



**Greater Roanoke Workforce Development Board
Program Oversight Committee**

May 7, 2024

Virginia Career Works – Roanoke Center
3601 Thirlane Rd Ste 2 Roanoke VA 24019

I. Call to Order	Abby Hamilton
II. Public Comment	
III. Meeting Minutes Approval – November 2023 and February 2024	Abby Hamilton
IV. Center Reports	Leah Gibson
<ul style="list-style-type: none">• One Stop Center Customer Satisfaction Survey Results• One Stop Operations Report	
V. New Business	Leah Gibson
<ul style="list-style-type: none">• Grant Updates• LEP Plan• One Stop Centers – Updates• One Stop Operator Contract• Adult Priority of Service Policy	
VI. WIOA Title I Program Operations	Elizabeth Manns
<ul style="list-style-type: none">• WIOA Title I Programs Report March 2024• PY2023 Quarter II WIOA Title I Performance• PY2022 WIOA Title I Adjusted Performance Report	
VII. Upcoming Meetings	
<ul style="list-style-type: none">• GRWDB Meeting - June 20th, 11am, Virtual• Program Oversight Committee Meeting – TBD	
VIII. Adjournment	

Strategic Plan Goals to keep in mind as we do our work

Lead the convening and coordination of the partners of the workforce development system to reduce competition, streamline efforts, and eliminate gaps in service delivery.

Increase awareness of the workforce development board and the system partners



**Greater Roanoke Workforce Development Board
Program Oversight Committee**

November 15, 2023, 2:00pm

Virtual Meeting

<https://us06web.zoom.us/j/84165503558?pwd=K09CbKZMMVM1dWhHZUF0cGdwZ3lFUT09>

Members	Present
Karen Michalski-Karney	X
Joe Brinley	X
Abby Hamilton, Chair	X
Mike Stevens	X
Beth Simms	X

GRWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Elizabeth Manns	X
Emma Howard-Woods	X
Linda Holt	X

Call to Order

Abby Hamilton called the meeting to order at 2:05 PM.

Public Comment

There was no public present for public comment.

Meeting Minutes Approval – August 2023

Abby Hamilton asked the group to review the minutes from the last meeting.

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

Center Reports

Leah Gibson reviewed the Customer Satisfaction Report from July 2023 to current, and showing data for all three Centers, noting that most visitors continue to be in search of unemployment benefits. There were no items of concern noted during the review.

Leah reviewed the Center Report, noting that at the previous meeting the Committee had asked that we add the data point “average number of visits per customer”. Although that data point is difficult to have entirely accurate, due to typos, etc., we have removed duplicates based on what the customers entered in the survey entries.

The group asked about data for each of the partners at the Center, and if we have that data broken down by partner. Leah shared that, although the Workforce Innovation & Opportunity Act (WIOA) did note that each of the WIOA partner programs should share data within the same data management system, Virginia has not yet created a system that all partners can be in. We are exploring ways we can gather & maintain that data regionally in our area, and hope to have some solutions in the future. Morgan noted that the Board could recommend to the state to invest in technology that would allow all WIOA programs to be in the same system. The Committee members agreed to make a recommendation to the full Board to ask the state to invest in such a program.

Program Oversight Committee Action: A motion was made by Mike Stevens to ask the state to invest resources into a data management system that would maintain data from all workforce system partners. Karen Michalski seconded the motion. The motion was carried by vote.

New Business

Grant Updates

Leah shared that the Board has been working diligently on the five grants they received from the state. One of those focused on In-School-Youth Internships, which has already generated about 55 referrals from the schools. Staff are reaching out to get them enrolled, get them placed into internships, and we are reaching out to those students and their parents.

Leah also updated on the apprenticeship grant that partners with Lynchburg Region on to increase the number of apprenticeships. Staff have had meetings with the schools and businesses about this grant and are beginning to receive referrals for apprenticeship opportunities.

Leah shared that the Transportation grant will be facilitating field trips with in school youth to visit local businesses to learn about employment opportunities in the region. Staff are facilitating these field trips with the schools and local companies who have expressed interest in hosting the students.

Leah also updated that the Youth Outreach & Marketing Grant has allowed staff to do some targeted outreach efforts towards increasing awareness and referrals for you the WIOA Title I Youth program.

Finally, Leah shared that the Technical Training Grant, helping existing employees get technical or IT certification, is also moving, with 12 participants already enrolled. The goal is 25 enrollments per quarter, so we are moving right along. Most of this interest has come from outreach in partnership with the Roanoke Blacksburg Technology Group, so far, but we expect many more referrals to come as we continue to market the grant.

