take place in a workplace for a limited period of time. Work Experiences/Internships may be paid or unpaid, as appropriate and may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any Work Experience/Internship where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Funds provided for these activities may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. WIOA is an Equal Opportunity Program and auxiliary aids and services and interpreters are available upon request to allow program participation in services, such as Work Experience/Internship.

Procedure

Participant Eligibility

Eligible participants can participate in a Work Experience/Internship activity once assessed and an Individual Employment Plan (IEP) and Objective Assessment (OA) has been successfully developed. In accordance with the IEP and OA, there must be a justified, substantial need for a Work Experience/Internship, and can be provided to offer opportunities for career exploration and/or skill development. Work Experiences/Internships will be combined with comprehensive career and supportive services, as needed.

Host Eligibility

An eligible host for a Work Experience/Internship must meet the following criteria:

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- May be in the public, private non-profit, or private sector.
- Must have adequate personnel to provide enough supervision and training for the Work Experience/Internship participants.
- Must provide to the Work Experience/Internship participants 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.
- Must not use assignments to displace regular employees, or to replace any employee on layoff.
- Must provide an opportunity for the WIOA Title I participant to gain experience and/or skills that lead to occupations identified as in-demand in the labor market and determined to be of priority in the region's Local Plan.

Work Experiences/Internships may not be provided within a Virginia Career Works Center, unless approval from the Executive Director of the GRWDB has been received in writing PRIOR to the start date of the Work Experience/Internship.

Staff may request a waiver for participants that are interested in opportunities outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by a GRWDB 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 a GRWDB 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.).

Work Experience/Internship Implementation

Because the Work Experience/Internship activity is considered a pre-vocational service, the relationship between the WIOA Title I participant and the host for the Work Experience activity does not constitute an employer/employee relationship. A review of the host will ensure that there is currently or expected to have enough work to provide the service for the participant. An on-site or virtual visit by staff may be conducted to ensure that the host has the necessary equipment, materials, and supervision to host the Work Experience/Internship participant.

Payments to WIOA Title I participants that are participating in Work Experience/Internship opportunities are stipends provided for progress and attendance in an intensive service, not compensation for work performed for an employer. Payments to participants for classroom-based training, such as high school equivalency training, are only allowable if tied to a work experience. An educational component such as a high school equivalency program with no ties to a work experience activity is not an allowable cost. All WIOA Title I participants that participate in a Work Experience/Internship opportunity will be provided a 1099 MISC by January 31st documenting the prior calendar year stipends received. All WIOA Title I participants will receive information on requirements to file income taxes and resources to assist them with filing at little to no cost, if applicable.

A Work Experience/Internship agreement will be completed between the host site, WIOA Title I participant, and the GRWDB. This agreement must be limited to the period required for a participant to complete career exploration activities and/or become proficient in the skills that have been identified in the IEP and OA that are needed for job development. In determining the appropriate length of the agreement, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP. The agreement must include this duration, tasks, duties, supervision, health and safety standards, and other conditions of work experience, such as consequences of not adhering to the agreement and a termination clause. The agreement will also explain that the worksite/host site will be required to provide progress or performance feedback. Work Experiences/Internship and the agreements for these services must include an academic component of some nature related to the skills and knowledge needed in the WEX, or related occupation, a specific occupation, occupational cluster, or career pathway. This must be documented within the Work Experience/Internship agreement and must be completed either prior to, during or after the Work Experience/Internship.

Prior to the development of the Work Experience/Internship agreement, the host will provide a job description for the Work Experience/Internship opportunity and a concise outline of the Work Experience/Internship to be given, tasks to be learned, and the approximate hours of training required for each task. If this is not formally available, WIOA Title I staff will work with the host to develop the outline and assign hours for Work Experience/Internship. Once this is completed, the WIOA Title I Staff will determine the length of the training period that will be covered by the agreement. Work Experience/Internship participants will be paid a stipend at a rate of \$15 per hour that the participant successfully attends and participates in the Work Experience/Internship. A Work Experience/Internship may not last longer than 8 weeks nor exceed \$4,800 in stipends, whichever comes first. Funds allocated to a participant for a Work Experience/Internship will count towards the maximum expenditure per participant of \$8,000 per year. Waivers to the time maximums outlined here may be authorized on a case-by-case basis by the Senior Operations Director, if requested & approved in advance of exceeding these limitations.

Timesheets shall be submitted to the WIOA Title I staff on a biweekly basis documenting the hours that the participant attended the Work Experience/Internship. This timesheet must be signed by the participant and the Work Experience/Internship supervisor. WIOA Title I staff will also contact the participant at least once a month to ensure that if additional career services and/or supportive services are needed, that they are provided to the participant to ensure successful completion of the Work Experience/Internship activity. This will also be an opportunity for the WIOA Title I staff to update the IEP and assess the participant for additional needs/services.

Local WIOA Title I staff must periodically monitor the participant and the worksite or a host site to ensure that goals are being met and adherence to guidance and WIOA law and regulations. Work Experience monitoring may be completed by the Career Coach, Career Pathways Coordinator or a Manager. The monitoring will include the completion of any monitoring forms developed by GRWDB staff.

Funding Priorities

While both the WIOA Title I Adult and the WIOA Title I Youth program may provide Work Experience/Internship opportunities for enrolled participants, there is a requirement in federal law that a minimum of 20% of WIOA Title I Youth program year funds must be spent on Work Experience/Internship opportunities and associated activities. Activities and expenditures that



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can count toward the calculation of Work Experience/Internship expenditures includes the following:

Title: Priority of Service Policy	
Effective Date: 1/27/2017	Revised Date: 8/2023

Purpose

The purpose of this policy is to establish guidelines for priority of service for the WIOA Title I Adult program. These guidelines are not to be considered as eligibility requirements but as procedures established to ensure that recipients of public assistance and other low-income individuals, as well as other identified applicants such as veterans and those who are basic skills deficient, receive priority for services.

References

- PUBLIC LAW 113–128 Workforce Innovation & Opportunity Act (WIOA)
- VWL #08-09, Priority of Service for Veterans
- Training and Employment Guidance Letter WIOA NO. 3-15
- Policy 600-01 Veterans' Priority of Service
- VWL #18-04 Priority of Service, Change 3
- TEGL # 07-20

Policy

As mandated by federal law, priority of service to receive individualized career and training services under the WIOA Title I Adult program will be given to veterans and their spouses, recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. The Poverty Guidelines and the Lower Living Standard Income Level, as published by the U.S. Department of Labor annually, are to be used in determining low-income status, in addition to the low-income individual definition found in the guidance referenced above

A veteran is defined as a person who served in the active military, naval or air service, and who discharged or released under conditions *other than* dishonorable. Individuals that are spouses of any of the following are considered eligible spouses:

- Any veteran who died of a service-connected disability;
- Any veteran who has a total disability resulting from a service-connected disability;
- Any veteran who dies while a disability so evaluated was in existence; or
- Any member of the Armed Forces serving active duty who, at the time of application for assistance, is listed, pursuant to section 556 if title 37 and regulations issued by the Secretary concerned, in one of more of the following categories and has been so listed for a total of more than 90 days:
 - Missing in action;
 - Captured in the line of duty by a hostile force; or
 - Forcibly detained or interned in the line of duty by a foreign government of power.

Applicants who are determined to be basic skills deficient will also receive priority of services under the WIOA Title I Adult Program. The term “basic skills deficient” means that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

Procedure

First priority will be provided to veterans and eligible spouses who are also included in the above identified WIOA Priority Groups. This includes veterans and their eligible spouses who are *also* recipients of public assistance, low-income individuals, or individuals who are basic skills deficient.

Second priority will be provided to individuals *not* covered under the veteran or eligible spouse criteria, who *are* recipients of public assistance, other low-income individuals, or basic skills deficient.

Third priority will be veterans and eligible spouses that are *not* recipients of public assistance, other low-income individuals, or basic skills deficient.

Fourth priority will go to individuals who fall into priority populations as defined by the Governor and/or the local Board. As of the date of this policy, there are no Governor or local-approved additional priority populations.

Lastly, non-veteran or eligible spouses, who are not recipients of public assistance, low-income individuals or individuals who are basic skills deficient.

To monitor implementation of Priority of Service locally, the Greater Roanoke Workforce Development Board (GRWDB) staff will run reports from the Virginia Workforce Connection (VaWC) regularly and review the results to ensure there are no discrepancies in implementation of Priority of Service. If any are found, they will be addressed for remediation, as needed.

At the point of entry into the Virginia Career Works system, it is not necessary to require verification of priority status; at this point self-attestation of priority status is acceptable. Priority status must be verified when a customer is to receive individualized career or training services.



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Title: Adult & Dislocated Worker Incentives	
Effective Date: 7/18/2023	Revised Date:

Purpose

To outline process for the payments of incentives to Workforce Innovation and Opportunity Act (WIOA) Title I Adult & Dislocated Worker program participants.

References

- PUBLIC LAW 113–128 Workforce Innovation & Opportunity Act (WIOA)
- 2 CFR 200.75
- 2 CFR 200.456
- 2 CFR 200.407(t)
- 20 CFR 683.200(b)(2)
- 2 CFR 200.1

Policy

Incentives may be provided to eligible WIOA Title I Adult & Dislocated Worker program participants to recognize achievements of milestones directly related to training services. All incentives are based on the availability of funding. Incentives must meet cost principles outlined in Uniform Guidance. Incentives may not include entertainment such as movie or sporting event tickets or gift cards to movie theatres or other venues whose sole purpose is entertainment. The Greater Roanoke Workforce Development Board (GRWDB) does not provide incentives via gift cards.

Procedure

The justification and strategy for awarding incentives is administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term “incentive” shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable program services as listed in WIOA Title I or to the attainment of specific and measurable program outcome.

Participants cannot receive multiple incentives payments for the same activity. The maximum to be expended per participant per year is \$8,000 total combined between training and supportive services expenses. Funds allocated to a participant for Adult or Dislocated Worker Incentives will count towards the \$8,000 maximum per year.

