

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

September 13, 2022

Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2
Roanoke, VA 24019

I. Call to Order **Abby Hamilton**

II. Public Comment

III. Minutes Approval **Abby Hamilton**

- Program Oversight Committee Minutes – February & May 2022

IV. WIOA Title I Programs Report **Michelle Brennan**

- WIOA Title I Programs Performance

V. New Business **Leah Gibson**

- CareerQuest Fall 2022
- Program Services Unit Staffing Update
- PY2022 Committee Meeting Dates/Times
- Work Experience/Internship Policy Update
- New Training Program Applications
- Workforce Services Investments in Innovative Activities Grant
- WIOA Title I Program Operations Waiver Update
- PY2021 WIOA Title I Programs Monitoring Report
- Mobile Workforce Center Opportunity

VI. Other Business **Leah Gibson**

- Discretionary Grants
 - JobsPlus, INSPIRE, CAREER National Dislocated Worker, YouthBuild, OnRamp
- Open Discussion

VII. Upcoming Meetings

- Next Program Oversight Meeting TBD
- Next WVVDB Meeting September 22, 2022

VIII. Adjournment

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

February 3, 2022, at 9:00am

Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2, Roanoke, VA 24019

Members	Present
Karen Michalski	X
Joe Brinley	X
Dr. Milan Hayward	X
Abby Hamilton, Chair	
Emily Smith	
Kristi Mallory	X

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

Call to Order

Leah Gibson called the meeting to order at 9:04am.

Public Comment

There was no public comment.

Meeting Minutes Approval – August 30, 2021

Leah Gibson asked the group to review the minutes from the last meeting.

Program Oversight 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 vote.

WIOA Title I Programs Report

Michelle Brennan presented the WIOA Title I programs report that was included in the packet. Michelle noted that there will be no concerns for the last quarter of the year in the Adult program as far as enrollments or expenditures. Board staff have requested a transfer of funds from the Dislocated Worker program to the Adult program. Healthcare continues to be the highest demand for training for program participants. Staff are working towards doing more work-based learning opportunities like On the Job Training and Work Experiences. The Youth program continues to have low enrollments, and staff are currently working to fill the vacant Youth Career Coach position. Karen Michalski noted that the Blue Ridge Independent Living Center Youth program is also having low youth enrollments right now. There were no questions on the report.

New Business

Legislative Updates

There were no updates to share.

Updated Work Experience Policy

The group reviewed the policy in their packet.

Program Oversight Committee Action: A motion was made by Joe Brinley to approve the updates to the policy. Kristi Mallory seconded the motion. The motion was carried by vote.

CareerQuest 2022

Leah Gibson reminded the Committee that CareerQuest will be held in March 2022 for 7th graders and April 2022 for 8th graders. The schools asked to have two events this year, so that the students who missed the event last year could attend. All members were invited to have a booth with their business or volunteer at the event.

CareerQuest 2021 Postponed

Leah Gibson updated the Committee members that after multiple conversations with the school districts, had agreed to postpone CareerQuest 2021 from September & October to the spring in March & April. The staff are working with the school districts to confirm the new dates & will send out links for businesses & volunteers to sign up to participate once the details are finalized.

Program Services Unit Staffing

Leah Gibson updated the group that we are actively hiring to fill some Program Services vacancies, one of which is the Youth Career Coach position that we are hoping to fill soon.

WIOA Title I Program Operations Waiver Update

Leah Gibson shared a PowerPoint that was shared with Board staff by staff of the Virginia Community College System. This was a quarterly check in on how our programs are performing, with regards to our waiver to operate the programs internally. The PowerPoint and data within was reviewed with the Committee including allocation amounts, enrollment trends, cost per participant and performance data.

Other Business

Discretionary Grants

Leah Gibson provided an update on discretionary grants for the committee. She shared that all the local workforce development boards in Virginia have applied for CAREER National Dislocated Worker Grant funding, through the Director's Association. This application would allow each local area to have funds dedicated to supportive services for Dislocated Workers, that would be more flexible than our WIOA Title I Funds. JobsPlus and YouthBuild continue to move forward with the Housing Authority and Goodwill, respectively. The INSPIRE grant also continues to move forward, slowly, but we are starting to increase the work in that grant in the Highlands.