Leah also noted that the staff had applied for a grant through the Virginia Department of Social Services to work with TANF recipients, but the state has not yet made any award decisions on that grant, and hope to hear soon.

Policy Updates

Leah shared two policy updates, Equal Opportunity Policy, which simply updated Leah's job title, address, phone number and Board name. The Youth Incentive Policy was not provided and was not considered at today's meeting.

Program Oversight Committee Action: A motion was made by Karen to approve the Equal Opportunity Policy updates as presented. Joe seconded the motion. The motion was carried by vote.

LEP Plan Update

Leah shared that the Limited English Proficiency (LEP) plan is supposed to be reviewed annually, per guidance from the state. She has requested updated demographic data from the state in order to review the LEP Plan and ensure we are providing adequate services to those in our region who speak languages other than English. However, the state has not yet been able to provide the updated data so that review can occur. As such, the Plan will come to a later meeting. Leah did note that the state has completed our Equal Opportunity monitoring and had no concerns or issues to be addressed. We continue to serve all who come to us, using translation services through the Language Line as needed.

Youth Program Design

Leah reminded the Committee that Board staff are always trying to get creative and improve our youth enrollment which will subsequently improve our youth performance. She asked Ashley Pannell, Career Pathways Coordinator staff with the Board to share with the Committee about our newest project, a Technology Boot Camp for Youth.

Ashley shared that staff have developed a 5-day Work Experience Boot Camp which is focused on tech, gaming, and IT. The goal is to build a cohort which is interested in gaming or IT and get them exposure with businesses and skills. Each day will highlight a different topic related to that industry and careers in the industry. Each participant will get to build their own Raspberry Pi, which is a very small computer that will educate the participants to compute and create hardware. Each day, an employer will be interacting with the participants to discuss their company, jobs available, and give employer feedback on what they have been working on. The camp will also incorporate our Virtual Reality headsets that we use with our Youth participants, online learning platform Metrix, where they will complete training related to the activities they are doing, and will culminate on Friday with a small ceremony to celebrate their achievements, all they have learned in the week, and hopefully set them up to continue with their Career Coach to work towards employment in the IT sector. Board staff are excited about this opportunity, excited to get a group of youth who are interested to work together as a cohort & get them in front of local employers, to network & learn more about the industry. The goal for the boot camp will be to have a group of 10 youth participate, and we are recruiting now, reaching out to partners and community resources as well as have a press release. Upon completion of this boot camp, we hope to recreate it with different industries in the future.

The Committee provided feedback that it sounds like a great idea and hopes to hear success stories afterwards.

WIOA Title I Program Operations

WIOA Title I Programs Report October 2023

Elizabeth reviewed the October programs report with the committee. She noted that since we are almost halfway through the year, picking up enrollments is the goal, but she did also highlight that we did enroll a Dislocated Worker in the last month, which as the Committee has discussed is rare. The group again reviewed the Youth program enrollments & expenditures and noted that the Boot Camp as well as the grants that were reviewed earlier, all of these efforts should result in an increase in Youth enrollments and expenditures as well. The Youth program continues to be a priority for our Board staff, focusing on recruitment, expenditures & performance.

PY2022 WIOA Title I Performance Update

PY2022 WIOA Title I Performance (for the year ending 6/30/2023) was shared with the Committee, as an update. The report that was in the packet is the most recent data that is available for review. As previously discussed, the federal government has not yet applied the Statistical Adjustment Model (SAM) that could either end up in an increase or decrease of our Performance Goals, which could impact if we are meeting our goals or not. As of right now, we are meeting all of our goals as required by the state. Once we get any additional information on the SAM and its' impact, that will be shared.

PY2023 Quarter I WIOA Title I Performance

The Committee reviewed the first quarter performance data for the current year (7/1/2023 – 9/30/2023). The current year's goals have not yet been entered into the system, which is why they are all showing as "red", or not met. However, if you look at the actual numbers, and that most of the gauges are leaning to the right, this should be a positive once the goals are entered. At the next meeting, we should be able to see more of a red, yellow, green scale, and better see how we stand working towards this year's goals.

Morgan shared that the impact of not being performance goals is cumulative, so if we don't meet a measure one year, there is progressive discipline measures in place if that goal continues to not be met and the progression is related specifically to funding that comes from the US Department of Labor. The more critical issue is that at any time, if we fail any measure, the State could remove our ability to run our own programs immediately, which is very concerning. We are not the only one struggling with credential attainment across the state, but we are performing very well in all of the other measures, so we will continue to focus on credential attainment and work towards improving that.

The state has to submit final performance data to the US DOL every year by October 1st, and we expect the state will come around with the statistical adjustment model sometime in late January or February. Morgan recalled the adjustments that were made to our goals last year were very small mathematically, like 0.2%.