Achievements eligible for an incentive include (with maximum amounts to be provided):

Attainment of Secondary Credential or its Equivalent	\$100
Completion with passing grade of one test for each section toward the GED <ul style="list-style-type: none"> • Mathematical Reasoning • Reasoning through Language Arts • Social Studies • Science 	\$50
Complete TABE post-test documenting attainment of measurable skills gain for WIOA Title I performance	\$100
Attainment of Career Readiness Certification (Bronze level or higher)	\$100
Completion of occupational skills training	\$50
Attainment of industry recognized credential	\$100
Attainment of unsubsidized employment	\$100
Completion of an entrepreneurial training and/or attainment of a business license or its equivalent	\$100
Retention of employment for 90 consecutive days	\$100
Successful Completion of Work Experience/Internship	\$200

WIOA Title I program staff shall maintain required documentation in the participant's case file detailing the achievement, distribution, receipt, and management of incentives. At a minimum, WIOA Title I Program staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Staff will also upload documentation with signature (printed or electronic) verifying the type of incentive that was awarded and the receipt of the incentive by the participant. It is the responsibility of staff to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

Date: Sept. 11, 2023

From: Bobby Welch, Finance Director

To: Finance Committee

Re: Sept. 28, 2023 Finance Committee

Meeting

Members,

Currently we have just completed our 2nd month in this fiscal year. To keep with budget, we should roughly be at 16.6%. I would like to summarize the parts of the following statements that stand out to me.

Balance Sheet

- Current Cash is \$2,519,294.51, of which \$2,344,422.92 is restricted for Star City Works.
- Accrued Revenue is \$56,387.82 due to Title 1, Inspire, GoVA and Roanoke Center revenue due but not billed.

Accounts Receivable

- We generally receive our reimbursements within 30-45 days but sometimes there are a few that take longer. The center is the most problematic since it changes constantly and usually takes a few months to get changes to the agreements approved.

Accounts Payable

- We issue checks every week and pay all invoices unless cash is restricted.

Grant Summary

- This is a comprehensive list of our grants. Please be aware that this spans 2 or more fiscal years and many do not have the same fiscal year as the GRWDB.
- Most are reimbursement only, but we have a couple that transferred funds in advance.

R&E Budget vs Actual

- This report is for the entire agency for the first 2 months of the fiscal year.

Please let me know if you have any questions, comments or need something additional. This is a good start I think.

Greater Roanoke Workforce Development Board

Balance Sheet

09/11/23

As of August 31, 2023

Accrual Basis

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
11200 · ANB Operating	150,306.68
11201 · ANB Savings Account	24,564.91
11202 · Premier Money Market	2,344,422.92
Total Checking/Savings	<u>2,519,294.51</u>
Accounts Receivable	
11400 · Grants Receivable	56,387.82
Total Accounts Receivable	<u>56,387.82</u>
Total Current Assets	<u>2,575,682.33</u>
Other Assets	
11500 · Accrued Revenue	35,842.18
18700 · Security Deposits	1,748.29
18705 · Prepaid Expense	20,613.43
18710 · Right to use assets	1,253,364.00
18715 · Accumulated amortization Right	-212,476.00
Total Other Assets	<u>1,099,091.90</u>
TOTAL ASSETS	<u>3,674,774.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20300 · Accounts Payable	20,778.75
Total Accounts Payable	<u>20,778.75</u>
Other Current Liabilities	
20126 · Refundable Advance	2,313,658.72
Total Other Current Liabilities	<u>2,313,658.72</u>
Total Current Liabilities	<u>2,334,437.47</u>
Long Term Liabilities	
25010 · Accrued Leave	61,366.04
26000 · Operating Lease Liabilities	1,042,995.00
Total Long Term Liabilities	<u>1,104,361.04</u>
Total Liabilities	<u>3,438,798.51</u>
Equity	
31200 · Board Designated Rent Reserves	40,943.00
32000 · Unrestricted Net Assets	176,676.23
Net Income	18,356.49
Total Equity	<u>235,975.72</u>
TOTAL LIABILITIES & EQUITY	<u>3,674,774.23</u>

Greater Roanoke Workforce Development Board
A/R Aging Summary
As of August 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Appalachain Regional Commission						
ARC Inspire	32,142.02	0.00	0.00	0.00	0.00	32,142.02
Total Appalachain Regional Commission	32,142.02	0.00	0.00	0.00	0.00	32,142.02
Career Quest						
Altec Inc.	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Branch Group	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Carilion Clinic	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Medeco	0.00	2,000.00	0.00	0.00	0.00	2,000.00
WestRock	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Total Career Quest	2,000.00	8,000.00	0.00	0.00	0.00	10,000.00
City of Roanoke						
Housing Authority Grant - Jobs Plus	2,742.00	0.00	0.00	0.00	0.00	2,742.00
Total City of Roanoke	2,742.00	0.00	0.00	0.00	0.00	2,742.00
Goodwill Industries of the Valleys						
Youth Build	1,699.00	0.00	0.00	0.00	0.00	1,699.00
Total Goodwill Industries of the Valleys	1,699.00	0.00	0.00	0.00	0.00	1,699.00
Roanoke Center Rent/Shared Costs						
Blue Ridge Job Corps - Shared Costs	0.00	0.00	0.00	524.89	0.00	524.89
Goodwill Ind - Shared Costs	0.00	-55.36	0.00	0.00	0.00	-55.36
Rke Val Alleghany Regn 5 - Shared Costs	0.00	0.00	0.00	458.89	0.00	458.89
TAP - Shared Costs	0.00	0.00	524.89	0.00	0.00	524.89
VEC - Shared Costs	0.00	369.91	369.91	0.00	0.00	739.82
Total Roanoke Center Rent/Shared Costs	0.00	314.55	894.80	983.78	0.00	2,193.13
Total Action for Progress						
United Way – OnRamp	476.75	0.00	0.00	0.00	0.00	476.75
Total Total Action for Progress	476.75	0.00	0.00	0.00	0.00	476.75
Virginia Tech						
Go Virginia	0.00	0.00	7,134.92	0.00	0.00	7,134.92
Total Virginia Tech	0.00	0.00	7,134.92	0.00	0.00	7,134.92
TOTAL	39,059.77	8,314.55	8,029.72	983.78	0.00	56,387.82

Greater Roanoke Workforce Development Board
A/P Aging Summary
As of August 31, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Poe & Cronk Real Estate Group, Inc.	20,778.75	0.00	0.00	0.00	0.00	20,778.75
TOTAL	<u>20,778.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,778.75</u>

Greater Roanoke Workforce Development Board

Grant Summary

As of 8/31/23

Program	Contract Duration	Expense					Revenue	Grant Balance	Notes
		Budget	YTD	Grant Total	Un/(Over)	% of Budget			
ARC Inspire	4/1/21 - 3/31/24	300,000	9,727	158,690	141,310	52.90%	158,690	-	
Housing Authority Grant - Jobs Plus	1/1/22 - 12/31/26	175,000	5,484	48,813	126,188	27.89%	48,813	-	
Star City Works	7/1/22 - 12/31/24	3,000,000	93,754	707,384	2,292,616	23.58%	707,384	-	
Youth Build	7/1/23 - 6/30/24	45,000	3,003	3,003	41,997	6.67%	3,003	-	
Roanoke Center	7/1/23 - 6/30/24	304,013	53,234	53,234	250,779	17.51%	53,234	-	
United Way – OnRamp	7/1/23 - 6/30/24	34,671	830	830	33,841	2.40%	830	-	
PY2022 WIOA Title I Admin	7/1/22 - 6/30/24	128,098	13,841	83,785	44,313	65.41%	83,785	-	
PY2022 WIOA Title I Adult	7/1/22 - 6/30/24	414,065	62,667	190,997	223,068	46.13%	190,997	-	
PY2022 WIOA Title I Dislocated Worker	7/1/22 - 6/30/24	307,837	31,494	176,575	131,262	57.36%	176,575	-	
PY2022 WIOA Title I IS Youth	7/1/22 - 6/30/24	107,744	13,029	31,476	76,268	29.21%	31,476	-	
PY2022 WIOA Title I OS Youth	7/1/22 - 6/30/24	323,234	49,563	127,922	195,312	39.58%	127,922	-	
PY2023 WIOA Title I Admin	7/1/23 - 6/30/25	111,884			111,884	0.00%		-	
PY2023 WIOA Title I Adult	7/1/23 - 6/30/25	356,498			356,498	0.00%		-	
PY2023 WIOA Title I Dislocated Worker	7/1/23 - 6/30/25	281,872			281,872	0.00%		-	
PY2023 WIOA Title I IS Youth	7/1/23 - 6/30/25	92,146			92,146	0.00%		-	
PY2023 WIOA Title I OS Youth	7/1/23 - 6/30/25	276,437			276,437	0.00%		-	
Supplemental Work Based Learning Grant	7/1/23 - 9/30/24	149,600			149,600	0.00%		-	
Technical Training Grant	7/1/23 - 9/30/24	136,950			136,950	0.00%		-	
Transportation to Learn Grant	7/1/23 - 9/30/24	25,000			25,000	0.00%		-	
Youth Outreach & Marketing Grant	7/1/23 - 9/30/24	25,000	4,950	4,950	20,050	19.80%	4,950	-	
Workforce Innovation Grant	11/1/22 - 3/31/24	300,000	8,983	25,131	274,869	8.38%	25,131	-	
Go Virginia	7/1/22 - 6/30/24	315,911	19,151	128,706	187,205	40.74%	128,706	-	
Norfolk Southern Initiative	Until Expended	115,000	-	53,737	61,263	46.73%	115,000	61,263	
GRWDB Discretionary Funds	Perpetual		-	35,682			185,696	150,014	
Career Quest	Perpetual		-	92,978			125,623	32,645	
TOTAL		7,325,960	369,710	1,923,894	5,530,727		2,167,815	243,922	