Career Pathways Project

Board staff are working closely with the Roanoke Regional Partnership on a program to collaborate regionally to improve talent attraction, development & retention of our workforce. There will be more details as we move forward, but the intent will be to work as a single unit to ensure our region has the workforce and keeps the skilled workforce to meet business demands.

Upcoming Meetings

The next Committee meeting will be May 5, 2022. The next Board meeting is March 25, 2022.

Adjournment

Abby Hamilton adjourned the meeting at 10:01am.

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

May 5, 2022

Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2
Roanoke, VA 24019

Members	Present
Karen Michalski	
Joe Brinley	X
Dr. Milan Hayward	X
Abby Hamilton, Chair	X
Emily Smith	X
Kristi Mallory	X

WVWDB Staff	Present
Michelle Brennan	X
Leah Gibson	X

Call to Order

Leah Gibson called the meeting to order at 8:58am.

Public Comment

There were no guests present for public comment.

WIOA Title I Programs Report

Michelle Brennan presented the Programs report to those present. She noted that the enrollments are going well for the Adult program and spending is reflective of that. We enrolled about 34 Adults in April 2022. Dislocated Worker enrollments are still slow, which is why we requested the transfer of funds from Dislocated Worker to Adult, to meet current demand. The Youth enrollments and expenditures continue to struggle, but we anticipate an influx for the Summer Work Experience program coming up. Arthur McDonald was hired as the Youth Career Coach and is doing well, enrolling 7 new Youth in April. Milan asked how many referrals we have had from the YouthBuild program with Goodwill, Michelle responded we have had 11 so far. Abby noted that the City of Roanoke has prioritized young adult employment in their services as well and hopefully that will help Youth enrollments and the program as a whole. Joe asked how many from YouthBuild completed their training and obtained employment, Michelle responded the first cohort just completed their training and they are just beginning internship opportunities now. Emily asked if we had considered additional employer partnerships, like in the Blue Hills industrial park, to do business tours, internships, etc. Leah noted that she will connect Emily and Kristi with Danielle to see how we can explore this opportunity further.

New Business

Leah shared that CareerQuest will pick back up on normal schedule in the Fall, September 2022 with current 7th graders. She also shared that we have a Career Coach position posted right now, to fill our last vacancy on Michelle's team. Board staff had a call with the staff from the Virginia Community College System (VCCS) recently to review performance, services provided, and future steps to continue to operate the WIOA Title I Programs internally. As of right now, we have requested that the Governor continue our waiver for next year. Leah also let the committee members know that we will need to schedule committee meeting dates for the next program year, starting July 2022, in the coming months. The group noted that the 2nd Thursday of the month in the morning would not work for scheduling.

Other Business

Leah gave the group updates on the discretionary grants that the Board Staff are partners on. JobsPlus continues with the Housing Authority, we have co-enrolled JobsPlus participants in the WIOA Title I programs, and have a dedicated staff person on Michelle's team to handle that co-case management. The INSPIRE grant in the Alleghany Highlands has been moving slow, but is expected to pick up again once we fill the vacant Career Coach position in the Covington office. The CAREER National Dislocated Worker grant is just starting to operate in our region, and will provide additional funding for more wrap around supportive services for WIOA Title I Dislocated Workers than is typically provided with program funding. The YouthBuild program is in partnership with Goodwill and we are working closely with them to co-enroll all YouthBuild participants. We are working with TAP to renew the OnRamp grant that serves the Roanoke Center, and are awaiting a funding update from United Way for 7/1/22 and moving forward. Leah also shared that following a recent call with the Department of Labor, the Executive Committee approved a change to our eligibility policy, allowing Expectant Fathers to qualify as "Youth in Need of Additional Assistance" under our local policy.

