



**WVWDB Executive Committee Meeting**  
December 3, 2019 – 8:30 AM – 10:00 AM  
Virginia Career Works – Roanoke Center  
3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

**I. Welcome**

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**II. Public Comment**

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**III. Consent Agenda**

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- Minutes Approval – September 11, 2019
- Workforce Center and Services Committee Appointment – Angela Williams

**IV. Director's Report**

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- Potential Funding Opportunities
  - Economic Equity Grant
  - Norfolk Southern Initiative
  - Locality Funding
  - Community Development Block Grant Funding
  - Foundations
- Career Quest
  - Mini-Career Quest – Alleghany Highlands
  - Career Quest – September 2020
  - Career Pathways Videos
- Regional Career & Technical Education Study RFP

**V. Old Business**

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- Memorandum of Understanding & Infrastructure Funding Agreements
- WIOA Title I Youth Program – Financial & Entrepreneurship Services
- State Monitoring Report

**VI. Closed Session**

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- Board Personnel Update
- WIOA Title I Programs Performance

**VII. New Business**

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- Board Bylaws
- Opportunity Youth Plan
- Strategic Planning Process

**VIII. Other Business**

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**IX. Adjournment**

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**Western Virginia Workforce Development Board**  
**Executive Committee Meeting Minutes**  
September 11, 2019 – 8:30 AM  
Virginia Career Works – Roanoke Center  
3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

<b>Members:</b>	<b>Present:</b>
Phil Peters, Chair	X
David Olsen, Vice Chair	X
Shawn Hildebrand, Past Chair	
Casey Nicely, Treasurer	X
Crystal Hall, Chair – WCS Committee	X
Michael Gardner, At-Large Member	X

<b>Board Staff</b>	<b>Present:</b>
Morgan Romeo	X
Leah Gibson	
Brad Stephens	

**Welcome**

Phil Peters welcomed everyone to the meeting and called the meeting to order at 9:04 AM.

**Public Comment**

There were no comments from the public.

**Minutes Approval**

Phil Peters presented the minutes from the May 8, 2019 and June 13, 2019 meeting for approval.

**Executive Committee Action:** A motion was made by David Olsen to approve the minutes as presented. The motion was seconded by Crystal Hall. The motion was approved.

**Director's Report**

**Operational Consultant Recommendations Update**

Morgan Romeo provided an update on some of the recommendations that were made by the operational consultant and were reported to the Board at the June 2019 meeting. Morgan reported that the Board staff had already made progress on several of the recommendations, with most of them being administrative in nature. Job titles had already been changed for Board staff and policies and procedures were being reviewed to ensure that the Board has the regulations in place to operate correctly.

### Project Updates

Morgan Romeo updated the Executive Committee on several projects that were occurring currently.

#### *Economic Equity Initiative*

Morgan noted that the Board had submitted an application to the Economic Equity Initiative through the Governor's Office. This grant will work to bring in untapped labor pools into the workforce such as those that are receiving public assistance (SNAP, TANF, Medicaid), those that are in public housing, and those that had been involved with the criminal justice system. The total request made by the Board staff was \$200,000 with a lot of the funding being contracted to Local Departments of Social Services to provide outreach and target marketing to populations that may benefit from services through the workforce system.

#### *Rapid Response Funding/Staffing*

Morgan Romeo noted that they were still exploring whether it would be feasible for the Board to request Rapid Response funding from the state in response to the layoffs that have been announced in the region. While this would assist the region with staffing levels, there was not a significant need for more training funding, which is what Rapid Response funding would need to be put toward. Morgan said that she would update the Executive Committee at the next meeting on the progress and possibility of this funding.

#### *Rapid Response Activities*

Morgan Romeo reported that the Board staff had been heavily involved with some of the mass reductions in force and rapid response activities to date. Morgan referenced that staff were actively working with individuals laid off from G.E. in Salem, FreightCar America, and Norfolk Southern. Morgan noted that they would continue to work with these populations through their projected layoff dates and would report back if additional assistance was needed.

#### *Workforce Summit(s)*

Morgan Romeo reported that on Friday, the Board staff would be participating in a Workforce Summit that was occurring at Dabney S. Lancaster Community College for the Alleghany Highlands. This joint project between Dabney Lancaster, the Chamber of Commerce, the Alleghany Highlands Economic Development Corporation, and Virginia Career Works had a purpose to increase awareness of services available to businesses in the region.

#### *GO Virginia Projects*

Morgan Romeo reported that the projects through GO Virginia were going well. Career Quest, the large regional event would take place next week and would be one of the biggest milestones to meet for the GO Virginia Talent Collaborative with the Central Virginia and New River/Mt. Rogers Workforce Development Boards.

### Joint Board/CLEO Agenda Topics

Morgan Romeo asked the Executive Committee members if there were any specific topics that should be discussed at the joint Board and CLEO Consortium meeting at the end of the month. Morgan reported that the meeting would be spent celebrating the last year of accomplishments, discussing the

future projects of the Board, and looking at how they can move workforce development forward in the region. Morgan said that Erin Burcham from the Roanoke Regional Partnership would be reporting to the Board on the initiatives that she has with talent attraction and how it intersects with the Board's activities. The Executive Committee concurred that these topics were relevant.

### **Old Business**

There was no old business at this time.

### **New Business**

#### **PY18 Draft Monitoring Report – VCCS**

Morgan Romeo reported that the Board staff had received a draft report from the Virginia Community College System from their annual on-site monitoring visit that occurred in June 2019. Morgan reported that the report had three findings, all of which were data input errors from the WIOA Title I Service Provider. Morgan noted that this was a significant decrease from the prior years and there were no administrative or fiscal findings. A full copy of the final report would be provided to the Executive Committee at their December meeting.

#### **Roanoke City Biannual Audit**

Morgan Romeo reported that the City of Roanoke had made their visit monitoring visit to the Board offices in late August. A new grant accountant had been hired at the City and visited the offices for the first time. Morgan reported that while they had not received the final report from the City at this time, they received verbal compliments on the operations and noted that there were no areas of concern for them at this time. Morgan said that she would provide a full copy of the report to the Executive Committee when it was received.

### **Closed Session**

Phil Peters asked for a motion to request closed session pursuant to Virginia Code 2.2-311 (A) to discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

The Executive Committee entered closed session to discuss the WIOA Title I One Stop Operator and WIOA Title I Youth Program Requests for Proposals.