Morgan and Leah shared that we have asked the state multiple times for assistance with ways to improve performance and what all goes into the calculations of the SAM, to which not much assistance has been provided. The other big part of this conversation goes back to the small number of youth program participants we have had in the past few years, when you have a smaller number of participants being evaluated, the impact of one or two negatives is much higher.

Furthermore, Leah & Morgan noted that staff have asked the state for guidance on paying our training providers for performance, and how that might be an option to enhance the number of students who actually obtain their credential upon completing training. The state has not provided any guidance on this option or if it's an option to do this with WIOA Funding. The Committee asked if Board staff could reach out to the US DOL directly for guidance on this. Morgan noted that if the Committee wanted to make a motion that staff reach out to DOL directly for guidance, she'd be happy to do that.

Program Oversight Committee Action: A motion was made by Joe Brinley to have Board staff reach out to DOL for guidance on implementing a pay for performance system for training providers to encourage students to obtain their credential upon training completion. Karen Michalski seconded the motion. The motion was carried by vote.

Covington Center Update

Morgan shared that the current center in Covington is owned by the Virginia Employment Commission and has had very low foot traffic over the years, from the community feedback that is a direct result of some past experiences and low customer satisfaction. Therefore, the City of Covington has reached out to the Board staff to consider a new location and/or improvements to the current location in order to enhance services and improve numbers served. After discussions with the VEC and the City, the VEC has notified Morgan that they may be interested in actually selling the building and wanted to start a conversation with the City to purchase the building from the state. Our understanding from the state is that the VEC must get two appraisals, since it's a state building and then in the middle of those appraisals is what they will sell the building for and that's because they have to go through that process because the building was purchased using Federal funds. Our hope is that price will be a reasonable cost for the City to buy the building from them, which would then allow Board staff to work with the City to renovate and improve the building and work with partners to have more of a physical presence and enhance services and presence of the office.

This will be a big project on board staff for the next year or so, as this progresses and moves forward, working with the City and the partners that are in the Highlands. Abby Hamilton asked about the status of the Franklin Center and changes to that center and how it may impact the workload of the changes in Covington. Morgan responded that she is asking Chris Whitlow, the Franklin County Administrator to give an update to the Board at the next Board meeting about progress on the Franklin Center and the plans in that area.

Upcoming Meetings

Joint GRWDB and CLEO Meeting - December 14, 2023, at 11:00 am, virtual

Program Oversight Committee meeting will be on February 14, 2024, at 2 p.m. at the Roanoke Center

Adjournment

Abby Hamilton adjourned the meeting at 3:00 pm.



**Greater Roanoke Workforce Development Board
Program Oversight Committee**

February 14, 2024 2pm
Virginia Career Works – Roanoke Center
3601 Thirlane Rd Suite 2 Roanoke VA 24019

Members	Present
Karen Michalski-Karney	
Joe Brinley	X
Abby Hamilton, Chair	X
Mike Stevens	

GRWDB Staff	Present
Leah Gibson	X
Elizabeth Manns	X

Call to Order

Abby Hamilton called the meeting to order at 2:11 PM.

Public Comment

There was no public present for public comment.

Meeting Minutes Approval – November 2023

Abby Hamilton asked the group to review the minutes from the last meeting. No comments were made. Quorum was not present so no Committee Action was taken.

Center Reports

Leah Gibson reviewed the Customer Satisfaction Report from July 2023 to current, and showing data for all three Centers, noting that most visitors continue to be in search of unemployment benefits. There were no items of concern noted during the review. The group discussed low number of responses on the survey & suggested the Board staff look into a gift card raffle monthly or so often to incentivize customers to complete the survey.

Leah reviewed the Center Report with those in attendance as well. The group discussed the possibility of adding "Orientation Attendance" to the Sign In Survey, since we do have that in person once a week. The group also noted that July 2023 had a surge of in-person first time visitors, and what could we repeat that happened in July.

New Business

Grant Updates

Leah shared updates on the 5 grants that Board staff received from the state: Transportation to Learn for high school student field trips to businesses, Technical Training Grant to upskill current IT employees through LinkedIn Learning Certifications, Youth Outreach to improve the

CareerQuest website & program outreach to Youth, Supplemental Work-Based Learning to increase the number of Youth Registered Apprenticeships, and the Workforce Innovation Grant to provide internship opportunities for In School Youth. Each of these grants has lots of activity going on, with the Youth Outreach grant being fully expended. Field trips are currently being scheduled with businesses & schools and we are planning Boot Camps with Roanoke City and Roanoke County for the Workforce Innovation Grant.