Upcoming Meetings

The next Program Oversight Committee will be announced later. The next full Board meeting is June 24, 2022.

Adjournment

Leah adjourned the meeting at 9:35am.

Workforce Innovation and Opportunity Act (WIOA)

Title I Adult and Dislocated Worker Programs

Performance Report - July 2022

**Adult Program
Participants by Month**

Month	New	Total YTD
July	23	23
August		23
September		23
October		23
November		23
December		23
January		23
February		23
March		23
April		23
May		23
June		23

Carryover Participants	199
New Enrollment Goal	100
Total Participant Goal	299

% Toward New Enrollment Goal	23%
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**end of month should be 8%*

**Dislocated Worker Program
Participants by Month**

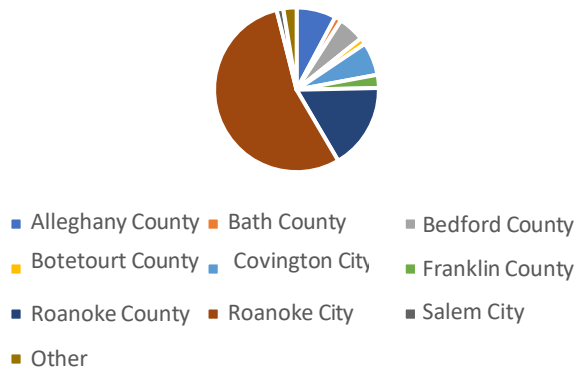
Month	New	Total YTD
July	0	0
August		0
September		0
October		0
November		0
December		0
January		0
February		0
March		0
April		0
May		0
June		0

Carryover Participants	12
New Enrollment Goal	60
Total Participant Goal	72

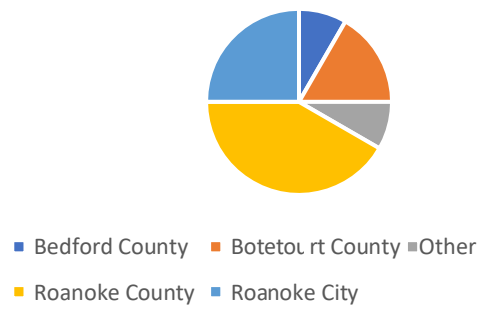
% Toward New Enrollment Goal	0%
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**end of month should be 8%*

Adult Enrollment by Locality



Dislocated Worker Enrollment by Locality



Adult Program

Training Participation	
Healthcare	71
Manufacturing	13
Information Technology	5
Financial Services	1
Construction	15
Transportation	51
Education	3

Post-Secondary	152
OJT Placements	7
Work Experiences	0

Dislocated Worker Program

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

Post-Secondary	12
OJT Placements	1
Work Experiences	0

Adult Program Expenditures & Obligations YTD				
Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$205,000.00	\$12,305.00	\$57,539.72	28%
On-the-Job Training	\$70,000.00	\$0.00	\$27,977.23	40%
Work Experience	\$20,000.00	\$0.00	\$0.00	43%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$2,500.00	\$2,500.00	0%
Supportive Services	\$50,000.00	\$1,688.87	\$13,003.95	26%
Certification & Credentialing	\$5,000.00	\$0.00	\$200.00	4%
Other Services	\$0.00	\$0.00	\$0.00	0%
Total	\$350,000.00	\$16,493.87	\$101,220.90	29%

*end of month should be 8%

Dislocated Worker Expenditures & Obligations YTD				
Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$55,000.00	\$0.00	\$0.00	0%
On-the-Job Training	\$10,000.00	\$0.00	\$3,597.37	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	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$20,000.00	\$0.00	\$0.00	0%
Certification & Credentialing	\$5,000.00	\$0.00	\$0.00	0%
Other Services	\$0.00	\$0.00	\$0.00	0%
Total	\$90,000.00	\$0.00	\$3,597.37	4%

*end of month should be 8%

Workforce Innovation and Opportunity Act (WIOA)