**Executive Committee Action:** A motion was made by Crystal Hall to enter closed session pursuant to Virginia Code 2.2-3711(A)(29). The motion was seconded by David Olsen. The motion was carried.

**Executive Committee Action:** A motion was made by Casey Nicely to end closed session and certify that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. The motion was seconded by Crystal Hall. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

The Executive Committee entered open session.

**Executive Committee Action:** A motion was made by Crystal Hall to enter negotiations with The WorkPlace as the One Stop Operator for the Roanoke and Covington Center as well as the Franklin Center. The motion was seconded by David Olsen. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

**Executive Committee Action:** A motion was made by David Olsen to enter negotiations with The WorkPlace as the WIOA Title I Youth Operator of Education Services and Training Services. The motion was carried by a roll call vote as follows:

Phil Peters	Yes
David Olsen	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

### **Other Business**

Phil Peters reminded the Executive Committee that the upcoming full Board meeting would be held jointly with the Chief Local Elected Officials (CLEO) Consortium on September 26, 2019 at the Green Ridge Recreation Center.

### **Adjournment**

Seeing no other business, the meeting was adjourned at 9:30 AM.



**Local Workforce Development Area 3 (LWDA3)**  
Western Virginia Workforce Development Board  
Request for Proposals  
RFP No. 19-01-06

Consulting Services  
Regional Career and Technical Education Study

**Release Date:** November 22, 2019

**Submission Deadline:** Monday December 16, 2019, 12:00 PM (noon) EST

**Contract Period:** January 1, 2020 – June 30, 2020

313 Luck Avenue SW  
Roanoke, VA 24016  
(540) 562-8442

[www.vcwblueridge.com](http://www.vcwblueridge.com)

**Request for Proposals RFP No. 19-01-06**  
Western Virginia Workforce Development Board  
Consulting Services  
Regional Career and Technical Education Study

This Request for Proposals (RFP) is to contract for consulting services to conduct a regional study of career and technical education in the Roanoke Valley and Alleghany Highlands. The Western Virginia Workforce Development Board (WVWDB) is a 501(c)(3) that serves the counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke and the cities of Covington, Roanoke, and Salem, also known as Local Workforce Development Area 3 (LWDA3).

This document constitutes the official Request for Proposals (RFP) format and all terms and conditions shall become, through incorporation by reference, a part of any contract or contracts entered in furtherance hereof.

Proposal submissions, including **six (6) copies with signatures** and a **USB flash drive** with an electronic version of the submission, must be received at the WVWDB office **no later than 12:00 PM (noon) EST on Monday, December 16, 2019**. Proposals will be received **ONLY** at the WVWDB office via mail or in-person.

Western Virginia Workforce Development Board  
RFP No. 19-01-06  
Attn: Morgan Romeo, Executive Director  
313 Luck Avenue SW  
Roanoke, VA 24016

**Incomplete proposals or any proposals received after 12:00 PM (noon) EST on Monday, December 16, 2019 WILL NOT BE CONSIDERED and will be returned WITHOUT EXCEPTION.**

Questions regarding this RFP may be addressed to Morgan Romeo, Executive Director at (540) 562-8442 or [mromeo@vcwblueridge.com](mailto:mromeo@vcwblueridge.com). FAQs will be posted on the Virginia Career Works – Blue Ridge website at <http://www.vcwblueridge.com> and will be updated throughout the proposal submission process.

The WVWDB reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. Efforts will be made to utilize small businesses and minority-owned business.

## General Information & Scope of Work

The purpose of this RFP is to secure the services of a qualified consultant or consulting firm to assist the WVVWDB in assessing the current operations, future plans, demands, and needs of career and technical education programs being offered in the Roanoke Valley and Alleghany Highlands. This assessment will include programs offered at both the secondary school level as well as post-secondary educational institutions. The consultant or consulting firm will be hereinafter referred to as the “proposer”.

Career and technical education programs offered by secondary and post-secondary educational institutions are critical components of the workforce development system. As the first step in helping to develop the region’s talent pipeline, it is important that these programs meet the demand and need of the regional business community. The region currently has several excellent programs and facilities including but not limited to:

- Virginia Western Community College
- Dabney S. Lancaster Community College
- Jackson River Technical Center – Partnership between Alleghany County Public Schools and Covington City Public Schools
- Botetourt Technical Education Center – Partnership between Botetourt County Public Schools and Craig County Public Schools
- Arnold R. Burton Technical Center – Operated by Roanoke County Public Schools
- Roanoke City Technical Education Center (ROTEC) – Operated by Roanoke City Public Schools

The following scope of work will be required from proposers over the six (6) month contract period:

- 1) Evaluation and compiling of previously completed studies of career and technical education centers and/or programs;
- 2) Evaluations of the existing conditions of Career and Technical Education centers in the region including documentation of:
  - a. Types of programs offered;
  - b. Curriculum within each program offered;
  - c. Current student waitlists (or denials) per program;
  - d. Current student applications per program;
  - e. Determination of existing building space used for each program;
  - f. Goal offerings if funding, space, instructors, etc. were available;
- 3) Analysis and research on the alignment with business needs including:
  - a. Evaluation of gaps or duplication between existing Career and Technical Education programs in the region;
  - b. Determination of the alignment of career pathways within the Manufacturing, Information Technology, Healthcare, Transportation/Logistics, and Construction industries;
  - c. Research and presentations on best practices or case studies of regional Career and Technical Education centers and/or programs that serve multiple school systems; and
- 4) Recommendations for alignment of Career and Technical Education programs which may include but not limited to:
  - a. Regional Career and Technical Education Center;

- b. Virtual programmatic activities; and
- c. Mobile equipment labs.

By June 30, 2020 a final report will be delivered to the WVVDB with results from all scope of work activities and recommendations for activities to be implemented to further streamline career and technical education programmatic activities as well as how to better align current and future programs with business need in high-demand industries. A presentation on the final report to Superintendents, Career and Technical Education staff, Local Elected Officials, and county/city administrative staff may be requested in June 2020.

Specific information concerning proposer's qualifications, experience, and related accomplishments must be provided as detailed in the Proposal Submission Information section. **However, elaborate brochures or other marketing materials beyond that sufficient to present an accurate description should not be included.**

Once proposals have been submitted and received by the WVVDB, unless specifically requested by the WVVDB, or Chief Local Elected Officials (CLEOs) **no proposer is allowed to provide additional information or to make contact with any individual Board member or CLEO member or designee regarding the RFP** by phone, e-mail, mail, or in person to solicit support for their proposal or to attempt to discredit the proposal submitted by any other proposer. Any proposer violating this provision will not be considered under this RFP. Additional data or information may be submitted only if requested by the WVVDB. Address all inquiries concerning this RFP, program elements, or other issues to WVVDB staff.

