

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

May 27, 2021 at 9:00am

Zoom Meeting:

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

I.	Call to Order	Abby Hamilton
II.	Review of Electronic Meeting Process	Leah Gibson
III.	Public Comment	
IV.	Meeting Minutes Approval – January 28, 2021	Abby Hamilton
V.	New Committee Members	Abby Hamilton
VI.	Old Business <ul style="list-style-type: none">Grants Closing 6/30/2021<ul style="list-style-type: none">Economic Equity, United Way OnRamp, Wagner-PeyserVCW Roanoke Center OperationsLocal Plan	Leah Gibson
VII.	WIOA Title I Program Operations	Michelle Brennan
VIII.	New Business <ul style="list-style-type: none">New Grant Funding<ul style="list-style-type: none">INSPIRE Grant, JobsPlus Grant, National Dislocated Worker Grant, Roanoke City Goodwill Summer Youth ProgramLinkedIn Learning, Metrix Learning, TransfrVR	Morgan Romeo
IX.	Other Business <ul style="list-style-type: none">CareerQuest 2021: September 28 & 29 and October 19 & 20Volunteer Sign Up Link: https://docs.google.com/forms/d/e/1FAIpQLSd7VCvldB0G55yCwqtHMbWXN7mgwCy1m5WCEgLLa_SKPKyug/viewform	Leah Gibson
X.	Upcoming Meetings <ul style="list-style-type: none">Next Program Oversight Meeting – schedule frequency/date for ongoing meetingsNext WVVDB Meeting June 17, 2021 9:00AM via Zoom	
XI.	Adjournment	

Electronic Meeting Process

“Notwithstanding any other provision of law, any public body, including any state, local, regional, or regulatory body, or a governing board as defined in § 54.1-2345 of the Code of Virginia may meet by electronic communication means without a quorum of the public body or any member of the governing board physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body or governing board to assemble in a single location; (ii) the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body or common interest community association as defined in § 54.1-2345 of the Code of Virginia and the discharge of its lawful purposes, duties, and responsibilities; (iii) a public body shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia; and (iv) the governing board shall distribute minutes of a meeting held pursuant to this subdivision to common interest community association members by the same method used to provide notice of the meeting.”

**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

January 28, 2021 at 9:00am

Zoom Meeting:

<https://zoom.us/j/93889611802?pwd=YUFpdGRhYU1QN21la09PUDdoUHFQQT09>

Members	Present
Karen Michalski	X
Joe Brinley	X
Dr. Milan Hayward	X
Crystal Hall, Chair	X

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Michelle Brennan	X

Guests	Present
Toni McLawhorn	X

Call to Order

Crystal Hall called the meeting to order at 9:01am.

Review of Electronic Meeting Process

Leah Gibson reviewed the process and shared the process virtually with all those in attendance.

Public Comment

No public comment was requested or made.

Meeting Minutes Approval – August 11, 2020

The committee reviewed the minutes as presented.

Workforce Center & Services Committee Action: A motion was made by Karen Michalski to approve the minutes as presented. Joe Brinley seconded the motion. The motion was carried by a roll call vote:

Members	Vote
Karen Michalski	Yes
Joe Brinley	Yes
Dr. Milan Hayward	Yes
Crystal Hall, Chair	Yes

Old Business

GO Virginia Grant Update

Leah Gibson provided an update on this grant, that it was extended through March 31, 2021. The Incumbent Worker Training funds through this grant is expected to be gone by that date. We will also be using the funds from this grant to develop career pathway videos and we are in the process of procuring providers for that service.