Greater Roanoke Workforce Development Board
Agencywide Budget vs. Actual
July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Income	388,908.24	4,081,641.43	-3,692,733.19	9.5%
Gross Profit	388,908.24	4,081,641.43	-3,692,733.19	9.5%
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	129,158.79	1,129,521.95	-1,000,363.16	11.4%
60500 · Fringe Benefits	47,159.88	400,805.02	-353,645.14	11.8%
Total 60000 · Personnel Expense	176,318.67	1,530,326.97	-1,354,008.30	11.5%
62100 · Contract Services				
62110 · Accounting & Audit Fees	748.56	13,500.00	-12,751.44	5.5%
62120 · Legal Fees	0.00	7,000.00	-7,000.00	0.0%
62140 · Other Contract Services	32,748.09	46,000.00	-13,251.91	71.2%
Total 62100 · Contract Services	33,496.65	66,500.00	-33,003.35	50.4%
62800 · Facilities and Equipment				
62810 · Rent & Leases	67,908.90	269,715.46	-201,806.56	25.2%
62850 · Equipment Rental, Leases & Main	412.19	26,500.00	-26,087.81	1.6%
62860 · Furniture & Fixtures	0.00	7,500.00	-7,500.00	0.0%
Total 62800 · Facilities and Equipment	68,321.09	303,715.46	-235,394.37	22.5%
65000 · Operations				
65010 · Insurance	0.00	5,400.00	-5,400.00	0.0%
65020 · Marketing & Outreach	5,490.22	70,000.00	-64,509.78	7.8%
65030 · Books, Subscriptions & Referenc	0.00	5,000.00	-5,000.00	0.0%
65040 · Postage & Mailing Services	0.00	3,240.00	-3,240.00	0.0%
65050 · Printing & Copying	0.00	500.00	-500.00	0.0%
65060 · Telephone, Telecommunications	4,395.99	16,620.00	-12,224.01	26.5%
65070 · Supplies	1,836.17	12,050.00	-10,213.83	15.2%
65080 · IT Hardware	478.96	31,500.00	-31,021.04	1.5%
65090 · IT Software	13,524.80	20,684.00	-7,159.20	65.4%
65100 · Membership Dues	2,472.49	4,275.00	-1,802.51	57.8%
Total 65000 · Operations	28,198.63	169,269.00	-141,070.37	16.7%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	1,117.09	11,000.00	-9,882.91	10.2%
67020 · Conference Fees & Expenses	735.00	43,050.00	-42,315.00	1.7%
Total 67000 · Travel and Training	1,852.09	54,050.00	-52,197.91	3.4%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	19,910.27	220,000.00	-200,089.73	9.1%
68020 · On-the-Job Training (OJT)	5,055.25	150,000.00	-144,944.75	3.4%
68080 · Incumbent Worker Training	0.00	75,000.00	-75,000.00	0.0%
68100 · Supportive Services	10,291.96	566,000.00	-555,708.04	1.8%
Total 68000 · Adult & Dislocated Worker	35,257.48	1,011,000.00	-975,742.52	3.5%
69000 · Youth Services				
69030 · WEX and OJT	27,010.00	635,000.00	-607,990.00	4.3%
69060 · Leadership Development	0.00	50,000.00	-50,000.00	0.0%
69070 · Supportive Services	0.00	75,500.00	-75,500.00	0.0%
69071 · WEX Supportive Services	97.14			
69110 · Financial Literacy Education	0.00	15,000.00	-15,000.00	0.0%
69120 · Entrepreneurial Skills Training	0.00	15,000.00	-15,000.00	0.0%
Total 69000 · Youth Services	27,107.14	790,500.00	-763,392.86	3.4%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00	50,000.00	-50,000.00	0.0%
69802 · Career Exploration Events	0.00	45,780.00	-45,780.00	0.0%
69803 · Business Visits	0.00	23,000.00	-23,000.00	0.0%
69804 · Hiring and Other Employer Event	0.00	25,000.00	-25,000.00	0.0%
69805 · K-12 Staff and Employer Events	0.00	12,500.00	-12,500.00	0.0%
Total 69800 · Other Workforce Services	0.00	156,280.00	-156,280.00	0.0%
Total Expense	370,551.75	4,081,641.43	-3,711,089.68	9.1%
Net Income	18,356.49	0.00	18,356.49	100.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
July through August 2023

	ARC Inspire (Appalachain Regional Commission)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	5,731.98	22,541.09	-16,809.11	25.4%
60500 · Fringe Benefits	1,987.99	7,028.09	-5,040.10	28.3%
Total 60000 · Personnel Expense	7,719.97	29,569.18	-21,849.21	26.1%
62100 · Contract Services				
62110 · Accounting & Audit Fees	37.25	198.96	-161.71	18.7%
62120 · Legal Fees	0.00	0.00	0.00	0.0%
62140 · Other Contract Services	68.43	9,235.95	-9,167.52	0.7%
Total 62100 · Contract Services	105.68	9,434.91	-9,329.23	1.1%
62800 · Facilities and Equipment				
62810 · Rent & Leases	903.35	1,793.29	-889.94	50.4%
62850 · Equipment Rental, Leases & Main	9.76	78.65	-68.89	12.4%
62860 · Furniture & Fixtures	0.00	121.40	-121.40	0.0%
Total 62800 · Facilities and Equipment	913.11	1,993.34	-1,080.23	45.8%
65000 · Operations				
65010 · Insurance	0.00	0.00	0.00	0.0%
65020 · Marketing & Outreach	37.35	285.03	-247.68	13.1%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00	26.22	-26.22	0.0%
65060 · Telephone, Telecommunications	63.89	473.39	-409.50	13.5%
65070 · Supplies	9.69	199.06	-189.37	4.9%
65080 · IT Hardware	23.00	542.89	-519.89	4.2%
65090 · IT Software	55.83	933.75	-877.92	6.0%
65100 · Membership Dues	67.95	224.15	-156.20	30.3%
Total 65000 · Operations	257.71	2,684.49	-2,426.78	9.6%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	61.35	180.96	-119.61	33.9%
67020 · Conference Fees & Expenses	38.72	1,485.91	-1,447.19	2.6%
Total 67000 · Travel and Training	100.07	1,666.87	-1,566.80	6.0%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	629.99	46,000.00	-45,370.01	1.4%
Total 68000 · Adult & Dislocated Worker	629.99	46,000.00	-45,370.01	1.4%
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	9,726.53	91,348.79	-81,622.26	10.6%
Net Income	-9,726.53	-91,348.79	81,622.26	10.6%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

Housing Authority Grant - Jobs Plus (City of Roanoke)				
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	4,002.14	18,068.31	-14,066.17	22.2%
60500 · Fringe Benefits	1,482.10	7,272.12	-5,790.02	20.4%
Total 60000 · Personnel Expense	5,484.24	25,340.43	-19,856.19	21.6%
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00	269.27	-269.27	0.0%
62120 · Legal Fees	0.00			
62140 · Other Contract Services	0.00			
Total 62100 · Contract Services	0.00	269.27	-269.27	0.0%
62800 · Facilities and Equipment				
62810 · Rent & Leases	0.00	3,043.68	-3,043.68	0.0%
62850 · Equipment Rental, Leases & Main	0.00			
62860 · Furniture & Fixtures	0.00	179.52	-179.52	0.0%
Total 62800 · Facilities and Equipment	0.00	3,223.20	-3,223.20	0.0%
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	0.00	1,196.77	-1,196.77	0.0%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00			
65060 · Telephone, Telecommunications	0.00	283.63	-283.63	0.0%
65070 · Supplies	0.00	230.38	-230.38	0.0%
65080 · IT Hardware	0.00	628.31	-628.31	0.0%
65090 · IT Software	0.00	85.45	-85.45	0.0%
65100 · Membership Dues	0.00			
Total 65000 · Operations	0.00	2,424.54	-2,424.54	0.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	0.00	209.44	-209.44	0.0%
67020 · Conference Fees & Expenses	0.00	724.05	-724.05	0.0%
Total 67000 · Travel and Training	0.00	933.49	-933.49	0.0%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	5,484.24	32,190.93	-26,706.69	17.0%
Net Income	-5,484.24	-32,190.93	26,706.69	17.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Star City Works (City of Roanoke)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	42,432.91	451,467.92	-409,035.01	9.4%
60500 · Fringe Benefits	15,129.61	157,602.12	-142,472.51	9.6%
Total 60000 · Personnel Expense	57,562.52	609,070.04	-551,507.52	9.5%
62100 · Contract Services				
62110 · Accounting & Audit Fees	236.83	5,332.90	-5,096.07	4.4%
62120 · Legal Fees	0.00			
62140 · Other Contract Services	12,467.52	17,590.57	-5,123.05	70.9%
Total 62100 · Contract Services	12,704.35	22,923.47	-10,219.12	55.4%
62800 · Facilities and Equipment				
62810 · Rent & Leases	6,396.76	39,570.37	-33,173.61	16.2%
62850 · Equipment Rental, Leases & Main	62.00	690.05	-628.05	9.0%
62860 · Furniture & Fixtures	0.00	3,183.38	-3,183.38	0.0%
Total 62800 · Facilities and Equipment	6,458.76	43,443.80	-36,985.04	14.9%
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	126.31	50,000.00	-49,873.69	0.3%
65030 · Books, Subscriptions & Referenc	0.00	5,000.00	-5,000.00	0.0%
65040 · Postage & Mailing Services	0.00	489.31	-489.31	0.0%
65050 · Printing & Copying	0.00	230.02	-230.02	0.0%
65060 · Telephone, Telecommunications	406.04	6,502.81	-6,096.77	6.2%
65070 · Supplies	494.97	4,628.84	-4,133.87	10.7%
65080 · IT Hardware	0.00	12,624.10	-12,624.10	0.0%
65090 · IT Software	2,710.66	9,261.47	-6,550.81	29.3%
65100 · Membership Dues	392.76	1,966.65	-1,573.89	20.0%
Total 65000 · Operations	4,130.74	90,703.20	-86,572.46	4.6%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	278.19	4,208.03	-3,929.84	6.6%
67020 · Conference Fees & Expenses	223.78	15,645.73	-15,421.95	1.4%
Total 67000 · Travel and Training	501.97	19,853.76	-19,351.79	2.5%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	3,350.00	50,000.00	-46,650.00	6.7%
68080 · Incumbent Worker Training	0.00	25,000.00	-25,000.00	0.0%
68100 · Supportive Services	9,045.21	500,000.00	-490,954.79	1.8%
Total 68000 · Adult & Dislocated Worker	12,395.21	575,000.00	-562,604.79	2.2%
69000 · Youth Services				
69030 · WEX and OJT	0.00	400,000.00	-400,000.00	0.0%
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00	400,000.00	-400,000.00	0.0%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00	300,000.00	-300,000.00	0.0%
69802 · Career Exploration Events	0.00	30,000.00	-30,000.00	0.0%
69803 · Business Visits	0.00	10,000.00	-10,000.00	0.0%
69804 · Hiring and Other Employer Event	0.00	10,000.00	-10,000.00	0.0%
69805 · K-12 Staff and Employer Events	0.00	5,000.00	-5,000.00	0.0%
Total 69800 · Other Workforce Services	0.00	355,000.00	-355,000.00	0.0%
Total Expense	93,753.55	2,115,994.27	-2,022,240.72	4.4%
Net Income	-93,753.55	-2,115,994.27	2,022,240.72	4.4%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