### Funding

Funding for this project has been provided through the GO Virginia State Council, and the GO Virginia Regional Council 2. 100% of the funding has been provided through this funding source that is managed by the Department of Housing and Community Development. The total amount of funding that is available for this project is **\$40,000**. Up to 50% of the total amount of funding may be available at the start of the contract, while the remaining 50% will be paid once all deliverables have been completed and approved by the WVVDB.

### Proposal Submission Information

**Deadline:** Proposals must be received at the address listed in the RFP no later than 12:00 PM (noon) EST on Monday, December 16, 2019. Any proposal received after this deadline will **NOT** be considered and will be returned to the proposer.

**Six signed copies** of the proposal must be delivered to the WVVDB offices, including a **USB drive** with an electronic version. All pages of the proposal should be numbered and on 8½" x 11" plain white paper and must use size 11 font with 1" margins. Proposals must be placed in a **binder** with the following sections **separated by dividers** and clearly marked.

Section 1: Cover Sheet

Section 2: Organization Description & Staff Qualification

Section 3: Scope of Work Plan

Section 4: Budget

Section 5: Required Forms and Documentation

Section 6: References and Recommendations

Information not organized in this manner risks elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed. Below is a detailed description of the content to be included in each of the proposal sections.

### **Section 1: Cover Sheet**

In this section, please place a completed and signed cover sheet found in **Attachment A – Cover Sheet**. The cover sheet must be signed by an individual that is authorized to sign on behalf of the proposing organization.

### **Section 2: Organization Description & Staff Qualification**

In this section, the proposer must include a description of the organizational size and structure, indicating if it is a small or minority-owned business. Also, the proposer must describe its prior experience with career and technical education programs and/or other workforce and education programs. Experience should include the following categories:

1. Prior experience evaluating curriculum and/or programs;
2. Prior experience coordinating private sector businesses to gather feedback;
3. Prior experience delivering recommendations for programmatic or curricula changes in the education sector; and
4. Demonstrated ability of project management with frequent and efficient communication.

### **Section 3: Scope of Work Plan**

In this section, the proposer must describe its understanding of the work to be performed, including a proposed plan of action to accomplish and deliver the goals of the scope of work. This would include, but is not limited to:

1. A timeline of projected activities and deliverables over the course of the project's six-month turnaround;
2. Strategy to evaluate for past or current studies in the region on career and technical education;
3. How communication will flow between the organization and secondary and post-secondary schools and how they will be involved in the project timeline;
4. How the organization will involve businesses and gather feedback from region's high-demand industries on workforce needs;
5. How the organization will present best practices and scalable activities that are ongoing in other areas of the Commonwealth of Virginia or the nation;
6. How the final report might be delivered to stakeholders in the region including economic development, local elected officials, educational institutions, Superintendents, and career and technical education professionals.

#### Section 4: Budget

In this section, the proposer must outline the budget needed for the project and the breakdown of expenditures related to the project. These could include, but are not limited to, the consultant's time and effort, travel, meeting and site costs, and/or evaluation tools.

#### Section 5: Required Forms and Documentation

Proposing organizations must sign and complete all required forms found in **Attachment B – Required Forms**. The forms include the following:

- Certification Regarding Drug-Free Workplace Requirements
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Certification Regarding Compliance with Non-Discrimination and Equal Opportunity (EO) Laws and Regulations

#### Section 6: References and Recommendations

Please provide the following:

1. Three (3) letters of recommendation from entities that have served as partners or customers in previous projects completed by the organization. If possible, these letters of recommendation should come from organizations that are workforce or educational institutions.
2. Any additional letters of recommendation or references. Limit of two (2).

### Proposal Review Information

Prospective proposers are advised that selection for a contract award will be made after a careful evaluation of the proposals by the WVVDB's Executive Committee acting on behalf of the WVVDB. Below is a timeline of the procurement process that will be used for this Request for Proposals. Note that dates may be subject to change, therefore all official meeting notices will be posted at [www.vcwblueridge.com](http://www.vcwblueridge.com).

#### Timeline of Review

November 22, 2019	Legal public notification in newspaper(s) of record Release of Request of Proposals (RFP) for services
December 16, 2019	Deadline for submissions, 12:00 PM (noon) EST
December 16-20, 2019	Executive Committee Meeting - Review and Rankings
December 20, 2019	Notice of Intent to Negotiate Posted on <a href="http://www.vcwblueridge.com">www.vcwblueridge.com</a>
January 2, 2020	Contract Executed

### Evaluation Criteria

We have instituted procedures for assessing the technical merit of proposals to provide for an objective review of applications and to assist you in understanding the standards against which your proposal will be judged. The evaluation criteria are based on the information required in the proposal, as described in the RFP. Reviewers will rate each section based on how fully and convincingly the proposal responds. For each evaluation criteria, the Executive Committee will score proposals and proposers will be ranked in order starting with those that have the highest total score.

The final scores will serve as the primary basis for selection of proposers. The scores and recommendations are advisory in nature and not binding. The WVVDB reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable.

<b>Evaluation Criteria</b>	<b>Points</b>
1. Cover Sheet	5
2. Organization Description & Staff Qualifications	25
3. Scope of Work Plan	25
4. Budget	20
5. Required Forms and Documentation	10
6. References and Recommendations	15
<b>TOTAL</b>	<b>100</b>

**Workforce Innovation and Opportunity Act  
Annual Fiscal and Program Compliance Review  
Western Virginia Workforce Development Board  
Program Year 2018**

**Prepared by Deirdre Williams and Leigh Anne Stacklin  
Issued October 3, 2019**



## Purpose of the Review

The Workforce Innovation and Opportunity Act of 2014 (WIOA) mandates the monitoring of recipients and sub-recipients of all grants awarded and funds expended under WIOA Title I to determine compliance with WIOA, the Uniform Administrative Requirements at 2 CFR Part 200, and other applicable Federal laws and regulations. The Academic and Workforce Programs team of the Virginia Community College System (VCCS-AWP), as the WIOA Title I administrative entity, conducts the required annual compliance monitoring of Virginia's 15 local workforce development areas (LWDAs).