WIOA Title I Youth Program Update

Leah shared that staff are still in conversation with The WorkPlace about their budget and spending. Mark Holman is steadily enrolling Youth and exceeding enrollment goals per month. However, The WorkPlace overspent their budgeted line item for Occupational Skills Training this year. This is of concern because of the requirement that 20% of the Youth funds be spent on Work Experience. With funds over-obligated to Occupational Skills Training, there are less funds available to meet the Work Experience requirement. A budget modification is expected for the Finance Committee to move funds to be able to meet that expenditure requirement. Morgan Romeo has had conversations with their leadership and will also be sending a written letter expressing our discontent with their operations of the program. Crystal Hall asked if The WorkPlace was aware of their budget and expenditure requirements. Leah responded that leadership and corporate staff did have the budget and requirement information, but we learned that local staff did not have knowledge of the budget figures. Dr. Milan Hayward asked for staff to explain what a Work Experience is and what can be counted towards that expenditure. Leah and Morgan explained the requirement and expenditures allowed. Dr. Milan Hayward also asked if The WorkPlace was fully staff. Leah reported that The WorkPlace had informed us they had offered the vacant second position to someone, but they had not yet started.

Economic Equity Grant Update

Leah shared that this is a grant we received from the Virginia Community College System that would allow us to operate cohorts of study for careers that would allow for hands on tutoring with Adult Education during the skills training. We are hosting students in the Nurse Aide program through TAP right now for this grant.

Submitted Grant Funding Applications

Leah shared that we had applied for an H-1B Grant through the Department of Labor. We recently found out we did not get awarded that funding but we have requested feedback on our application so we can learn and use that knowledge for the next opportunity. Leah also shared that we are awaiting a response from our application to the Appalachian Regional Commission for their INSPIRE grant project.

WIOA Title I Adult & Dislocated Worker Program Operations

Michelle Brennan reviewed the programs report that was provided in the packet with those in attendance. She shared pride in our staff that we were able to provide services completely virtually without hiccups over the last few months. She also shared that we have not had any turnover in staff since we got initially settled. Michelle shared that our staff person located in Covington is now serving the Highlands almost exclusively, due to demand. Michelle also noted that there are now, and expected to be in the future, more funding earmarked for tuition for participants that we serve, so that is causing some duplication with our partners. The Adult & Dislocated Worker staff are enrolling about 25 individuals each month and are expending funds consistently.

The group also discussed the funds remaining in the Dislocated Worker program relative to those remaining in the Adult program. Michelle noted that the demand for the Adult program has continued to be much higher than that for the Dislocated Worker program, and she expects that to continue through the year. As a result, staff requested that the Committee make a motion to the Finance Committee for a budget modification.

Workforce Center & Services Committee Action: A motion was made by Joe Brinley to request that the Finance Committee approve a budget modification of \$75,000 transferred from the Dislocated Worker program to the Adult program. Dr. Milan Hayward seconded the motion. The motion was carried by a roll call vote:

Members	Vote
Karen Michalski	Yes
Joe Brinley	Yes
Dr. Milan Hayward	Yes
Crystal Hall, Chair	Yes

New Business

Morgan Romeo provided an update on the Wagner-Peyser program, currently subcontracted to the Board by the VEC. The previous contract for these services expired 12/31/2020. The VEC chose to extend that to expire 3/31/2021, but there are conversations at the state level about extending that deadline again. Staff will update the Board when we know more from the state.

Morgan also noted that board staff and the One Stop Operator are following all COVID-19 protocols put in place by the CDC and the Virginia Department of Health for our Virginia Career Works Centers. We are screening all customers and staff every morning and continue to follow social distancing protocols. All furnishings that were ordered for the Resource Room are now in place, so we can have 13 customers using our services with social distancing measures appropriately in place.

Policy Updates

Leah asked the group to review the Limited English Proficiency Policy included in the packet. She noted that staff have worked over the last couple of months diligently with staff from the VCCS and the VEC to ensure compliance and accuracy in this policy.

Workforce Center & Services Committee Action: A motion was made by Joe Brinley to approve the policy as presented. Dr. Milan Hayward seconded the motion. The motion was carried by a roll call vote:

Members	Vote
Karen Michalski	Yes
Joe Brinley	Yes
Dr. Milan Hayward	Yes
Crystal Hall, Chair	Yes

Upcoming Meetings

Next Program Oversight Meeting March 25, 2021 9:00am Location TBD
Next WVVDB Meeting February 19, 2021 8:30am Location TBD

Adjournment

Crystal Hall adjourned the meeting at 9:54am.