Expense	Youth Build (Goodwill Industries of the Valleys)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
60000 · Personnel Expense				
60100 · Salaries & Wages	1,901.41	18,204.12	-16,302.71	10.4%
60500 · Fringe Benefits	680.53	7,236.17	-6,555.64	9.4%
Total 60000 · Personnel Expense	2,581.94	25,440.29	-22,858.35	10.1%
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00	266.57	-266.57	0.0%
62120 · Legal Fees	0.00			
62140 · Other Contract Services	41.62			
Total 62100 · Contract Services	41.62	266.57	-224.95	15.6%
62800 · Facilities and Equipment				
62810 · Rent & Leases	324.76	3,013.12	-2,688.36	10.8%
62850 · Equipment Rental, Leases & Main	0.00			
62860 · Furniture & Fixtures	0.00	177.71	-177.71	0.0%
Total 62800 · Facilities and Equipment	324.76	3,190.83	-2,866.07	10.2%
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	13.10	1,184.75	-1,171.65	1.1%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00			
65060 · Telephone, Telecommunications	0.00	280.79	-280.79	0.0%
65070 · Supplies	0.00	228.06	-228.06	0.0%
65080 · IT Hardware	16.58	622.00	-605.42	2.7%
65090 · IT Software	0.00	84.59	-84.59	0.0%
65100 · Membership Dues	0.00			
Total 65000 · Operations	29.68	2,400.19	-2,370.51	1.2%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	25.00	207.33	-182.33	12.1%
67020 · Conference Fees & Expenses	0.00	716.78	-716.78	0.0%
Total 67000 · Travel and Training	25.00	924.11	-899.11	2.7%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	3,003.00	32,221.99	-29,218.99	9.3%
Net Income	-3,003.00	-32,221.99	29,218.99	9.3%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Total Roanoke Center Rent/Shared Costs			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	0.00			
60500 · Fringe Benefits	0.00			
Total 60000 · Personnel Expense	0.00	0.00	0.00	0.0%
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00			
62120 · Legal Fees	0.00			
62140 · Other Contract Services	2,000.00			
Total 62100 · Contract Services	2,000.00			
62800 · Facilities and Equipment				
62810 · Rent & Leases	47,803.27	0.00	47,803.27	100.0%
62850 · Equipment Rental, Leases & Main	216.13	0.00	216.13	100.0%
62860 · Furniture & Fixtures	0.00			
Total 62800 · Facilities and Equipment	48,019.40	0.00	48,019.40	100.0%
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	0.00			
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00	0.00	0.00	0.0%
65060 · Telephone, Telecommunications	3,112.30	0.00	3,112.30	100.0%
65070 · Supplies	102.47	0.00	102.47	100.0%
65080 · IT Hardware	0.00	0.00	0.00	0.0%
65090 · IT Software	0.00	0.00	0.00	0.0%
65100 · Membership Dues	0.00			
Total 65000 · Operations	3,214.77	0.00	3,214.77	100.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	0.00			
67020 · Conference Fees & Expenses	0.00	0.00	0.00	0.0%
Total 67000 · Travel and Training	0.00	0.00	0.00	0.0%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	53,234.17	0.00	53,234.17	100.0%
Net Income	-53,234.17	0.00	-53,234.17	100.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	United Way – OnRamp (Total Action for Progress)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	306.51	21,892.48	-21,585.97	1.4%
60500 · Fringe Benefits	104.40	7,299.55	-7,195.15	1.4%
Total 60000 · Personnel Expense	410.91	29,192.03	-28,781.12	1.4%
62100 · Contract Services				
62110 · Accounting & Audit Fees	5.15	244.55	-239.40	2.1%
62120 · Legal Fees	0.00	0.00	0.00	0.0%
62140 · Other Contract Services	0.00	22.31	-22.31	0.0%
Total 62100 · Contract Services	5.15	266.86	-261.71	1.9%
62800 · Facilities and Equipment				
62810 · Rent & Leases	372.11	101.02	271.09	368.4%
62850 · Equipment Rental, Leases & Main	1.36	7.44	-6.08	18.3%
62860 · Furniture & Fixtures	0.00	7.44	-7.44	0.0%
Total 62800 · Facilities and Equipment	373.47	115.90	257.57	322.2%
65000 · Operations				
65010 · Insurance	0.00	0.00	0.00	0.0%
65020 · Marketing & Outreach	2.41	0.00	2.41	100.0%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00	2.48	-2.48	0.0%
65060 · Telephone, Telecommunications	8.85	254.72	-245.87	3.5%
65070 · Supplies	1.48	211.95	-210.47	0.7%
65080 · IT Hardware	0.00	578.05	-578.05	0.0%
65090 · IT Software	8.52	159.92	-151.40	5.3%
65100 · Membership Dues	10.37	21.20	-10.83	48.9%
Total 65000 · Operations	31.63	1,228.32	-1,196.69	2.6%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	3.40	372.97	-369.57	0.9%
67020 · Conference Fees & Expenses	5.91	124.20	-118.29	4.8%
Total 67000 · Travel and Training	9.31	497.17	-487.86	1.9%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	830.47	31,300.28	-30,469.81	2.7%
Net Income	-830.47	-31,300.28	30,469.81	2.7%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Supplemental Work Based Learning Grant (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	0.00	116,000.00	-116,000.00	0.0%
60500 · Fringe Benefits	0.00	20,000.00	-20,000.00	0.0%
Total 60000 · Personnel Expense	0.00	136,000.00	-136,000.00	0.0%
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00			
62120 · Legal Fees	0.00			
62140 · Other Contract Services	0.00			
Total 62100 · Contract Services	0.00			
62800 · Facilities and Equipment				
62810 · Rent & Leases	0.00			
62850 · Equipment Rental, Leases & Main	0.00			
62860 · Furniture & Fixtures	0.00			
Total 62800 · Facilities and Equipment	0.00			
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	0.00			
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00			
65060 · Telephone, Telecommunications	0.00			
65070 · Supplies	0.00	13,600.00	-13,600.00	0.0%
65080 · IT Hardware	0.00			
65090 · IT Software	0.00			
65100 · Membership Dues	0.00			
Total 65000 · Operations	0.00	13,600.00	-13,600.00	0.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	0.00			
67020 · Conference Fees & Expenses	0.00			
Total 67000 · Travel and Training	0.00			
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	0.00	149,600.00	-149,600.00	0.0%
Net Income	0.00	-149,600.00	149,600.00	0.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Technical Training Grant (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	0.00	58,000.00	-58,000.00	0.0%
60500 · Fringe Benefits	0.00	29,500.00	-29,500.00	0.0%
Total 60000 · Personnel Expense	0.00	87,500.00	-87,500.00	0.0%
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00			
62120 · Legal Fees	0.00			
62140 · Other Contract Services	0.00			
Total 62100 · Contract Services	0.00			
62800 · Facilities and Equipment				
62810 · Rent & Leases	0.00			
62850 · Equipment Rental, Leases & Main	0.00			
62860 · Furniture & Fixtures	0.00			
Total 62800 · Facilities and Equipment	0.00			
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	0.00			
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00			
65060 · Telephone, Telecommunications	0.00			
65070 · Supplies	0.00	12,450.00	-12,450.00	0.0%
65080 · IT Hardware	0.00			
65090 · IT Software	0.00			
65100 · Membership Dues	0.00			
Total 65000 · Operations	0.00	12,450.00	-12,450.00	0.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	0.00			
67020 · Conference Fees & Expenses	0.00			
Total 67000 · Travel and Training	0.00			
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00	37,000.00	-37,000.00	0.0%
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00	37,000.00	-37,000.00	0.0%
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	0.00	136,950.00	-136,950.00	0.0%
Net Income	0.00	-136,950.00	136,950.00	0.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Transportation to Learn Grant (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	0.00			
60500 · Fringe Benefits	0.00			
Total 60000 · Personnel Expense	0.00			
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00			
62120 · Legal Fees	0.00			
62140 · Other Contract Services	0.00			
Total 62100 · Contract Services	0.00	22,728.00	-22,728.00	0.0%
62800 · Facilities and Equipment				
62810 · Rent & Leases	0.00			
62850 · Equipment Rental, Leases & Main	0.00			
62860 · Furniture & Fixtures	0.00			
Total 62800 · Facilities and Equipment	0.00			
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	0.00			
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00			
65060 · Telephone, Telecommunications	0.00			
65070 · Supplies	0.00			
65080 · IT Hardware	0.00			
65090 · IT Software	0.00			
65100 · Membership Dues	0.00			
Total 65000 · Operations	0.00	2,272.00	-2,272.00	0.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	0.00			
67020 · Conference Fees & Expenses	0.00			
Total 67000 · Travel and Training	0.00			
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	0.00	25,000.00	-25,000.00	0.0%
Net Income	0.00	-25,000.00	25,000.00	0.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Total WIOA Title I Admin (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	7,929.73	60,895.32	-52,965.59	13.0%
60500 · Fringe Benefits	2,582.79	19,462.30	-16,879.51	13.3%
Total 60000 · Personnel Expense	10,512.52	80,357.62	-69,845.10	13.1%
62100 · Contract Services				
62110 · Accounting & Audit Fees	128.02	6,416.25	-6,288.23	2.0%
62120 · Legal Fees	0.00	7,000.00	-7,000.00	0.0%
62140 · Other Contract Services	8.67	704.49	-695.82	1.2%
Total 62100 · Contract Services	136.69	14,120.74	-13,984.05	1.0%
62800 · Facilities and Equipment				
62810 · Rent & Leases	999.38	3,552.32	-2,552.94	28.1%
62850 · Equipment Rental, Leases & Main	33.52	234.83	-201.31	14.3%
62860 · Furniture & Fixtures	0.00	256.20	-256.20	0.0%
Total 62800 · Facilities and Equipment	1,032.90	4,043.35	-3,010.45	25.5%
65000 · Operations				
65010 · Insurance	0.00	5,400.00	-5,400.00	0.0%
65020 · Marketing & Outreach	50.52	142.51	-91.99	35.5%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00	78.28	-78.28	0.0%
65060 · Telephone, Telecommunications	219.47	1,245.48	-1,026.01	17.6%
65070 · Supplies	29.32	957.95	-928.63	3.1%
65080 · IT Hardware	2.15	1,248.95	-1,246.80	0.2%
65090 · IT Software	273.91	2,737.28	-2,463.37	10.0%
65100 · Membership Dues	1,388.09	669.25	718.84	207.4%
Total 65000 · Operations	1,963.46	12,479.70	-10,516.24	15.7%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	77.89	416.32	-338.43	18.7%
67020 · Conference Fees & Expenses	117.14	4,007.81	-3,890.67	2.9%
Total 67000 · Travel and Training	195.03	4,424.13	-4,229.10	4.4%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	13,840.60	115,425.54	-101,584.94	12.0%
Net Income	-13,840.60	-115,425.54	101,584.94	12.0%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Total WIOA Title I Adult (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	19,923.87	206,824.35	-186,900.48	9.6%
60500 · Fringe Benefits	7,674.12	79,644.63	-71,970.51	9.6%
Total 60000 · Personnel Expense	27,597.99	286,468.98	-258,870.99	9.6%
62100 · Contract Services				
62110 · Accounting & Audit Fees	82.18	0.00	82.18	100.0%
62120 · Legal Fees	0.00	0.00	0.00	0.0%
62140 · Other Contract Services	267.18	13,573.01	-13,305.83	2.0%
Total 62100 · Contract Services	349.36	13,573.01	-13,223.65	2.6%
62800 · Facilities and Equipment				
62810 · Rent & Leases	3,958.12	27,205.75	-23,247.63	14.5%
62850 · Equipment Rental, Leases & Main	21.53	61.75	-40.22	34.9%
62860 · Furniture & Fixtures	0.00	1,663.94	-1,663.94	0.0%
Total 62800 · Facilities and Equipment	3,979.65	28,931.44	-24,951.79	13.8%
65000 · Operations				
65010 · Insurance	0.00	0.00	0.00	0.0%
65020 · Marketing & Outreach	118.66	9,582.76	-9,464.10	1.2%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00	2,168.82	-2,168.82	0.0%
65050 · Printing & Copying	0.00	20.58	-20.58	0.0%
65060 · Telephone, Telecommunications	140.96	2,996.92	-2,855.96	4.7%
65070 · Supplies	219.14	2,352.87	-2,133.73	9.3%
65080 · IT Hardware	132.71	6,416.91	-6,284.20	2.1%
65090 · IT Software	7,421.83	1,547.82	5,874.01	479.5%
65100 · Membership Dues	148.58	175.98	-27.40	84.4%
Total 65000 · Operations	8,181.88	25,262.66	-17,080.78	32.4%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	241.11	2,316.26	-2,075.15	10.4%
67020 · Conference Fees & Expenses	84.66	7,041.61	-6,956.95	1.2%
Total 67000 · Travel and Training	325.77	9,357.87	-9,032.10	3.5%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	19,910.27	200,000.00	-180,089.73	10.0%
68020 · On-the-Job Training (OJT)	1,705.25	100,000.00	-98,294.75	1.7%
68080 · Incumbent Worker Training	0.00	0.00	0.00	0.0%
68100 · Supportive Services	616.76	20,000.00	-19,383.24	3.1%
Total 68000 · Adult & Dislocated Worker	22,232.28	320,000.00	-297,767.72	6.9%
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00	0.00	0.00	0.0%
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00	0.00	0.00	0.0%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	62,666.93	683,593.96	-620,927.03	9.2%
Net Income	-62,666.93	-683,593.96	620,927.03	9.2%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Total WIOA Title I Dislocated Worker (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	18,849.32	87,548.46	-68,699.14	21.5%
60500 · Fringe Benefits	7,319.05	33,358.00	-26,038.95	21.9%
Total 60000 · Personnel Expense	26,168.37	120,906.46	-94,738.09	21.6%
62100 · Contract Services				
62110 · Accounting & Audit Fees	79.70	0.00	79.70	100.0%
62120 · Legal Fees	0.00	0.00	0.00	0.0%
62140 · Other Contract Services	241.93	790.30	-548.37	30.6%
Total 62100 · Contract Services	321.63	790.30	-468.67	40.7%
62800 · Facilities and Equipment				
62810 · Rent & Leases	3,602.82	11,350.76	-7,747.94	31.7%
62850 · Equipment Rental, Leases & Main	20.89	45.75	-24.86	45.7%
62860 · Furniture & Fixtures	0.00	698.65	-698.65	0.0%
Total 62800 · Facilities and Equipment	3,623.71	12,095.16	-8,471.45	30.0%
65000 · Operations				
65010 · Insurance	0.00	0.00	0.00	0.0%
65020 · Marketing & Outreach	110.71	3,883.93	-3,773.22	2.9%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00	105.80	-105.80	0.0%
65050 · Printing & Copying	0.00	15.24	-15.24	0.0%
65060 · Telephone, Telecommunications	136.74	1,293.61	-1,156.87	10.6%
65070 · Supplies	34.72	972.00	-937.28	3.6%
65080 · IT Hardware	122.04	2,650.91	-2,528.87	4.6%
65090 · IT Software	513.13	860.70	-347.57	59.6%
65100 · Membership Dues	148.58	130.38	18.20	114.0%
Total 65000 · Operations	1,065.92	9,912.57	-8,846.65	10.8%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	230.12	928.71	-698.59	24.8%
67020 · Conference Fees & Expenses	84.66	3,219.44	-3,134.78	2.6%
Total 67000 · Travel and Training	314.78	4,148.15	-3,833.37	7.6%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00	20,000.00	-20,000.00	0.0%
68020 · On-the-Job Training (OJT)	0.00	0.00	0.00	0.0%
68080 · Incumbent Worker Training	0.00	50,000.00	-50,000.00	0.0%
68100 · Supportive Services	0.00	0.00	0.00	0.0%
Total 68000 · Adult & Dislocated Worker	0.00	70,000.00	-70,000.00	0.0%
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	31,494.41	217,852.64	-186,358.23	14.5%
Net Income	-31,494.41	-217,852.64	186,358.23	14.5%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Total WIOA Title I IS Youth (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	4,337.50	25,126.41	-20,788.91	17.3%
60500 · Fringe Benefits	1,575.06	8,774.13	-7,199.07	18.0%
Total 60000 · Personnel Expense	5,912.56	33,900.54	-27,987.98	17.4%
62100 · Contract Services				
62110 · Accounting & Audit Fees	26.89	0.00	26.89	100.0%
62120 · Legal Fees	0.00	0.00	0.00	0.0%
62140 · Other Contract Services	39.25	181.01	-141.76	21.7%
Total 62100 · Contract Services	66.14	181.01	-114.87	36.5%
62800 · Facilities and Equipment				
62810 · Rent & Leases	548.86	2,324.26	-1,775.40	23.6%
62850 · Equipment Rental, Leases & Main	7.04	33.13	-26.09	21.2%
62860 · Furniture & Fixtures	0.00	161.41	-161.41	0.0%
Total 62800 · Facilities and Equipment	555.90	2,518.80	-1,962.90	22.1%
65000 · Operations				
65010 · Insurance	0.00	0.00	0.00	0.0%
65020 · Marketing & Outreach	22.80	441.28	-418.48	5.2%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00	13.22	-13.22	0.0%
65050 · Printing & Copying	0.00	11.04	-11.04	0.0%
65060 · Telephone, Telecommunications	46.10	378.72	-332.62	12.2%
65070 · Supplies	6.41	236.64	-230.23	2.7%
65080 · IT Hardware	14.58	645.38	-630.80	2.3%
65090 · IT Software	36.90	449.97	-413.07	8.2%
65100 · Membership Dues	44.92	94.43	-49.51	47.6%
Total 65000 · Operations	171.71	2,270.68	-2,098.97	7.6%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	47.07	240.07	-193.00	19.6%
67020 · Conference Fees & Expenses	25.59	868.88	-843.29	2.9%
Total 67000 · Travel and Training	72.66	1,108.95	-1,036.29	6.6%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	6,250.00	15,000.00	-8,750.00	41.7%
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00	10,000.00	-10,000.00	0.0%
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	6,250.00	25,000.00	-18,750.00	25.0%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	13,028.97	64,979.98	-51,951.01	20.1%
Net Income	-13,028.97	-64,979.98	51,951.01	20.1%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
July through August 2023