Leah also noted that Board was awarded the grant from Virginia Department of Social Services to operate employment services for TANF recipients, named the SVREC grant. We are in the startup phase of this grant, working with our partners at TAP and Goodwill to enhance the SVREC program that already exists.

LEP Plan

Leah noted that at the previous Program Oversight Committee, the LEP Plan was supposed to come with updates for review. However, in preparing the Plan for updates, the state was slow in providing updated data to impact that review. Following the previous Committee meeting, the state confirmed that there is no updated demographic data that would impact our LEP Plan and the delivery of services to Limited English Proficient customers. As such, there is no update to the Plan at this time, but our staff continue to provide language services to customers as needed, utilizing all resources available.

One Stop Centers Updates

Leah shared that Morgan had previously given an update on what may change with our One Stop Center locations. As of this time, there is not much more news to share, however Leah reviewed what the status is of all three Centers. The Franklin Center is undergoing changes and reviews by their operating entity, Franklin County. The Board expects an update from Chris Whitlow, Franklin County Administrator, at their next Board meeting, in March. At that time, the Board may discuss any impact on the Franklin Center as an affiliate Center, or postpone to a future meeting. The Covington Center has been under discussions between the State (as the current owner of the facility) and the City of Covington, and whether or not the City may be able to purchase that facility from the state. We have received no updates on where those discussions stand, the last we heard indicated assessments of the property would need to be completed. The Roanoke Center has the most tangible update, being that the landlord has accepted the notice to move out June 30, 2024. The Board has created a Task Force and they have met to discuss the plans and needs of a new facility. The Task Force will be visiting and reviewing potential new locations and will make recommendations to the Board based on those meetings and discussions. The Partners of the Roanoke Center are also being polled on their needs for staff, Center facilities, etc. so that can be considered for the new location.

WIOA Title I Program Operations

WIOA Title I Programs Report January 2024

Elizabeth reviewed the January programs report with the committee. She noted that since we are halfway through the year, picking up enrollments is the goal, but she did also highlight that we did enroll a Dislocated Worker in the last month, which as the Committee has discussed is rare. The group again reviewed the Youth program enrollments & expenditures and noted that Youth continues to be a struggle and we continue to explore new avenues to serve Youth.

PY2023 WIOA Title I Performance

The Committee reviewed the first quarter performance data for the current year (7/1/2023 – 9/30/2023). The group noted that most of the goals are looking good with performance outcomes but Credentials continues to be an area of struggle. Specifically for Youth & Adults. Staff work the reports continuously and make any data entry corrections that can improve the data, but the policy implemented to allow for Incentives paid out to Adults for getting their credentials will also help moving forward.

Upcoming Meetings

Joint GRWDB and CLEO Meeting – March 21, 2024, 11am, Harvester Performance Center, Rocky Mount, VA

Program Oversight Committee meeting will be on May 8, 2024 at 2pm. This meeting will need to be in person since the Committee did not have a quorum today. The meeting will be held at the GRWDB Administrative offices at 1 S. Jefferson Street, Roanoke, VA 24011.

Adjournment

Abby Hamilton adjourned the meeting at 2:50 pm.

<u>Month</u>	<u>Intake</u>	<u>First Visit</u>	<u>First Visit (%)</u>	<u>Avg # Visits/Customer</u>	<u>Unique Visitors</u>	<u>Veterans</u>	<u>Workshops</u>	<u>Adult Ed Students</u>
Jul-23	28	16	57.1%	1.2	23	2	0	97
Aug-23	29	12	41.4%	1.3	22	1	0	278
Sep-23	25	6	24.0%	1.3	20	1	0	320
Oct-23	24	3	12.5%	1.2	20	3	0	1278
Nov-23								264
Dec-23								191
Jan-24								171
Feb-24								256
Mar-24								278
Apr-24								192
TOTALS	106	37	34.9%	1.2	85	7	0	3325




<u>Hiring Events (Job Seekers Attended)</u>	<u>Hiring Events (Employers Attended)</u>	<u>Hiring Events (Total Events)</u>	<u>Total Visitors</u>
0	0	0	125
7	2	2	314
0	0	0	345
39	17	1	1341
46	19	3	2125




<u>Customer Satisfaction Surveys</u>	<u>Percentage CSS Submitted</u>
18	64.3%
17	58.6%
1	4.0%
6	25.0%
42	39.6%