WVWDB Program Oversight Committee

From WVWDB Bylaws:

Section 3 – Program Oversight Committee

The Program Oversight Committee composed of at least four (4) members shall be appointed by the WVWDB. At least two of the members will be from the private-sector members on the WVWDB. 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 WVWDB. Committee terms shall be one (1) year with no limits on consecutive terms.

Returning Committee Members:

Dr. Milan Hayward – VCCS

Joe Brinley – International Brotherhood of Electrical Workers

Karen Michalski – Blue Ridge Independent Living Center

New Committee Members:

Abby Hamilton – Chair

Emily Smith – Orvis

Amanda Rogers – Wabtec/Graham-White

Workforce Innovation and Opportunity Act (WIOA)

Title I Youth Program

Performance Report - April 2021

Youth Program

Participants by Month		
Month	New	Total YTD
July	1	1
August	9	10
September	7	17
October	9	26
November	6	32
December	7	39
January	9	48
February	2	50
March	6	56
April	6	62
May		
June		

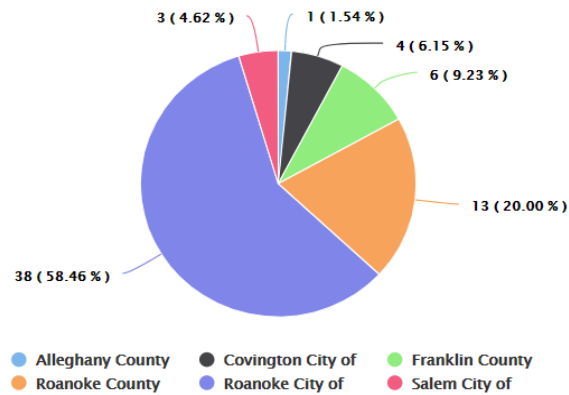
Carryover Participants	28
New Enrollment Goal	72
Total Participant Goal	100

% Toward Goal	90%
---------------	-----

*end of April should be 83%

Participants by Locality

Enrolled Individuals – By County/Parish



Youth Program

Training Participation	
Healthcare	23
Manufacturing	2
Information Technology	0
Financial Services	0
Construction	0
Transportation	1
Education	0

Post-Secondary	27
OJT Placements	0
Work Experiences	10

Youth Program Expenditures			
Line Item	Actual	Budget	% of Budget
Occupational Skills Training	\$ 35,693.00	\$ 20,000.00	178%
Work Experience	\$ 15,092.50	\$ 77,995.00	19%
Ed with Workforce Prep	\$ -	\$ 11,500.00	0%
Incentives	\$ 1,300.00	\$ 8,500.00	15%
Supportive Services	\$ 498.41	\$ 3,500.00	14%
Follow-up Services	\$ -	\$ 1,700.00	0%
Leadership Development	\$ -	\$ 1,000.00	0%
Adult Mentoring	\$ -	\$ 2,500.00	0%
Comp Guidance & Counseling	\$ -	\$ 2,500.00	0%
Tutoring/Study Skills	\$ -	\$ 3,400.00	0%
Postsecondary Prep	\$ -	\$ 3,400.00	0%
Alternative Secondary School	\$ -	\$ 1,900.00	0%
Total	\$ 52,583.91	\$ 137,895.00	38%