	Total WIOA Title I OS Youth (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	16,331.53	142,717.52	-126,385.99	11.4%
60500 · Fringe Benefits	5,946.50	49,439.86	-43,493.36	12.0%
Total 60000 · Personnel Expense	22,278.03	192,157.38	-169,879.35	11.6%
62100 · Contract Services				
62110 · Accounting & Audit Fees	120.21	0.00	120.21	100.0%
62120 · Legal Fees	0.00	0.00	0.00	0.0%
62140 · Other Contract Services	132.92	3,644.10	-3,511.18	3.6%
Total 62100 · Contract Services	253.13	3,644.10	-3,390.97	6.9%
62800 · Facilities and Equipment				
62810 · Rent & Leases	2,722.80	12,995.72	-10,272.92	21.0%
62850 · Equipment Rental, Leases & Main	31.49	25,262.32	-25,230.83	0.1%
62860 · Furniture & Fixtures	0.00	878.49	-878.49	0.0%
Total 62800 · Facilities and Equipment	2,754.29	39,136.53	-36,382.24	7.0%
65000 · Operations				
65010 · Insurance	0.00	0.00	0.00	0.0%
65020 · Marketing & Outreach	92.32	2,711.20	-2,618.88	3.4%
65030 · Books, Subscriptions & Referenc	0.00	0.00	0.00	0.0%
65040 · Postage & Mailing Services	0.00	462.85	-462.85	0.0%
65050 · Printing & Copying	0.00	87.44	-87.44	0.0%
65060 · Telephone, Telecommunications	206.20	2,330.23	-2,124.03	8.8%
65070 · Supplies	88.48	1,362.44	-1,273.96	6.5%
65080 · IT Hardware	48.94	3,715.73	-3,666.79	1.3%
65090 · IT Software	2,459.55	3,373.37	-913.82	72.9%
65100 · Membership Dues	217.11	747.61	-530.50	29.0%
Total 65000 · Operations	3,112.60	14,790.87	-11,678.27	21.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	184.33	1,310.99	-1,126.66	14.1%
67020 · Conference Fees & Expenses	123.70	6,360.21	-6,236.51	1.9%
Total 67000 · Travel and Training	308.03	7,671.20	-7,363.17	4.0%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	20,760.00	150,000.00	-129,240.00	13.8%
69060 · Leadership Development	0.00	50,000.00	-50,000.00	0.0%
69070 · Supportive Services	0.00	50,000.00	-50,000.00	0.0%
69071 · WEX Supportive Services	97.14			
69110 · Financial Literacy Education	0.00	15,000.00	-15,000.00	0.0%
69120 · Entrepreneurial Skills Training	0.00	15,000.00	-15,000.00	0.0%
Total 69000 · Youth Services	20,857.14	280,000.00	-259,142.86	7.4%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	49,563.22	537,400.08	-487,836.86	9.2%
Net Income	-49,563.22	-537,400.08	487,836.86	9.2%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Workforce Innovation Grant (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	1,796.14	31,091.52	-29,295.38	5.8%
60500 · Fringe Benefits	664.24	10,467.72	-9,803.48	6.3%
Total 60000 · Personnel Expense	2,460.38	41,559.24	-39,098.86	5.9%
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00	353.11	-353.11	0.0%
62120 · Legal Fees	0.00			
62140 · Other Contract Services	1,585.57	89.24	1,496.33	1,776.7%
Total 62100 · Contract Services	1,585.57	442.35	1,143.22	358.4%
62800 · Facilities and Equipment				
62810 · Rent & Leases	12.10	1,858.25	-1,846.15	0.7%
62850 · Equipment Rental, Leases & Main	0.00	29.75	-29.75	0.0%
62860 · Furniture & Fixtures	0.00	115.51	-115.51	0.0%
Total 62800 · Facilities and Equipment	12.10	2,003.51	-1,991.41	0.6%
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	4,903.46	571.77	4,331.69	857.6%
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00	9.92	-9.92	0.0%
65060 · Telephone, Telecommunications	0.00	289.01	-289.01	0.0%
65070 · Supplies	0.00	302.10	-302.10	0.0%
65080 · IT Hardware	0.00	823.92	-823.92	0.0%
65090 · IT Software	0.00	437.29	-437.29	0.0%
65100 · Membership Dues	0.00	84.78	-84.78	0.0%
Total 65000 · Operations	4,903.46	2,518.79	2,384.67	194.7%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	21.36	274.64	-253.28	7.8%
67020 · Conference Fees & Expenses	0.00	1,209.37	-1,209.37	0.0%
Total 67000 · Travel and Training	21.36	1,484.01	-1,462.65	1.4%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00	70,000.00	-70,000.00	0.0%
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00	15,500.00	-15,500.00	0.0%
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00	85,500.00	-85,500.00	0.0%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00	15,780.00	-15,780.00	0.0%
69803 · Business Visits	0.00	13,000.00	-13,000.00	0.0%
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00	28,780.00	-28,780.00	0.0%
Total Expense	8,982.87	162,287.90	-153,305.03	5.5%
Net Income	-8,982.87	-162,287.90	153,305.03	5.5%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
 July through August 2023