The Americans with Disability Act Compliance Checklist

CENTER NAME: _____ Franklin _____

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
<ul style="list-style-type: none"> Does your facility provide accessible parking spaces (APS) designed for use by individuals with disabilities? Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)? Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances? Are the accessible parking spaces located on a level area? Is each accessible parking space designed with a sign showing the International Symbol of Accessibility? Is there at least ONE van accessible space for every SIX accessible parking spaces? Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)? 	<p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>*Note: Ample APS!</p>  
IT Accessibility			
<ul style="list-style-type: none"> Do images have alternative text? Does video have captions and does audio have a transcript? Do form fields within web pages and documents have appropriately coded labels and prompts? Does the interface have sufficient contrast between text color and background color? Does the content scale well when text is enlarged up to 200 percent? Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse? Do pages that have time limits include mechanisms for adjusting those limits for users who need more time? Have you avoided using content that flashes or flickers? 	<p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p> <p><u>X</u></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
Accessible Approach and Entrance (Exterior Routes)			

<ul style="list-style-type: none"> Do ramps have a clear unobstructed width of at least 36 inches? Do ramps have a 5-foot long level landing at the top and bottom of each run? If the ramp rises more than 6 inches vertically, does it have handrails on both sides? 	<u>x</u> <u>x</u> <u>NA</u>	— — —	
Elevators			
<ul style="list-style-type: none"> Does the building have passenger elevators? Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface? Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? 	<u>X</u> <u>X</u> <u>X</u> — <u>X</u> —	— — — — — —	
Drinking Fountains			
<ul style="list-style-type: none"> Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches? Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain? 	<u>X</u> <u>X</u> <u>X</u>	— — — —	
Restrooms			
<ul style="list-style-type: none"> Does your facility offer restrooms for public use? Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface? Do the doorways of accessible restrooms have a minimum clear? Is there adequate turning space for a wheelchair or other mobility devices inside the restroom? 	<u>X</u> <u>X</u> — <u>X</u> — <u>X</u>	— — — — — — —	<p>*Note: Accessible Symbol is on the</p>  <p>bathroom doors. There is a sign in front of the bathroom area pointing to where the bathrooms are. You may want to add the symbol there (not required).</p>

Signage					
<ul style="list-style-type: none"> Is adequate signage placed in standardized, appropriate locations throughout the building or facility? Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille? Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances? Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators. 		<u>X</u> <u>X</u> <u>X</u> <u>NA</u>	 		
I certify that the above information is accurate and true to the best of my ability.					
Name of Authorized Representative		David Remick			Date:
					4/30/2024
Title:	Operator				
Email:	remick@projectnow.us		Telephone:	617-290-5179	

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.




NUMBER OF ACCESSIBLE SPACES




Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000


The Americans with Disability Act Compliance Checklist

CENTER NAME: _____ Roanoke _____

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
<ul style="list-style-type: none"> Does your facility provide accessible parking spaces designed for use by individuals with disabilities? 	<u>X</u>	—	 
<ul style="list-style-type: none"> Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)? 	<u>X</u>	—	
<ul style="list-style-type: none"> Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances? 	<u>X</u>	—	
<ul style="list-style-type: none"> Are the accessible parking spaces located on a level area? 	<u>X</u>	—	
<ul style="list-style-type: none"> Is each accessible parking space designed with a sign showing the International Symbol of Accessibility? 	<u>X</u>	—	
<ul style="list-style-type: none"> Is there at least ONE van accessible space for every SIX accessible parking spaces? 	<u>X</u>	—	
<ul style="list-style-type: none"> Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)? 	<u>X</u>	—	
IT Accessibility			
<ul style="list-style-type: none"> Do images have alternative text? 	<u>X</u>	—	
<ul style="list-style-type: none"> Does video have captions and does audio have a transcript? 	<u>X</u>	—	
<ul style="list-style-type: none"> Do form fields within web pages and documents have appropriately coded labels and prompts? 	<u>X</u>	—	
<ul style="list-style-type: none"> Does the interface have sufficient contrast between text color and background color? 	<u>X</u>	—	
<ul style="list-style-type: none"> Does the content scale well when text is enlarged up to 200 percent? 	<u>X</u>	—	
<ul style="list-style-type: none"> Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse? 	<u>X</u>	—	
<ul style="list-style-type: none"> Do pages that have time limits include mechanisms for adjusting those limits for users who need more time? 	<u>X</u>	—	
<ul style="list-style-type: none"> Have you avoided using content that flashes or flickers? 	<u>X</u>	—	
Accessible Approach and Entrance (Exterior Routes)			