In order to enhance ongoing communication, support, and compliance in Program Year 2018, the VCCS-AWP is conducting monitoring throughout the program year. A desk review of the administrative components was completed in Fall 2018 and the remaining elements, including fiscal, programmatic, and Equal Opportunity, were completed via on-site and desk review in Spring 2019.

## Report Contents

This report contains the results of the fiscal and programmatic review for the Western Virginia Workforce Development Board (WVWDB) for Program Year 2018. The report may include findings, concerns, and considerations. If the review team identified a finding or concern, a detailed description and the required or recommended actions are provided. The following describes the difference between findings, concerns, and considerations. The results of the Equal Opportunity monitoring will be provided in a separate report.

- *Finding:* Findings indicate that the area is out of compliance with current federal laws/regulations or state and local policies. Each finding has a required action to ensure compliance. The local area must provide a corrective action plan for all findings.
- *Concern:* Concerns identify potential risks to the local area and may result in a future finding if the issue is not addressed. Although this does not indicate that the local area is out of compliance, recommended or required corrective actions are provided to improve services to the local area.
- *Consideration:* Considerations address an area identified that may benefit the local area or enhance monitoring of the local area.

The WVWDB must provide a corrective action plan for all required actions, as indicated in this report.

## Findings

### **1. Inappropriate Use of Activity Code**

Local staff is opening activity code 417 the day participants are enrolled in the program. However, the participant files contain no documentation or case notes to support that the client is receiving professional counseling services. Comprehensive Guidance and Counseling (activity code 417), denotes a trained/ licensed professional counselor or social worker is providing counseling to a participant. If a local area staff member holds a professional license, they shall not provide this type of service as it represents a conflict of interest and is beyond the scope of services intended for the WIOA program provider.

*References:* Virginia Workforce Letter (VWL) 14-01 WIA Participant Activity Code Definitions, Projected Durations and Use Limitations

*Required Actions:* The local area shall provide documentation for the use of the activity code. If formal documentation to support the use of the activity cannot be provided, the local area shall void these activities in the Virginia Workforce Connection (VaWC). The local area shall provide training to service provider staff on the guidelines listed above and provide documentation of the training to the VCCS. Documentation of the support for or voiding of the activities must be provided to the VCCS. There is no replacement activity available to enter for the service.

### **2. Virginia Workforce Connection (VaWC) Discrepancies**

The following issues regarding file documentation were noted during the review:

- Provision of Labor Market Information (Code 107 and 407), was not entered into three participant records before exit. The service appeared to be provided as documentation was located and referenced in many case notes and employment plans. This service is required for all programs.
- Career Guidance/Planning (Code 202) was active in four records. There was no documentation of continued activity in the case notes or in the participant file to indicate this activity should continue to remain open. The activity should be closed in the VaWC after the activity is completed.
- The Job Search/Placement Assistance (Code 153) was active in two records; however, there is no indication of the staff-assisted job search assistance. VWL 14-01 states: "NOTE: This is a staff-assisted activity and it is expected that the staff are engaged in assisting the participant, not simply checking on the individual's self-directed job search. This Service code is not to be used simply to prevent the record from Exiting."
- The training end date in the VaWC does not match the training end date reflected in file documentation.

*References:* VWL 14-01 WIA Participant Activity Code Definitions, Projected Durations and Use Limitations

*Required Actions:* The local area must review the participant cases identified in Appendix A and make the appropriate corrections to the active participant records in the VaWC. If records have exited since the review, the local area shall work with the VCCS VaWC Administrator to determine if any actions should be taken to correct the issues. The local area must provide guidance and training to service provider staff on the VWL guidance listed above to ensure that staff has a clear understanding of service delivery requirements and how service delivery can impact program performance.

WIOA Annual Fiscal and Programmatic Compliance Review – Program Year 2018

### 3. **Measurable Skills Gain**

Two files contained documentation indicating that the participants completed training. The completion was recorded in the VaWC as a credential rather than as a Measurable Skills Gain (MSG). However, the completion of training did not meet the federal definition of a credential. Training and Employment Guidance Letter (TEGL) 10-16 defines MSGs as “documented academic, technical, occupational, or other forms of progress, towards ... a credential or employment...” Academic, technical, occupational, or other forms of progress towards a credential or employment shall be documented.

*References:* TEGL 10-16 Change I, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs; TEGL 07-18 Guidance for Validating Jointly required Performance Data submitted under WIOA

*Required Actions:* The local area shall review the cases identified in Attachment A and the records of other participants completing or who have completed academic, technical, and occupational training programs that lead to postsecondary credentials and ensure they have properly annotated Measurable Skills Gains and credentials in the VaWC for the current program year. The local area shall provide documentation of the record changes and a written plan describing how it will ensure that MSGs are recorded in the VaWC moving forward.

## Concerns

### 4. **File Documentation**

The following issue regarding file documentation was noted during the review:

- The middle name on the Selective Service registration confirmation differed from all additional participant middle name documentation (Palev vs. Pietra).

*Required Actions:* The local area should review the participant case identified in Appendix A and work to resolve the reason for conflicting middle name documentation in the files. A copy of the documentation collected should be provided to the VCCS-AWP monitoring team for review and placed in the participant file.

## Considerations

No considerations were noted.

## Next Steps

### **Development of a Corrective Action Plan**

Upon receipt of this report, the WVWDB must develop a corrective action plan that addresses the findings and concerns with required actions in this report. A corrective action form is provided with this report. The LWDA Executive Director must submit the completed form to the VCCS-AWP monitoring team for approval within 30 business days, including documentation of any required actions completed within the 30 business days and a timeline for any remaining items.

**Follow-up**

Once the plan is approved, the LWDA shall provide quarterly updates on the status of the plan until all of the actions identified are complete. Supporting documentation is required to demonstrate the completion of the actions.

VCCS-AWP will monitor the implementation of corrective actions and provide technical assistance, as needed or requested by the local areas, to ensure completion. If corrective actions are adequate to resolve the findings, written notification will be issued to the local areas. If corrective actions are not resolved within the timeframes noted in the corrective action plan, the issues shall be referred to the WIOA Title I Administrator for review and determination of further direction or the imposition of sanctions.