	Youth Outreach & Marketing Grant (Virginia Community College System)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	0.00			
60500 · Fringe Benefits	0.00			
Total 60000 · Personnel Expense	0.00			
62100 · Contract Services				
62110 · Accounting & Audit Fees	0.00			
62120 · Legal Fees	0.00			
62140 · Other Contract Services	4,950.00			
Total 62100 · Contract Services	4,950.00	22,727.30	-17,777.30	21.8%
62800 · Facilities and Equipment				
62810 · Rent & Leases	0.00			
62850 · Equipment Rental, Leases & Main	0.00			
62860 · Furniture & Fixtures	0.00			
Total 62800 · Facilities and Equipment	0.00			
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	0.00			
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00			
65060 · Telephone, Telecommunications	0.00			
65070 · Supplies	0.00	2,272.70	-2,272.70	0.0%
65080 · IT Hardware	0.00			
65090 · IT Software	0.00			
65100 · Membership Dues	0.00			
Total 65000 · Operations	0.00	2,272.70	-2,272.70	0.0%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	0.00			
67020 · Conference Fees & Expenses	0.00			
Total 67000 · Travel and Training	0.00			
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00			
69805 · K-12 Staff and Employer Events	0.00			
Total 69800 · Other Workforce Services	0.00			
Total Expense	4,950.00	25,000.00	-20,050.00	19.8%
Net Income	-4,950.00	-25,000.00	20,050.00	19.8%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
July through August 2023

	Go Virginia (Virginia Tech)			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	5,615.75	43,144.45	-37,528.70	13.0%
60500 · Fringe Benefits	2,013.49	13,220.30	-11,206.81	15.2%
Total 60000 · Personnel Expense	7,629.24	56,364.75	-48,735.51	13.5%
62100 · Contract Services				
62110 · Accounting & Audit Fees	32.33	418.39	-386.06	7.7%
62120 · Legal Fees	0.00			
62140 · Other Contract Services	10,945.00	169.02	10,775.98	6,475.6%
Total 62100 · Contract Services	10,977.33	587.41	10,389.92	1,868.8%
62800 · Facilities and Equipment				
62810 · Rent & Leases	264.57	765.32	-500.75	34.6%
62850 · Equipment Rental, Leases & Main	8.47	56.33	-47.86	15.0%
62860 · Furniture & Fixtures	0.00	56.35	-56.35	0.0%
Total 62800 · Facilities and Equipment	273.04	878.00	-604.96	31.1%
65000 · Operations				
65010 · Insurance	0.00			
65020 · Marketing & Outreach	12.58			
65030 · Books, Subscriptions & Referenc	0.00			
65040 · Postage & Mailing Services	0.00			
65050 · Printing & Copying	0.00	18.78	-18.78	0.0%
65060 · Telephone, Telecommunications	55.44	290.72	-235.28	19.1%
65070 · Supplies	7.72	367.71	-359.99	2.1%
65080 · IT Hardware	0.00	1,002.85	-1,002.85	0.0%
65090 · IT Software	44.47	752.39	-707.92	5.9%
65100 · Membership Dues	54.13	160.57	-106.44	33.7%
Total 65000 · Operations	174.34	2,593.02	-2,418.68	6.7%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	66.23	334.28	-268.05	19.8%
67020 · Conference Fees & Expenses	30.84	1,646.01	-1,615.17	1.9%
Total 67000 · Travel and Training	97.07	1,980.29	-1,883.22	4.9%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	0.00			
68020 · On-the-Job Training (OJT)	0.00			
68080 · Incumbent Worker Training	0.00			
68100 · Supportive Services	0.00			
Total 68000 · Adult & Dislocated Worker	0.00			
69000 · Youth Services				
69030 · WEX and OJT	0.00			
69060 · Leadership Development	0.00			
69070 · Supportive Services	0.00			
69071 · WEX Supportive Services	0.00			
69110 · Financial Literacy Education	0.00			
69120 · Entrepreneurial Skills Training	0.00			
Total 69000 · Youth Services	0.00			
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00			
69802 · Career Exploration Events	0.00			
69803 · Business Visits	0.00			
69804 · Hiring and Other Employer Event	0.00	15,000.00	-15,000.00	0.0%
69805 · K-12 Staff and Employer Events	0.00	7,500.00	-7,500.00	0.0%
Total 69800 · Other Workforce Services	0.00	22,500.00	-22,500.00	0.0%
Total Expense	19,151.02	84,903.47	-65,752.45	22.6%
Net Income	-19,151.02	-84,903.47	65,752.45	22.6%

Greater Roanoke Workforce Development Board
Budget vs. Actual by Program
July through August 2023