<ul style="list-style-type: none"> Do ramps have a clear unobstructed width of at least 36 inches? Do ramps have a 5-foot long level landing at the top and bottom of each run? If the ramp rises more than 6 inches vertically, does it have handrails on both sides? 	<u>X</u> <u>X</u> <u>NA</u>	— — —	
Elevators			
<ul style="list-style-type: none"> Does the building have passenger elevators? Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface? Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? 	<u>NA</u> <u>NA</u> <u>NA</u> <u>NA</u>	— — — —	
Drinking Fountains			
<ul style="list-style-type: none"> Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches? Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain? 	<u>X</u> <u>X</u> <u>X</u>	— — —	
Restrooms			
<ul style="list-style-type: none"> Does your facility offer restrooms for public use? Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface? Do the doorways of accessible restrooms have a minimum clear? Is there adequate turning space for a wheelchair or other mobility devices inside the restroom? 	<u>X</u> <u>X</u> — <u>X</u> — <u>X</u>	— — — —	
Signage			

<ul style="list-style-type: none"> • Is adequate signage placed in standardized, appropriate locations throughout the building or facility? • Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille? • Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances? • Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators. 	<u>X</u> <u>NA</u>	<u> </u> <u> </u>	
I certify that the above information is accurate and true to the best of my ability.			
Name of Authorized Representative	David Remick		Date: 5/1/24
Title:	Operator		
Email:	remick@projectnow.us	Telephone:	617-290-5179

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.




NUMBER OF ACCESSIBLE SPACES




Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000


The Americans with Disability Act Compliance Checklist

CENTER NAME: _____ Covington _____

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
<ul style="list-style-type: none"> Does your facility provide accessible parking spaces designed for use by individuals with disabilities? 	<u>X</u>	—	 
<ul style="list-style-type: none"> Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)? 	<u>X</u>	—	
<ul style="list-style-type: none"> Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances? 	<u>X</u>	—	
<ul style="list-style-type: none"> Are the accessible parking spaces located on a level area? 	<u>X</u>	—	
<ul style="list-style-type: none"> Is each accessible parking space designed with a sign showing the International Symbol of Accessibility? 	<u>X</u>	—	
<ul style="list-style-type: none"> Is there at least ONE van accessible space for every SIX accessible parking spaces? 	<u>X</u>	—	
<ul style="list-style-type: none"> Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)? 	<u>X</u>	—	
IT Accessibility			
<ul style="list-style-type: none"> Do images have alternative text? 	<u>X</u>	—	
<ul style="list-style-type: none"> Does video have captions and does audio have a transcript? 	<u>X</u>	—	
<ul style="list-style-type: none"> Do form fields within web pages and documents have appropriately coded labels and prompts? 	<u>X</u>	—	
<ul style="list-style-type: none"> Does the interface have sufficient contrast between text color and background color? 	<u>X</u>	—	
<ul style="list-style-type: none"> Does the content scale well when text is enlarged up to 200 percent? 	<u>X</u>	—	
<ul style="list-style-type: none"> Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse? 	<u>X</u>	—	
<ul style="list-style-type: none"> Do pages that have time limits include mechanisms for adjusting those limits for users who need more time? 	<u>X</u>	—	
<ul style="list-style-type: none"> Have you avoided using content that flashes or flickers? 	<u>X</u>	—	
Accessible Approach and Entrance (Exterior Routes)			

<ul style="list-style-type: none"> Do ramps have a clear unobstructed width of at least 36 inches? Do ramps have a 5-foot long level landing at the top and bottom of each run? If the ramp rises more than 6 inches vertically, does it have handrails on both sides? 	<u>X</u> <u>NA</u> <u>NA</u>	— — —	
Elevators			
<ul style="list-style-type: none"> Does the building have passenger elevators? Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface? Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? 	<u>NA</u> <u>NA</u> <u>NA</u> <u>NA</u>	— — — —	
Drinking Fountains			
<ul style="list-style-type: none"> Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches? Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain? 	<u>NA</u> <u>NA</u> <u>NA</u>	— — —	
Restrooms			
<ul style="list-style-type: none"> Does your facility offer restrooms for public use? Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface? Do the doorways of accessible restrooms have a minimum clear? Is there adequate turning space for a wheelchair or other mobility devices inside the restroom? 	<u>X</u> <u>X</u> — <u>X</u> — <u>X</u>	— — — —	
Signage			

<ul style="list-style-type: none"> • Is adequate signage placed in standardized, appropriate locations throughout the building or facility? • Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille? • Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances? • Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators. 	<u>X</u> <u>NA</u>	<u> </u> <u> </u>	
I certify that the above information is accurate and true to the best of my ability.			
Name of Authorized Representative	David Remick		Date: 5/2/24
Title:	Operator		
Email:	remick@projectnow.us	Telephone:	617-290-5179

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

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501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000



BLUE RIDGE REGION

Title: Priority of Service Policy	
Effective Date: 1/27/2017	Revised Date: 4/23/2024

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.



BLUE RIDGE REGION

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.