*end of April should be 83%

Youth Program Obligations				
Line Item	Actual	Obligations	Budget	% of Budget
Occupational Skills Training	\$ 35,693.00	\$ -	\$ 20,000.00	178%
Work Experience	\$ 15,092.50	\$ 8,950.00	\$ 77,995.00	31%
Ed with Workforce Prep	\$ -	\$ -	\$ 11,500.00	0%
Incentives	\$ 1,300.00	\$ -	\$ 8,500.00	15%
Supportive Services	\$ 498.41	\$ 429.99	\$ 3,500.00	27%
Follow-up Services	\$ -	\$ -	\$ 1,700.00	0%
Leadership Development	\$ -	\$ -	\$ 1,000.00	0%
Adult Mentoring	\$ -	\$ -	\$ 2,500.00	0%
Comp Guidance & Counseling	\$ -	\$ -	\$ 2,500.00	0%
Tutoring/Study Skills	\$ -	\$ -	\$ 3,400.00	0%
Postsecondary Prep	\$ -	\$ -	\$ 3,400.00	0%
Alternative Secondary School	\$ -	\$ -	\$ 1,900.00	0%
Total	\$ 52,583.91	\$ 9,379.99	\$ 137,895.00	45%

*end of April should be 83%

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

Adult Program

Participants by Month		
Month	New	Total YTD
July	1	1
August	15	16
September	10	26
October	16	42
November	20	62
December	25	87
January	26	113
February	20	133
March	37	170
April	21	191
May		
June		

Carryover Participants	38
New Enrollment Goal	185
Total Participant Goal	223

% Toward Goal	103%
---------------	------

**end of April should be 83%*

Dislocated Worker Program

Participants by Month		
Month	New	Total YTD
July	1	1
August	2	3
September	4	7
October	5	12
November	5	17
December	4	21
January	3	24
February	2	26
March	2	28
April	2	30
May		
June		

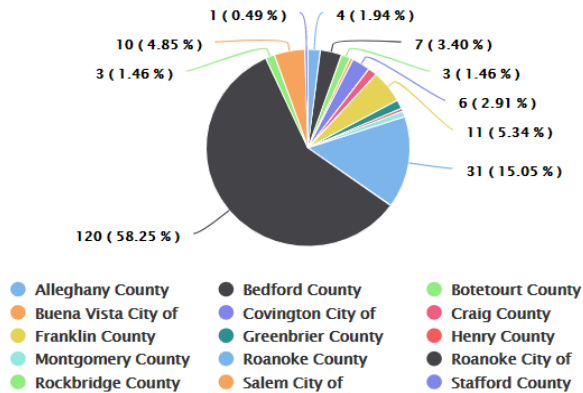
Carryover Participants	58
New Enrollment Goal	65
Total Participant Goal	123

% Toward Goal	72%
---------------	-----

**end of December should be 83%*

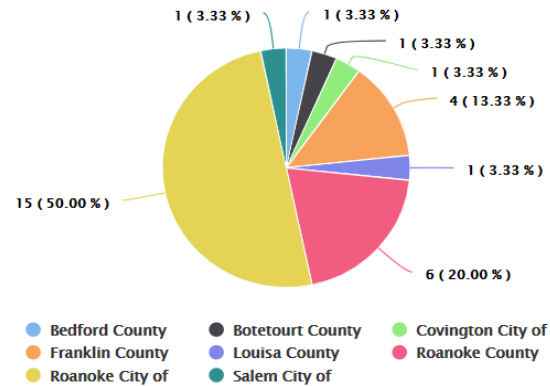
Participants by Locality

Enrolled Individuals – By County/Parish



Participants by Locality

Enrolled Individuals – By County/Parish



Adult Program

Training Participation	
Healthcare	56
Manufacturing	3
Information Technology	3
Financial Services	0
Construction	1
Transportation	15
Education	3

Post-Secondary	86
OJT Placements	2
Work Experiences	1

Dislocated Worker Program

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

Post-Secondary	15
OJT Placements	1
Work Experiences	0

Adult Program Expenditures			
Line Item	Actual	Budget	% of Budget
Occupational Skills Training	\$ 140,377.99	\$ 207,800.00	68%
On-the-Job Training	\$ 15,104.00	\$ 50,000.00	30%
Work Experience	\$ 355.00	\$ 3,200.00	11%
Customized Training	\$ -	\$ 10,000.00	0%
Contract Training	\$ -	\$ -	--
Transitional Jobs	\$ -	\$ -	--
Registered Apprenticeship	\$ -	\$ 1,000.00	0%
Incumbent Worker Training	\$ 4,500.00	\$ 15,000.00	30%
Pre-Vocational Services	\$ -	\$ 10,000.00	0%
Supportive Services	\$ 5,516.77	\$ 25,000.00	22%
Certification & Credentialing	\$ 300.00	\$ 3,000.00	10%
Other Services	\$ -	\$ -	--
Total	\$ 166,153.76	\$ 325,000.00	51%