	TOTAL			
	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	129,158.79	1,303,521.95	-1,174,363.16	9.9%
60500 · Fringe Benefits	47,159.88	450,304.99	-403,145.11	10.5%
Total 60000 · Personnel Expense	176,318.67	1,753,826.94	-1,577,508.27	10.1%
62100 · Contract Services				
62110 · Accounting & Audit Fees	748.56	13,500.00	-12,751.44	5.5%
62120 · Legal Fees	0.00	7,000.00	-7,000.00	0.0%
62140 · Other Contract Services	32,748.09	91,455.30	-58,707.21	35.8%
Total 62100 · Contract Services	33,496.65	111,955.30	-78,458.65	29.9%
62800 · Facilities and Equipment				
62810 · Rent & Leases	67,908.90	107,573.86	-39,664.96	63.1%
62850 · Equipment Rental, Leases & Main	412.19	26,500.00	-26,087.81	1.6%
62860 · Furniture & Fixtures	0.00	7,500.00	-7,500.00	0.0%
Total 62800 · Facilities and Equipment	68,321.09	141,573.86	-73,252.77	48.3%
65000 · Operations				
65010 · Insurance	0.00	5,400.00	-5,400.00	0.0%
65020 · Marketing & Outreach	5,490.22	70,000.00	-64,509.78	7.8%
65030 · Books, Subscriptions & Referenc	0.00	5,000.00	-5,000.00	0.0%
65040 · Postage & Mailing Services	0.00	3,240.00	-3,240.00	0.0%
65050 · Printing & Copying	0.00	500.00	-500.00	0.0%
65060 · Telephone, Telecommunications	4,395.99	16,620.03	-12,224.04	26.4%
65070 · Supplies	1,836.17	42,644.70	-40,808.53	4.3%
65080 · IT Hardware	478.96	31,500.00	-31,021.04	1.5%
65090 · IT Software	13,524.80	20,684.00	-7,159.20	65.4%
65100 · Membership Dues	2,472.49	4,275.00	-1,802.51	57.8%
Total 65000 · Operations	28,198.63	199,863.73	-171,665.10	14.1%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	1,117.09	11,000.00	-9,882.91	10.2%
67020 · Conference Fees & Expenses	735.00	43,050.00	-42,315.00	1.7%
Total 67000 · Travel and Training	1,852.09	54,050.00	-52,197.91	3.4%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	19,910.27	257,000.00	-237,089.73	7.7%
68020 · On-the-Job Training (OJT)	5,055.25	150,000.00	-144,944.75	3.4%
68080 · Incumbent Worker Training	0.00	75,000.00	-75,000.00	0.0%
68100 · Supportive Services	10,291.96	566,000.00	-555,708.04	1.8%
Total 68000 · Adult & Dislocated Worker	35,257.48	1,048,000.00	-1,012,742.52	3.4%
69000 · Youth Services				
69030 · WEX and OJT	27,010.00	635,000.00	-607,990.00	4.3%
69060 · Leadership Development	0.00	50,000.00	-50,000.00	0.0%
69070 · Supportive Services	0.00	75,500.00	-75,500.00	0.0%
69071 · WEX Supportive Services	97.14	0.00	97.14	100.0%
69110 · Financial Literacy Education	0.00	15,000.00	-15,000.00	0.0%
69120 · Entrepreneurial Skills Training	0.00	15,000.00	-15,000.00	0.0%
Total 69000 · Youth Services	27,107.14	790,500.00	-763,392.86	3.4%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00	300,000.00	-300,000.00	0.0%
69802 · Career Exploration Events	0.00	45,780.00	-45,780.00	0.0%
69803 · Business Visits	0.00	23,000.00	-23,000.00	0.0%
69804 · Hiring and Other Employer Event	0.00	25,000.00	-25,000.00	0.0%
69805 · K-12 Staff and Employer Events	0.00	12,500.00	-12,500.00	0.0%
Total 69800 · Other Workforce Services	0.00	406,280.00	-406,280.00	0.0%
Total Expense	370,551.75	4,506,049.83	-4,135,498.08	8.2%
Net Income	-370,551.75	-4,506,049.83	4,135,498.08	8.2%

REVIEW OF VIRGINIA CAREER WORKS- FRANKLIN CENTER

Prepared for the Greater Roanoke Workforce
Development Board

June 2023



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INTRODUCTION

This report is a study of current space, programming, operations, and partner relations at The Franklin Center for Advanced Learning and Enterprise, also known as the Virginia Career Works – Franklin Center. The work can help benchmark and understand the Center’s current offerings, capacity, and scope. The process incorporated data supplied by the Center, interviews with 15 stakeholders, and an on-line survey to Franklin County businesses. The information in this report should be the first step toward informing a much-needed strategic plan for the Center.

OVERVIEW

The Franklin Center (TFC) was created in 2005 as a center for workforce development. A model, according to institutional memory, was Botetourt County's Greenfield Education and Training Center as a home for selected course offerings from Virginia Western and Patrick & Henry Community Colleges. At the time, legislators, the Virginia Tobacco Region Revitalization Commission, and state higher education officials were focusing on strengthening workforce development as an important component of economic development and the Tobacco Commission contributed support to the creation of TFC.

It is not a surprise that the world has changed dramatically since TFC opened. Increasingly complex technology has most likely had the greatest impact on workforce qualifications and the delivery of educational offerings which in turn have had an impact on TFC. But changing population demographics, funding challenges, and COVID-19 have left marks on the center's operations and ultimately its strategy for the future.

Key issues:

- COVID-19 forced TFC to go virtual. Classes largely were delivered on-line, directly to the home, and many have remained that way affecting utilization of TFC. In 2013, Virginia Western Community College offered 26 in-person classes. In Fall 2022, the college offered 2 classes in-person.
- Technology is affecting outcomes as well such as the requirement for GED certification to be conducted on-line which has dramatically affected completion rates dropping from 100 students earning diplomas to less than 20.
- Funding cutbacks forced the 2015 withdrawal of Patrick & Henry Community College after already reducing the number of classes from 19 to 3. Reduced funding also forced the Virginia Employment Commission to cut weekly on-site service to 1 day.
- TFC partner revenue has decreased along with services resulting in the most significant reduction from Virginia Western of \$33,000 annually.
- Changing demographics have influenced high school enrollment and freed up space at Franklin County High School for classes and eliminated the need for teachers to spend time traveling between TFC and the high school. A new CTE facility at the school will further impact TFC.

Despite a dramatically changing environment, there have been few substantive changes to the TFC business model. Now is an excellent opportunity to reevaluate how TFC can best serve the employers and citizens of Franklin County and contribute to its economic development goals.

MISSION

The mission of The Franklin Center for Advanced Learning and Enterprise is to promote and enhance workforce and economic development through lifelong learning in the Franklin County and Southside Region.

Most, but not all, interviewees agreed on the alignment of the mission and TFC. Others questioned:

- What does lifelong learning mean in context of TFC?
- Is TFC providing or creating lifelong learning or simply housing those that do?
- In what ways does TFC serve the Southside Region beyond Franklin County?
- Do resource providers, such as the Virginia Employment Commission, Brain Injury Services, etc. fit the mission of lifelong learning?

STAFFING

TFC employs three full-time and a part-time employee all of whom have written job descriptions. There are no performance goals associated with the job descriptions. The positions are:

- Executive director
- Operations assistant
- Operations assistant II
- Receptionist

The executive director “Provides executive leadership, vision, and management of Workforce Development with the primary objective of helping individuals prepare for work and careers through **credential attainment**, and doing so in partnership with the traditional academic operations of the college partners, with local business and industry, government agencies, nonprofit organization clients, and with regional K-12 partners as appropriate.”

Among other responsibilities are strategic planning, marketing, and technical assistance to existing business and industry that are requesting funding for incumbent worker training and retraining efforts. The director is also charged with collecting and distributing to partners “relevant and up-to-date data related to employment trends, training and education needs of the citizens and employers.”

Examples of these responsibilities were uneven in stakeholder interviews. The executive director was recognized for keeping communication channels flowing with forwarded emails to partners. Some partners saw room for better collaboration among partners that could strengthen programs, events, and activities.

The staff support positions are focused on customer service and administrative tasks including record keeping. While a lot of data were provided by the executive director and staff, they are inconsistent in timeframe (fiscal year vs. calendar year) and agreement among documents although the differences do not fundamentally change analysis in this report.

The size of the staff enables TFC to operate extended hours Monday-Thursday (8:30a-7:30p). These responsibilities appear to be executed well according to the 15 interviews which lauded the executive director and staff for customer service, responsiveness, and condition of the facility.

STRATEGY

There is no mention of TFC in the Franklin County strategic plan which was the only strategic plan provided for this report. Identical TFC business plans for 2022 and 2023 were reviewed. In addition to mission and vision, goals and objectives include:

- Develop marketing actions.
- Seek alternate funding sources.
- Promote curriculum development to support workforce, economic mission and opportunities that strengthen our region's economy.
- To increase the classes offered in demand occupations and those that address business needs.

The business plan also includes “performance measures” which are activity inventories by fiscal year without actual versus performance goals. Budget strategies are:

- Advocate for and develop a financing plan for expanded career and technical education training with consideration of mentoring and apprenticeship programs.
- Actively pursue STEM-H focus at the Franklin Center
- Pursue a strategy to increase collaboration and specific efforts with the Franklin County School Board to enhance the school system's effectiveness and outcome accountability in tailoring Pre-K-12 education to ensure that we can graduate students who will contribute to a highly trained workforce.
- Maximize partnerships among institutions of higher education and prospective businesses to align and coordinate strengths from those programs with needs and demands of current and future businesses.

It is unclear in the business plan whether there are timeframes or metrics for achievement. A separate marketing plan is four sentences and does not include specific goals or tactics.

PROGRAMMING

A former Franklin County official, who was around when TFC was conceived, said, “The Franklin Center was designed to be hardware; not software.” Meaning, it was perceived to be a host or convener but not a programmer. In interviews with 15 stakeholders, all of them ranked the excellent condition of the facility and its availability to community organizations for meetings and events as the greatest assets of the Center. None of those interviewed recognized TFC as an originator or implementer of training programs although several stakeholders referenced TFC services such as job/hiring events and the posting of job openings.

TFC has delivered on attaining a grant from the Carilion Foundation for equipment for a training lab for nursing and health sciences. This facility upgrade has helped attract providers such as Ferrum College and Virginia Western who develop and implement classroom instruction.

TFC can play a role in generating interest in courses but that responsibility is not strongly implemented. The institutions themselves, Virginia Western, Franklin County Public Schools, and Ferrum College generate interest as well as provide the instructors and material.