In order to meet the required percentage of WIOA Title I Adults being in a priority group set by policy, the local area will utilize the Priority of Service identified above when determining participation into the WIOA Title I Adult program. Should the percentage be in jeopardy, as a requirement by policy, the local area may choose to enroll only those individuals who will meet a priority group, in order to follow state policy and meet state requirements. The Executive Director may initiate a waiting list for services for those who do not fall into a priority group, should it be determined necessary to meet the 50.1-75% of those served being members of priority groups.

Workforce Innovation and Opportunity Act (WIOA)

Title I Adult and Dislocated Worker Programs

Performance Report January 2024

**Adult Program
Participants by Month**

Month	New	Total YTD
July	12	12
August	14	26
September	10	36
October	19	55
November	21	76
December	14	90
January	30	120
February	34	154
March	33	187
April		187
May		187
June		187

Carryover Participants	87
New Enrollment Goal	100
Total Participant Goal	187

% Toward New Enrollment Goal	187%
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**end of month should be 75%*

**Dislocated Worker Program
Participants by Month**

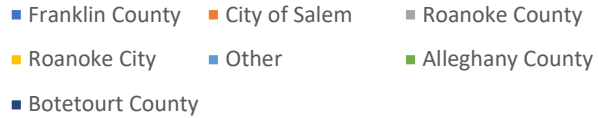
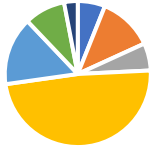
Month	New	Total YTD
July	0	0
August	2	2
September	0	2
October	1	3
November	0	3
December	0	3
January	0	3
February	3	6
March	0	6
April		6
May		6
June		6

Carryover Participants	6
New Enrollment Goal	60
Total Participant Goal	66

% Toward New Enrollment Goal	10%
------------------------------	-----

**end of month should be 75%*

Enrollments by Locality



Adult Program

Training Participation	
Healthcare	62
Manufacturing	17
Information Technology	1
Financial Services	0
Construction	9
Transportation	25
Education	1
Culinary	1

Post-Secondary	100
OJT Placements	16
Work Experiences	0

Dislocated Worker Program

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

Post-Secondary	6
OJT Placements	1
Work Experiences	0

Adult Program Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$200,000.00	\$146,967.00	\$178,806.20	89%
On-the-Job Training	\$100,000.00	\$9,008.94	\$36,115.00	36%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$70,000.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$10,000.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$3,243.59	\$5,743.59	0%
Supportive Services	\$20,000.00	\$8,856.22	\$34,908.37	175%
Certification & Credentialing	\$0.00	\$765.00	\$1,015.00	-100%
Other Services	\$10,000.00	\$700.00	\$1,000.00	0%
Total	\$410,000.00	\$169,540.75	\$257,588.16	63%

**end of month should be 75%*

Dislocated Worker Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$20,000.00	\$0.00	\$7,025.00	35%
On-the-Job Training	\$0.00	\$0.00	\$0.00	0%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$0.00	\$0.00	\$2,913.48	-100%
Certification & Credentialing	\$0.00	\$0.00	\$0.00	0%
Other Services	\$0.00	\$0.00	\$100.00	-100%
Total	\$20,000.00	\$0.00	\$10,038.48	50%

**end of month should be 75%*

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

Participants by Month

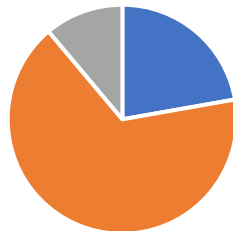
Month	New	Total YTD
July	4	4
August	3	7
September	1	8
October	2	10
November	4	14
December	6	20
January	4	24
February	4	28
March	9	37
April		37
May		37
June		37

Carryover Participants	33
New Enrollment Goal	67
Total Participant Goal	100

% Toward New Enrollment Goal	55%
------------------------------	-----

**end of month should be 75%*

Enrollments by Locality



■ Roanoke County ■ Roanoke City ■ City of Salem

Youth Program

Training Participation	
Healthcare	2
Manufacturing	0
Information Technology	0
Financial Services	0
Construction	14
Transportation	0
Education	0
Hospitality	2

Post-Secondary	0
OJT Placements	2
Work Experiences	16

Out of School Youth Program Expenditures

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$150,000.00	\$19,216.13	\$55,754.84	37%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$50,000.00	\$2,793.93	\$10,243.93	20%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$50,000.00	\$0.00	\$0.00	0%
Comprehensive Guidance & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$15,000.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$15,000.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Other Youth Services	\$15,000.00	\$900.00	\$900.00	0%
Total	\$295,000.00	\$22,910.06	\$66,898.77	23%