## Appendix A: Participant File Review Issues

Finding/ Concern #	State ID	Status	Notes
1	2283307	Active	Code 417 was opened; however, there is no evidence of counseling by a licensed professional.
1	2147820	Active	Code 417 was opened; however, there is no evidence of counseling by a licensed professional.
1	2232935	Closed	Code 417 was opened; however, there is no evidence of counseling by a licensed professional.
2	2232935	Closed	Record is closed; however, no code 407 was entered in VaWC.
1	2249203	Active	Code 417 was opened; however, there is no evidence of counseling by a licensed professional.
2	2236595	Exited	Record is exited; however, no code 407 was entered in VaWC.
4	2219296	Active	The middle name on the Selective Service registration confirmation in the file differed from other participant documentation (Palev vs Pietra).
2	2219296	Active	Code 202 was left open; however, there does not appear to be any activity other than a case note stating "left open while the client was gathering documents for Trade."
2	47866	Active	Code 202 was left open; however, there does not appear to be any evidence of career planning in the file.
2	304500	Active	Code 202 was left open; however, there does not appear to be any activity since March 2019 as the participant dropped out of classes.
2	29101	Active	Code 153 was left open; however, there is no indication of the staff-assisted job search assistance.
2, 3	29101	Active	Completion of a Project Management Professional (PMP) course was entered as a credential rather than as an MSG. NOTE: The course was the 35 hours of education required for testing—this course was not a test prep course, so the PMP credential test was not attempted. Course completion was entered as 3/20/19; however, a JMU transcript and emails show the course ended 3/7/19.
2	1356067	Active	Code 202 was left open; however, there does not appear to be any evidence of career planning in the file.
2	1954084	Exited	Code 153 was left open; however, there is no indication of the staff-assisted job search assistance. Case note states: "open code 153 for job search assistance due to funds on hold through March 2019."
2	1935388	Exited	Record is exited, but no code 107 was entered in VaWC.
3	860157	Active	The client completed several Microsoft courses at Goodwill. The certificate should be entered as an MSG rather than as a credential.



## BLUE RIDGE REGION

**Western Virginia Workforce Development Board – Bylaws**  
Local Workforce Development Area 3 (LWDA3)  
Effective Date: December 13, 2019

## **Article I – Name**

These bylaws are established by the Western Virginia Workforce Development Board (WVWDB) in Local Workforce Development Area 3 (LWDA3).

## **Article II – Offices**

The WVWDB's principal office shall be at 313 Luck Avenue SW, Roanoke, VA 24016 or as subsequently changed by resolution of the WVWDB. The WVWDB may conduct its affairs, carry on its operations, have other offices and exercise its powers within or without the Commonwealth of Virginia, as the WVWDB may, from time to time, determine or the business of the WVWDB may require.

## **Article III – Mission and Purpose**

### **Section 1 – Mission**

The mission of the WVWDB is to prepare job seekers for in-demand occupations to help our region's businesses succeed.

### **Section 2 – Purpose**

The purpose of the WVWDB shall be to plan and coordinate the provision of regional workforce development services for LWDA3 (Counties of Alleghany, Botetourt, Craig, Franklin, Roanoke, and the Cities of Covington, Roanoke, and Salem), within the requirements of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128. The WVWDB shall be nonsectarian and non-partisan and the WVWDB or its name shall not be associated with any commercial, sectarian, or partisan interest or concern or any purpose contrary to the objectives of the WVWDB.

## **Article IV – Board Composition and Members**

### **Section 1 – Composition**

The WVWDB membership will be in accordance with Section 107(b) of the WIOA and Virginia Board of Workforce Development Policy 200-02. This composition is detailed in the CLEO-Board Agreement between the WVWDB and the CLEO Consortium for LWDA3. WVWDB private-sector members must be an owner, chief executive officer, chief operating officer, or other individual with optimum-policy making or hiring authority and provide employment opportunities in in-demand industry sectors or occupations.

### **Section 2 – Selection**

The WVWDB members shall be appointed and/or reappointed by the CLEO Consortium and must live or work in LWDA3. Nominations will be solicited through applicable sources, which include but are not limited to economic development entities, workforce development partner agencies, community non-profits, and the general public. Nominations will be reviewed to ensure that stakeholders and major industry partners are represented among the WVWDB members.

### **Section 3 – Board Member Terms**

Board members may serve for a term of 3 years and may serve an unlimited number of consecutive terms. Terms will be staggered to ensure that only a portion of the membership expires within a given year.

#### Section 4 – Absence from Meetings

WVWDB members may designate an alternate if the member is not able to attend a regular or special called meeting. The name of the alternate must be provided in writing to the Chief Administrative Officer at least three (3) days prior to the scheduled WVWDB meeting. Alternate representatives for WVWDB members can vote on behalf of the WVWDB member.

WVWDB staff shall inform the Chair of the WVWDB in any instance when an appointed member is absent from two (2) consecutive, regularly scheduled meetings of the WVWDB. The Chair shall then call the absences to the attention of the WVWDB member in writing. If the WVWDB member is absent from the next regularly scheduled meeting, the WVWDB member may be removed from the WVWDB. The WVWDB Staff will post the vacancy for nominations and inform the CLEO of a needed appointment at the next CLEO Consortium meeting.

#### Section 5 – Vacancies

If vacancies arise, WVWDB Staff will post vacancy information for nominations and inform the CLEO of a needed appointment at the next CLEO Consortium meeting. Requests for nominations will be solicited through applicable sources, which include but are not limited to, economic development entities, workforce development partner agencies, community non-profits, and the general public.

#### Section 6 – Resignations

Any WVWDB member, officer, or committee member may resign such office/membership at any time. Such resignation shall be made in writing and take effect from the time of its acceptance by the WVWDB. WVWDB Staff will post vacancy information for nominations and inform the CLEO of a needed appointment at the next CLEO Consortium meeting.

#### Section 6 - Compensation

No form of compensation shall be paid to any WVWDB member in return for such WVWDB member's participation on the WVWDB or for attendance at any meeting of the WVWDB.

### **Article V – Officers**

#### Section 1 – Officers

The officers of the WVWDB shall be as follows:

- Chair
- Vice-Chair
- Treasurer (Chair of Finance Committee)

#### Section 2 – Election & Terms

The WVWDB members shall elect officers for a term of two (2) years, with all officers being members of the WVWDB. All vacancies in any office shall be filled by the WVWDB without due delay at its regular meeting or at a meeting specifically called for that purpose. Terms for officers shall run concurrently with the Program Year (July 1<sup>st</sup> through June 30<sup>th</sup>).

#### Section 3 – Duties of Officers

The Chair of the WVWDB shall preside at all meetings of the WVWDB, is an authorized signer on all WVWDB deposit and/or loan accounts and shall perform such executive and administrative functions

as may be prescribed from time to time by the WVVWDB or by the Bylaws. The Chair shall be a private sector WVVWDB member.