In-person instruction has shrunk post-Covid and interviewees were not optimistic that growth will return along the traditional model and providers. Patrick & Henry Community College (P&H) has expressed optimism in increasing offerings at TFC. P&H, according to its president, is a national center of excellence in career and technical education (CTE). Engagement between TFC, P&H, and CTE will depend on space requirements; many of P&H concentrations (motorsports, welding) require high bay or industrial space.

Moving forward there are two factors that influence continued enrollment and success from providers such as VWCC and P&H. Interviews raised questions as to the ability to provide enough interest in classes to make them worthwhile. Providers also expressed frustration in finding qualified instructors for classes that appear to have obvious interest particularly allied health careers.

CAPACITY

As one interviewee stated, “The Franklin Center is only equipped for sit-down training; not hands on training.” This limits capacity for in-demand occupational training such as welding or machining. Certainly, existing employers may be able to supply such space for their own training needs. But enterprise training by skill or certification might require multi-purpose high bay space. This might be remedied by the construction of a new CTE facility for the high school.

There is little evidence that TFC proactively creates training opportunities that would be customized for individual companies or for community need. Staff does not have a call program for existing business. The website does not mention customized training.

TFC hosts education providers who are implementing their own agenda of programming. However, TFC roles include organizing semi-annual job fairs, hosting employer-specific job fairs, collecting resumes for local business, and hosting community meetings. TFC serves a valuable role as a community gathering place for community organizations such as Rotary and business roundtables. It also provides office space for the Tobacco Commission and fills a niche for meeting or training space not available elsewhere.

Employment service providers such as the Virginia Employment Commission, Virginia Department for Aging and Rehabilitative Services, Brain Injury Services, Financial Aid (DCC/EOC), Piedmont Community Services are on-site intermittently during the week or month.

The resource room was mentioned by interviewees as an asset for TFC because of its computers and technical assistance. However, traffic reports show utilization has not recovered post-COVID. (It is unclear if this is due to a change in the procedure of logging into TFC services.)

The facility utilization study provided by TFC indicates available capacity with some rooms experiencing limited use. Of course, the variety of sizes and layouts in the building would not be usable in all situations.

COMMUNITY AWARENESS

The marketing plan does not address target audiences, goals, or tactics. About half of interviews thought it was an unknown community asset for assisting job seekers (via VEC and other services) and should promote its assets via a media plan. The website has a great a number of dead or misdirected links and missing information. An inventory of web issues can be provided.

However, the survey of local business and industry indicated that 85 percent of businesses were aware of TFC and 43 percent rated it occasionally valuable and 56 percent rated it valuable. Responses noted examples of TFC services they had used:

- Job postings (33 percent)
- Attended meetings (66 percent)
- Classes (33 percent)

Seventy-one percent of respondents indicated the need for training resources. English and Spanish classes were requested by 60 percent.

REVIEW OF VIRGINIA CAREER WORKS-FRANKLIN CENTER

OUTCOMES

Traffic in the center suffered from COVID and the changing nature of how education is delivered. Overall traffic has not returned to pre-COVID levels as evidenced by declines in:

- Telephone calls
- Adult education
- VWCC
- SESEP
- DARS
- Resource room
- Lecture hall
- Multi-purpose room

*The traffic report is gross numbers and does not distinguish unique visitors or differentiate between clients, service providers, and staff.

TRAFFIC REPORT	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23 (11 mo.)
Total Visitor Transaction	48770	47398	34965	17117	33310	25324
New Customers	252	192	138	2	0	0
Telephone Calls	3644	3477	3656	3842	1808	1550
Local Job Orders	1663	1330	833	1041	1390	1591
AEC	3139	3242	2066	1332	1394	2689
Piedmont Community Svcs			103	22	207	119
Ferrum College		108	26	201	274	478
Mary Baldwin College	105	104	59	0	0	0
VWCC	33437	33511	24439	11261	22184	7641
WIB				15	20	0
Ross, IES		559	320			
Rescare	906					
SESEP	770	777	514	203	209	183
VEC	639	480	411	687	810	700
DARS	818	695	499	174	448	426
Brain Injury Services	58	65	50	57	69	42
Financial Aid (DCC/EOC)	182	128	124	114	64	73
MP Rooms	5778	5029	3807	3330	4053	3783
Lecture Classroom	4174	3333	2549	1277	2535	3948
Resource Center	694	559	363	85	106	122
SML Chamber	86	332	184	85	70	40

REVIEW OF VIRGINIA CAREER WORKS-FRANKLIN CENTER

Diplomas, GEDs, degrees, and career readiness certificates are rebounding from pre-COVID.

ON-SITE PARTNER	Classes/ Programs		Enrollees		Certificates/ Degrees/GEDs		Job Placements	
	21	22	21	22	21	22	21	22
AEC	12	18	146	133	8	17	n/a	3+
VWCC	10	24	86	769	54	105	n/a	40
Ferrum College	2	2	18	12	7	12	n/a	n/a
FCHS	n/a	5	305	163	n/a	n/a	n/a	n/a

Certifications and continuing education certificates are rebounding with 564 awarded to date in 2023. The trend line would indicate that 2023 will be the most active year in recent memory. Franklin County Government is the largest user of TFC space for certification training.

ENTITY	2018	2019	2020	2021	2022	2023*
STEP, Inc.	30	22	34	30	22	30
FC Maintenance Dept.	n/a	n/a	n/a	n/a	2	0
FC Parks & Recreation	n/a	n/a	n/a	n/a	7	0
FC Office of the Sheriff	209	88	u/k	30	30	26
FC Public Safety Dept.	409	583	238	192	u/k	154
FC CSA	0	0	0	0	0	24
Jeff Scott (Contractor Code Recertification)	u/k	u/k	u/k	u/k	50	54
Procon, Inc. (OSHA, First Aid, CAST)	91	50	70	227	75	0
VA Co-Op Ext.	51	110	55	0	4	0
Rockydale Quarry (MSHA)	0	0	0	0	0	38
VDEM ICS 400	0	0	0	0	0	24
PCS: Mental Health	0	0	0	0	0	25
FCPS	0	0	0	0	0	24
Hunter Safety	0	0	0	0	0	11
DSS Medicaid Training	0	0	0	0	0	41
VASP	0	0	0	0	0	40
VA Criminal Sentencing	0	0	0	0	0	24
ReVive Training	0	0	0	0	0	37
safeTALK	0	0	0	0	0	12
TOTAL	709	721	363	449	168	564

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PARTNERSHIPS

TFC has long-term relationships with 13 on-site partners most of whom provide services and who generate revenue based on facility use. There are also 10 off-site partners whose relationships with TFC are less defined. Three provide a minimal level of financial support which mostly gives them occasional access to the facility.

PARTNER	YEARS AFFILIATED	ON-SITE HOURS PER WEEK	ANNUAL REVENUE (2022)
AEC	24	40	\$5,000
Piedmont Community Services	4	14	\$2,000
Ferrum College	5	Variable	\$5,000
VWCC	24	27	\$15,000
WIB	24	0	0
SESEP (Goodwill)	24	20	In-kind services
VEC	24	7	\$6,300
DARS	24	40	0
Brain Injury Services	16	7	\$500
Smith Mountain Lake Chamber	5	Variable	\$1,000
Financial Aid (DCC/EOC)	24	7	
Tobacco Region Revitalization Commission	7	40	\$6,500
Virginia Department of Veterans Services	24	6	
Franklin County	24	0	\$250,000 + services
Franklin County Department of Social Services	24	0	
Franklin County High School	16	0	
Franklin County School Board Office	16	0	
Helping Hands of Franklin County	24	0	
Roanoke Regional SBDC	2	0	
Southern Area Agency on Aging	16	0	\$250
STEP, Inc.	16	0	\$2,000
Town of Rocky Mount	24	0	\$5,000
Virginia Cares	16	0	

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Revenue has changed as the presence of on-site partners has changed. Providers have left, reduced presence, or increased presence. Overall partner revenue fell \$22,000 from FY22 (\$68,800) to FY23 (\$46,450).

	FY2023	FY2022	FY2021	FY2020
DARS	\$5,000	\$5,250	\$5,000	\$5,000
BIS	\$ 500	\$ 500	\$ 250	\$1,125
FCPS	\$5,000	\$5,000	\$5,000	\$5,000
GOODWILL	In-kind	In-kind	In-kind	In-kind
MARY BALDWIN				\$4,000
SML Chamber	\$1,000	\$1,000	\$1,000	\$1,000
Piedmont Comm. Svcs.	\$2,000	\$2,000	\$2,000	\$2,000
SAAA	\$250	\$250	\$250	\$250
STEP, INC.	\$2,000	\$2,000	\$2,000	\$2,000
TRRC	\$6,500	\$6,500	\$6,500	\$6,500
Town of RM	\$5,000	\$6,000	\$6,000	\$6,000
VA Co-op Ext.				\$1,000
VEC	\$4,200	\$6,300	\$8,825	\$2,000
VWCC	\$15,000	\$24,000	\$48,000	\$48,000
Ferrum College	\$5,000	\$5,000	\$2,000	\$2,000
Ross IES				\$2,500
WIB		\$5,000	\$5,000	
TOTAL	\$46,450	\$68,800	\$91,825	\$88,375

A majority of partners were complimentary of the staff and the facility. When asked what they would do without TFC, most said they would be able to provide services in an alternate location. Some interviewees noted the lack of collaboration between partners saying that collaborative action has declined over the years.

OBSERVATIONS

In summary, TFC is valuable and well known as a community gathering place offering spaces that are unavailable elsewhere. It is recognized as a beautiful facility that is well maintained and well-staffed to serve its tenants.

It is a host to the concept of lifelong learning but does not, due to a variety of factors, influence programming that closely aligns to Franklin County's industrial mix, target industries, and economic development goals.

After almost 20 years with little change to its business model, this report is a starting point to revisit TFC in the context of 21st century workforce, education, and training.