*end of month should be 75%

In School Youth Program Expenditures

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$15,000.00	\$206.54	\$206.54	1%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$10,000.00	\$0.00	\$350.00	0%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$0.00	\$0.00	\$0.00	0%
Comprehensive Guidance & Counseling	\$0.00	\$0.00	\$0.00	0%
Financial Literacy	\$0.00	\$0.00	\$0.00	0%
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Preparation for Post-Secondary	\$0.00	\$0.00	\$0.00	0%
Total	\$25,000.00	\$206.54	\$556.54	2%

**end of month should be 75%*

All Virginia WIOA Area Performance Report: 2023 Quarter 2

03-Greater Roanoke

Adult

Measure	Numerator	Denominator	Performance	Target
Exiters			65	
Participants			173	
Reportables			0	
Employment Rate - Second Quarter After Exit (Calc 1)	93	106	87.7%	83.7%
Employment Rate - Fourth Quarter After Exit (Calc 3)	95	117	81.2%	81.4%
Median Earnings Indicator (Calc 5)		[n=93]	\$7,800	\$6,000
Credential Attainment Rate Indicator (Calc 6)	31	61	50.8%	74.0%
Measurable Skill Gains Indicator (Calc 7)	43	50	86.0%	81.9%

All Virginia WIOA Area Performanc Report: 2023 Quarter 2

03-Greater Roanoke

Dislocated Worker

Measure	Numerator	Denominator	Performance	Target
Exiters			4	
Participants			9	
Reportables			0	
Employment Rate - Second Quarter After Exit (Calc 1)	6	9	66.7%	86.0%
Employment Rate - Fourth Quarter After Exit (Calc 3)	11	12	91.7%	87.5%
Median Earnings Indicator (Calc 5)		[n=6]	Supressed n<6	\$8,190
Credential Attainment Rate Indicator (Calc 6)	7	9	77.8%	70.0%
Measurable Skill Gains Indicator (Calc 7)	3	3	100%	67.4%

All Virginia WIOA Area Performance Report: 2023 Quarter 2

03-Greater Roanoke

Youth

Measure	Numerator	Denominator	Performance	Target
Exiters			21	
Participants			46	
Reportables			0	
Title I Youth Education and Employment Rate - Second Quarter After Exit Quarter (Calc 2)	17	21	81.0%	73.5%
Title I Youth Education and Employment Rate - Fourth Quarter After Exit Quarter (Calc 4)	12	15	80.0%	66.0%
Median Earnings Indicator (Calc 5)		[n=16]	\$7,295	\$3,400
Credential Attainment Rate Indicator (Calc 6)	2	8	25.0%	68.5%
Measurable Skill Gains Indicator (Calc 7)	7	9	77.8%	72.8%

PY 2022		PY 22 WIOA Title I Performance			
LWDA 03	LWDA 03	LWDA 03			
		PY 22 - Actual (Unadjusted) Level of Performance (AP)	PY22 - Adjusted Levels of Performance (AL)	PY22 - Individual Indicators (AP/AL)	Met Minimum Threshold (> 50%)
Adult	PY 22 Negotiated Level				
Employment 2nd Quarter after Exit	83.7%	87.50%	84.4%	103.7%	✓
Employment 4th Quarter after Exit	81.4%	87.10%	81.6%	106.7%	✓
Median Earnings 2nd Quarter after Exit	\$6,000	\$7,005.00	\$5,906.00	118.6%	✓
Credential Attainment within 1 year	74.0%	60.90%	75.2%	81.0%	✓
Measurable Skills Gain (not adjusted PY22)	81.9%	84.60%	81.0%	104.4%	N/A
Dislocated Workers					
Employment 2nd Quarter after Exit	86.0%	92.90%	86.4%	107.5%	✓
Employment 4th Quarter after Exit	87.5%	88.90%	87.9%	101.1%	✓
Median Earnings 2nd Quarter after Exit	\$8,190	\$10,400.00	\$8,152.00	127.6%	✓
Credential Attainment within 1 year	70.0%	73.00%	70.6%	103.4%	✓
Measurable Skills Gain (not adjusted PY22)	67.4%	83.30%	67.2%	124.0%	N/A
Youth					
Employment 2nd Quarter after Exit	73.5%	78.60%	74.1%	106.1%	✓
Employment 4th Quarter after Exit	66.0%	85.00%	66.9%	127.1%	✓
Median Earnings 2nd Quarter after Exit	\$3,400	\$4,786.00	\$3,465.00	138.1%	✓
Credential Attainment within 1 year	68.5%	36.80%	68.8%	53.5%	✓
Measurable Skills Gain (not adjusted PY22)	72.8%	80.50%	72.8%	110.6%	N/A