**end of April should be 83%*

Dislocated Worker Expenditures			
Line Item	Actual	Budget	% of Budget
Occupational Skills Training	\$ 14,210.00	\$ 40,000.00	36%
On-the-Job Training	\$ 5,995.00	\$ 50,000.00	12%
Work Experience	\$ -	\$ 10,000.00	0%
Customized Training	\$ 260.00	\$ -	-
Contract Training	\$ -	\$ -	-
Transitional Jobs	\$ -	\$ -	--
Registered Apprenticeship	\$ -	\$ 10,000.00	0%
Incumbent Worker Training	\$ 12,570.12	\$ 25,000.00	50%
Pre-Vocational Services	\$ 780.00	\$ 10,000.00	8%
Supportive Services	\$ 16,958.35	\$ 25,000.00	68%
Certification & Credentialing	\$ -	\$ 5,000.00	0%
Other Services	\$ -	\$ -	--
Total	\$ 50,773.47	\$ 175,000.00	29%

**end of April should be 83%*

Adult Program Obligations				
Line Item	Actual	Obligations	Budget	% of Budget
Occupational Skills Training	\$ 140,377.99	\$ 67,244.54	\$ 207,800.00	32%
On-the-Job Training	\$ 15,104.00	\$ -	\$ 50,000.00	0%
Work Experience	\$ 355.00	\$ -	\$ 3,200.00	0%
Customized Training	\$ -	\$ -	\$ 10,000.00	0%
Contract Training	\$ -	\$ -	\$ -	--
Transitional Jobs	\$ -	\$ -	\$ -	--
Registered Apprenticeship	\$ -	\$ -	\$ 1,000.00	0%
Incumbent Worker Training	\$ 4,500.00	\$ 1,282.50	\$ 15,000.00	9%
Pre-Vocational Services	\$ -	\$ -	\$ 10,000.00	0%
Supportive Services	\$ 5,516.77	\$ 8,384.66	\$ 25,000.00	34%
Certification & Credentialing	\$ 300.00	\$ 1,022.00	\$ 3,000.00	34%
Other Services	\$ -	\$ -	\$ -	--
Total	\$ 166,153.76	\$ 77,933.70	\$ 325,000.00	75%

**end of April should be 83%*

Dislocated Worker Program Obligations				
Line Item	Actual	Obligations	Budget	% of Budget
Occupational Skills Training	\$ 14,210.00	\$ 2,400.00	\$ 40,000.00	6%
On-the-Job Training	\$ 5,995.00	\$ -	\$ 50,000.00	0%
Work Experience	\$ -	\$ -	\$ 10,000.00	0%
Customized Training	\$ -	\$ -	\$ -	
Contract Training	\$ -	\$ -	\$ -	
Transitional Jobs	\$ -	\$ -	\$ -	
Registered Apprenticeship	\$ -	\$ -	\$ 10,000.00	0%
Incumbent Worker Training	\$ 12,570.12	\$ 1,628.00	\$ 25,000.00	7%
Pre-Vocational Services	\$ 780.00	\$ -	\$ 10,000.00	8%
Supportive Services	\$ 16,958.35	\$ 5,023.19	\$ 25,000.00	20%
Certification & Credentialing	\$ -	\$ 360.00	\$ 5,000.00	7%
Other Services	\$ -	\$ -	\$ -	
Total	\$ 50,513.47	\$ 9,411.19	\$ 175,000.00	34%

**end of April should be 83%*