The Vice-Chair shall chair all meetings in the absence of the Chair. The Vice-Chair shall be a private sector WVVWDB member.

The Treasurer, or Chair of the Finance Committee, shall be responsible for reviewing the WVVWDB's financial records and overseeing the preparation of financial statements and tax returns. The Treasurer is an authorized signer on all WVVWDB deposit and/or loan accounts.

#### Section 4 – Office-Holding Limitations

No WVVWDB member shall hold more than one (1) office at a time, and no individuals shall be eligible to serve more than two (2) consecutive terms in the same office.

#### Section 5 – Subordinate Officers

The WVVWDB may appoint other officers or agents, each of whom shall hold office for such period, have authority and perform such duties as the WVVWDB may determine. The WVVWDB may delegate to any officer the power to appoint any such subordinate officers or agents and to prescribe their respective authorities and duties.

#### Section 6 – Chief Administrative Officer

The Director of Workforce Development shall be the Chief Administrative Officer to the WVVWDB. The Director of Workforce Development shall be the administrator of the WVVWDB and, subject to the control of the WVVWDB, shall in general supervise and control the business affairs and property of the WVVWDB. The Director of Workforce Development may sign all certificates, contracts, obligations, and other instruments of the WVVWDB and shall do and perform such duties and may exercise such other powers as from time to time may be assigned by these Bylaws or by the WVVWDB.

### **Article VI - Meetings**

#### Section 1 – Regular Meetings

The WVVWDB shall meet at least quarterly or more as needed at a place within the region. Regular meeting dates shall be established by the WVVWDB at its first meeting of the Fiscal Year/Program Year and notice of the meeting schedule, times, and locations shall be posted by the WVVWDB Director for public notice. Meeting notices shall also be posted on the LWDA3's webpage and at the WVVWDB offices. All public notices of meetings will be posted at least three (3) business days prior to the date and time of the meeting.

#### Section 2 – Special Meetings

Special meetings may be called by the Chair with at least three (3) business days notice to each of the representatives, either personally, by mail, e-mail, or facsimile transmission.

#### Section 3 – Cancelled Meetings

The Chair may cancel any meeting so called if it is determined that the business is not sufficient to warrant a meeting or if it is known that there will not be a quorum attending.

#### Section 4 – Public Comment

All meetings of the WVVWDB and its committees shall be open to the public. The WVVWDB shall make available to the public, on a regular basis through its open meetings, information regarding activities of the WVVWDB, including information on the Local Plan, information regarding its members and WVVWDB appointments, and the minutes of the WVVWDB meetings.

#### Section 5 – Executive Session

Closed executive session may be used according to the provisions of the Virginia Freedom of Information Act (FOIA). Such sessions may be held during or after an open meeting or may be announced for a future time. The purpose for holding a closed executive session must be announced at the open meeting either immediately prior or subsequent to the closed executive session. Official action on any matter discussed at a closed executive session must be taken at an open meeting.

#### Section 6 – Compliance with Sunshine Laws

The WVVWDB shall comply with all applicable aspects of the Sunshine provision with are outlined in the CLEO-Board Agreement.

#### Section 7 – Member Participation by Electronic Means

Members of the WVVWDB, and its committees, may participate in meetings of the WVVWDB by electronic means as permitted by Virginia Code §2.2-3708. The WVVWDB may conduct any meeting wherein public business is discussed or transacted through electronic communication means, provided (i) a quorum is physically assembled at one primary or central meeting location, (ii) appropriate notice of the meeting has been provided at least three business days in advance of the date scheduled for the meeting and (iii) ~~the remote locations, from which additional members participate through electronic communication means, are open to the public~~the voice of the remote participant can be heard by all persons at the primary central meeting location. All persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location. Public comments from the meetings will be recorded and available by request.

An individual member may participate remotely if that member is unable to attend due to being in a remote location, an emergency, or a personal matter. ~~State law requires a quorum of the WVVWDB to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The member who is unable to physical attend the meeting must notify the Board Chair and the Executive Director at least a day PRIOR to the meeting that they will be participating electronically. The reason that the member is unable to attend the meeting and the remote location from which the member participates will be recorded in the meeting minutes. When individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer. Acceptable reasons for a Board member to participate electronically include:~~

- Member has a temporary or permanent disability or other medical condition that prevents the members' physical attendance.
- Member has a personal matter and is able to identify with specificity the nature of the personal matter. Electronic participation due to this reason is limited to two (2) times per year.

- Members' principal residence is more than sixty (60) miles away from the meeting location identified in the meeting notice. If a member participates electronically due to this reason, the Board shall record the remote location from which the Member was participating. The remote location does need to be open to the public, if under this condition.

## Section 8 – Roberts Rules of Order

The WVVWDB shall be use the Roberts Rules of Order, Newly Revised during all official meetings. Votes and actions of the WVVWDB shall be recorded appropriately.

## Section 9 – Record Keeping

The WVVWDB Director shall be responsible for the taking, recording, duplicating, distributing, retaining, and disposing of all minutes of the WVVWDB under the guidelines of Federal, State, and Local policy. The Director may delegate this function to other staff.

## **Article VII - Voting Rights**

### Section 1 – Quorum

The quorum for a meeting of the WVVWDB shall consist of a majority of both the private sector and public sector members.

### Section 2 – Voting Action

All representatives shall vote on all actions taken by the WVVWDB, unless a representative abstains because of a conflict of interest, or for other good cause.

## **Article VIII- Committees**

### Section 1 – Executive Committee

The Executive Committee is comprised of the following WVVWDB members:

- Chair
- Vice-Chair
- Past Chair
- Treasurer (Chair of Finance Committee)
- Workforce Center and Services Committee Chair
- At-Large Member (private-sector)

The Executive Committee shall have and exercise the authority of the WVVWDB in the management of the WVVWDB, except as otherwise provided by law. The designation and appointment of the Executive Committee and delegation thereto of authority shall not operate to relieve the WVVWDB, or any individual WVVWDB member, of any responsibility imposed on it by law.

The Executive Committee shall be empowered to act on behalf of the full WVVWDB on business that cannot be held until the next regularly scheduled meeting as determined by the Chair, with the affirmative vote of at least a majority of its members. The full WVVWDB shall be informed of the action taken by the Executive Committee at the next regularly scheduled WVVWDB meeting.

The Executive Committee, unless otherwise ordered by the WVVWDB, shall meet at least quarterly prior to the regularly scheduled meetings of the WVVWDB. Special meetings of the Executive Committee may

be called by the Chair. The At-Large Member of the Executive Committee shall have the same term limits as the Executive Committee officers. The At-Large Member shall not be an officer and shall not serve more than two (2) consecutive terms.

### Section 2 – Finance Committee

A Finance Committee composed of the Treasurer (Chair) and at least four (4) other members shall be appointed by the WVVWDB. It shall be the duty of this committee to prepare a budget for the program year beginning the first day of July, and to submit it to the WVVWDB for approval. The Finance Committee may, from time to time, submit amendments to the budget for the current program year, which may be adopted by a majority vote at a duly constituted WVVWDB meeting. Committee terms shall be one (1) year with no limits on consecutive terms.

### Section 3 – Workforce Center and Services Committee

A Workforce Center and Services Committee composed of at least five (5) members shall be appointed by the WVVWDB. Community partners and other entities that are not WVVWDB members may participate in the committee. The Committee shall meet at least quarterly, or more as needed, and shall provide information and assist with the operational issues relating to the One-Stop Delivery System. The Committee will provide information, assist with planning, operational, and other issues relating to the delivery of Youth, Adult, and Dislocated Worker services. The Chair of the Committee will be appointed by the WVVWDB. Committee terms shall be one (1) year with no limits on consecutive terms.

### Section 4 – Opportunity Youth Committee

An Opportunity Youth Committee composed of at least (8) members shall be appointed by the WVVWDB. Community partners and other entities that are not WVVWDB members may participate in the committee. The Committee shall meet at least quarterly, or more as needed, and shall provide the Board with recommendations on how to better engage and serve Opportunity Youth as identified in state code and the Opportunity Youth plan submitted to the Governor's office each year. The Committee can also suggest special projects or initiatives to serve these youth, including potential funding sources for suggested projects. The Chair of the Committee will be appointed by the WVVWDB and shall be a Board member. Committee terms shall be one (1) year with no limits on consecutive terms.

### Section 4 – Other Committees

The WVVWDB may at any time appoint standing or ad hoc committees to consist of as many members as seems advisable. The members of such committees shall hold office until the appointment of their successors or the dissolving of the committee. The Chair of any standing or ad hoc committee shall be appointed by the WVVWDB.

### Section 5 – Committee Quorum

A majority of any committee of the WVVWDB shall constitute a quorum for the transaction of business, unless any committee shall by a majority vote of its entire membership decide otherwise.

### Section 6 – Committee Vacancies

The WVVWDB shall have the power to fill vacancies on the committees.

## **Article IX - Conflict of Interest**

### **Section 1 – Voting and Conflict of Interest**

Section 107(h) of the WIOA and these Bylaws prohibit a member of the WVVWDB from voting on a matter under consideration by the WVVWDB when:

- The matter concerns the provision of services by the member or any entity that the member represents; or
- The matter would provide direct financial benefit to the member or the immediate family of the member. (For these purposes, immediate family means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandson, granddaughter, grandparent, stepparent, stepchild, or any person residing in the same household); or
- The matter concerns any other activity determined by the Board to constitute a conflict of interest as specific in the Local Plan.

### **Section 2 – Appearance of Conflict**

Members of the WVVWDB are expected to avoid unethical behavior in the course of performing their official duties. The WVVWDB not only expects its members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid the appearance of: using their position for private gain; giving preferential treatment to any person or entity; losing their independence or impartiality in making decisions; acting in any way that might erode public confidence in the integrity of the WVVWDB.

### **Section 3 – Confidentiality**

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the WVVWDB. Members shall not disclose confidential information obtained in the course of or by reason of his/her membership in the WVVWDB to any person or entity not directly involved with the business of the WVVWDB. No member shall use confidential information obtained in the course of or by reason of his/her membership on the WVVWDB in any matter with intent to obtain financial gain for the member, the member's immediate family, or any business with which the member is associated. No member shall disclose confidential information obtained in the course of or by reason of his/her membership on the WVVWDB in any manner with the intent to obtain financial gain for any other person.

## **Article X - Miscellaneous Provisions**

### **Section 1 – Seal**

The WVVWDB may adopt a seal or logo for identification of the Board.

### **Section 2 – Program Year**

The Program Year for the WVVWDB shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

### **Section 3 – Amendments**

These Bylaws may be amended by a simple majority vote of the current members of the WVVWDB.

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*WVWDB Chair Signature*

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*WVWDB Chair Printed Name*

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*Date*



## **Opportunity Youth & Career Pathways Plan**

### ***Virginia Career Works – Blue Ridge Region***

#### ***Local Workforce Development Area 3***

Local Workforce Development Area 3 (LWDA3) is the Blue Ridge Region of the Virginia Career Works workforce development system encompassing the Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Cities of Covington, Roanoke and Salem in the Roanoke Valley and Alleghany Highlands. While the region continues to see significant economic growth and low unemployment, the business community continues to need a skilled workforce to meet their talent development needs. The regional workforce development system, along with the Western Virginia Workforce Development Board (WVWDB) and the Chief Local Elected Officials (CLEO) Consortium for the region, continues to try to access untapped labor pools to further develop the talent pipeline. One of the key populations that need to be brought into the labor pool include those youth and young adults ages 16 to 24 that are considered Opportunity Youth.

The Commonwealth of Virginia has defined Opportunity Youth in the Code of Virginia §2.2-2472.3 as “*individuals between the ages of 16 and 24 who are (i) homeless, in foster care, or involved in the justice system or (ii) are neither gainfully employed nor enrolled in an educational institution.*” This definition aligns with the definition of Out-of-School Youth served by the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program. The purpose of this plan is to outline how the WVWDB and CLEO Consortium will work with the stakeholders and partners of the workforce development system to engage with Opportunity Youth throughout the region to increase awareness of the services of the workforce development system and subsequently assist them in reaching their educational and employment goals. This

plan will include the priorities for each of the identified populations of Opportunity Youth and the local definitions of each, the engagement and outreach strategies needed to identify and serve each Opportunity Youth population, programmatic strategies for serving the targeted populations, and performance measures that can be applied to this initiative.

One of the largest barriers to Opportunity Youth accessing services through the Virginia Career Works system is the lack of awareness of what services and programs are available to them. Because individuals characterized as Opportunity Youth tend to have multiple barriers to employment and education, they typically experience “institutional inertia” due to the number of agencies and organizations available and the overwhelming nature of what is perceived as “required” to receive assistance. It’s important for the Blue Ridge Region to keep this in mind and provide engagement and outreach opportunities to the targeted Opportunity Youth populations in areas where it is comfortable, convenient, and accessible for them to participate.

The first population that is identified in the Opportunity Youth definition in the state code are those youth that are homeless. There are several definitions used by state and local organizations in the Blue Ridge region, including a difference between the definition used by the public-school systems and the WIOA Title I language. The public-school systems do not consider youth that are “couch-surfing” to be homeless, which a large population of youth and young adults utilize this method for shelter. In terms of Opportunity Youth for this initiative, the Blue Ridge region will utilize the definition that is used with the WIOA Title I programs which follows the Violence Against Women Act of 1994 (42 S.C. 14043e-2(6)) and Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)). To ensure that this population is aware of the services provided through the Virginia Career Works system, the Board and CLEO will engage with multiple different resources in the Roanoke Valley and Alleghany Highlands that already touch this population with a variety of services. This would include the Homeless Assistance Team (HAT) that is led by the City of Roanoke, the Blue Ridge Interagency Council on Homelessness, the Salvation Army and their New Day Center, the

Rescue Mission and other shelters that serve the homeless population, non-profits and community-based organizations that have specialized programs for the homeless population, such as Total Action for Progress and Goodwill Industries of the Valleys, Feeding America of Southwest Virginia, and the Alleghany County Community Services Board.

The second population that is targeted with the Opportunity Youth initiative are those youth and young adults that are involved in the foster care system. The Board and CLEO will target youth that are still engaged in the foster care system, as well as those youth that have aged out of foster care and may be in need of services to reach their educational and employment goals. The key agency that will be able to assist the region in serving this population of youth and young adults are the Local Departments of Social Services. With six (6) offices in the Blue Ridge Region (Alleghany/Covington, Botetourt, Craig, Franklin, City of Roanoke, and Roanoke County/Salem), there are ample opportunities for outreach and increased awareness of the services that are available to these youth and young adults. The Regional Office for the Virginia Department of Social Services office is based in the City of Roanoke and will also be able to assist the Board and CLEO with informing and educating staff that work with individuals in the foster care system on the workforce development system and the services available in the region.

The third population identified is youth and young adults that are involved in the juvenile justice system. This would be youth that have received misdemeanor and felony charges as juveniles and are currently or have previously been involved in the court system. This would also include individuals that may have been involved in the adult justice system, as well as the juvenile justice system. The Virginia Department of Corrections, the regional jails, drug courts, and local police or sheriff's departments will be able to assist the Board and CLEO to engage with youth or young adults who fit this criterion. They will also be able to assist in the education and awareness of any individual that may need assistance.

The second half of the definition of Opportunity Youth in state code references youth or young adults that are neither gainfully employed nor enrolled in an educational institution. These are some of the hardest youth to engage, as they typically are not utilizing resources of the regional workforce development system and have already finished their secondary education. To reach these youth and young adults, an increase in general public awareness of the youth services available through the Virginia Career Works system will be critical to reaching this population. The Board and CLEO will maintain the relationships that are in place with the secondary school systems in each of the localities. Secondary schools are increasingly tracking outcomes for the first year following graduation and would be able to assist the Board and CLEO in reaching youth who may not be following through with further education or employment after high school.

This plan to engage and provide services to the Opportunity Youth population will not be possible without stakeholder engagement and follow through. To ensure both occur, the Board and CLEO will create an Opportunity Youth Committee that will be a standing Committee of the Board. The makeup of this Committee will be representatives of organizations and entities that are subject matter experts with each of the targeted populations. It will also include business representatives from the Board and at least one local elected official that serves on the CLEO Consortium. Their focus will be to ensure that outreach and engagement continues to Opportunity Youth as well as to develop and implement programmatic and service delivery strategies to engage these target populations. This Committee will meet once a quarter and will provide reports to the Board and CLEO at their meetings. If any updates or changes need to occur to this plan, the Opportunity Youth Committee will recommend such items to the Board and CLEO. They will also assist in the development and updates of this plan each year to the Governor's office.

While the engagement and outreach strategies are an important portion of getting youth and young adults involved in the Virginia Career Works – Blue Ridge workforce development

system, specific programmatic and service delivery strategies will need to be in place to effectively serve Opportunity Youth. Most of the individuals in the Opportunity Youth target populations will benefit from cohort style learning done as contextualized training. While the youth and young adults may have the skills to complete their post-secondary education goals, they will more than likely need job readiness or workplace readiness skills training. This will remind them of the soft skills that will be needed to be successful with future employment opportunities. These cohort trainings will also involve assessment for basic skills so that tutoring or educational support can be provided to these individuals during their occupational skills training. The two regional adult education programs that serve our LWDA are well-versed and able to provide these services through the comprehensive and affiliate Virginia Career Works Centers in the region.

Occupational skills training and work-based learning opportunities (work experience, On-the-Job Training, etc.) will be provided to Opportunity Youth to assist them in entering entry-level positions that allow youth to move up career pathways and maintain a stable, self-sufficient employment opportunity. In the Blue Ridge region, the key industries that Opportunity Youth can move into are Manufacturing, Healthcare, Transportation and Logistics, Information Technology, and Construction. These industries provide for great career opportunities but are typically not pursued by youth and young adults. This is mainly due to a lack of awareness of the career pathway opportunities available in these industries throughout the region. Opportunity Youth will be provided information on these industries and the career opportunities available in the region as well as enrolled in the WIOA Title I Youth program when appropriate. WIOA Title I will utilize funding for occupational skills training, leadership development, job readiness training, and work-based learning to assist Opportunity Youth in reaching their employment and educational goals. In keeping with the goals of the workforce development system for reducing duplication, Title I programs will be leveraged with other funding sources and services in the region that are

available for youth and young adults that meet the Opportunity Youth criteria. This would include Youth Build, Y.A.L.E., YouthHQ, SwiftStart, RESTORE, and/or others.

It is the goal of the Board and CLEO that at least 75% of the WIOA Title I Youth participants each program year will fall into the Opportunity Youth categorization. With these Opportunity Youth, it will be the goal that the region meets the performance measurements of the WIOA Title I Youth program, which are as follows:

<b>Youth Performance Measures</b>	<b>Performance Level</b>
Employment 2 <sup>nd</sup> Quarter after Exit	66.0%
Employment 4 <sup>th</sup> Quarter after Exit	62.8%
Credential Attainment within 4 Quarters after Exit	70.0%