Title I Youth Program

Performance Report - July 2022

Participants by Month

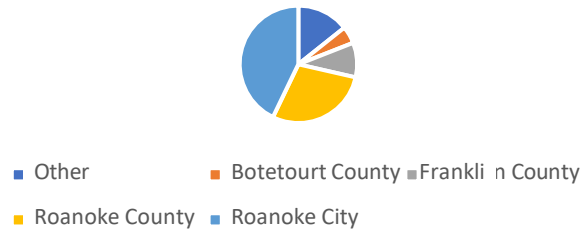
Month	New	Total YTD
July	5	5
August		5
September		5
October		5
November		5
December		5
January		5
February		5
March		5
April		5
May		5
June		5

Carryover Participants	33
New Enrollment Goal	67
Total Participant Goal	100

% Toward New Enrollment Goal	7%
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**end of month should be 8%*

Youth Enrollments by Locality



Youth Program

Training Participation	
Healthcare	5
Manufacturing	3
Information Technology	1
Financial Services	0
Construction	9
Transportation	1
Education	0

Post-Secondary	10
OJT Placements	1
Work Experiences	8

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	\$143,750.00	\$1,781.00	\$13,776.00	10%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$25,000.00	\$0.00	\$0.00	0%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$10,000.00	\$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	\$178,750.00	\$1,781.00	\$13,776.00	8%

*end of month should be 8%

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	\$11,250.00	\$0.00	\$0.00	0%
Occupational Skills Training	\$0.00	\$0.00	\$0.00	0%
Supportive Service	\$0.00	\$0.00	\$0.00	0%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$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	\$11,250.00	\$0.00	\$0.00	0%

**end of month should be 8%*

Title: Work Experience/Internships Policy	Related Forms: Yes
Effective Date: 6/8/2017	Revised Date:

Purpose

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

References

- 20 CFR 663 and 664
- Virginia Workforce Letter (VWL) No. 19-07
- Fair Labor Standards Act
- 20 CFR 680
- 20 CFR 681.600
- WIOA, Public Law 113-128
- TEGL 19-16
- TEGL 21-16

Policy

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

Procedure**Participant Eligibility**

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

Host Eligibility

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

BLUE RIDGE REGION

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

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

Staff may request a waiver for participants that are interested in opportunities outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- Justification within the participant's IEP identifying occupation interest and/or aptitude;
- Barriers to employment and/or training in the target sectors and occupations; and
- Local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.
- These items must be attached to the waiver request form to the WVVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

Work Experience/Internship Implementation

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

Payments to WIOA Title I participants that are participating in Work Experience/Internship opportunities are stipends provided for progress and attendance in an intensive service, not compensation for work performed for an employer. All WIOA Title I participants that participate in a Work Experience/Internship opportunity will be provided a 1099 MISC by January 31st documenting the prior calendar year stipends received. All WIOA Title I participants will receive information on requirements to file income taxes and resources to assist them with filing at little to no cost, if applicable.

A Work Experience/Internship agreement will be completed between the host site, WIOA Title I participant, and the WVWDB. This agreement must be limited to the period required for a participant to complete career exploration activities and/or become proficient in the skills that have been identified in the IEP and OA that are needed for job development. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP. Work Experiences/Internships must include an academic component of some nature related to the industry of placement, whether that be to learn work readiness, a specific skill, update or increase math skills, etc. This must be documented within the Work Experience/Internship agreement and must be completed either prior to or during the Work Experience/Internship.

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

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

Funding Priorities

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

BLUE RIDGE REGION

- Payments provided for participation in a work experience. Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience.
 - Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience.
 - Staff time spent evaluating the work experience.
 - Participant work experience orientation sessions.
 - Employer work experience orientation sessions.
 - Classroom training or the required academic education component directly related to the work experience.
 - Incentive payments directly tied to the completion of the work experience.
- Employability skills/job readiness training to prepare youth for a work experience.

August 2022 New ETPL Applications

Provider

Virginia Western Community College

Programs

Pharmacy Technician

Provider Requirements

x

Program Requirements

x

Provider

Mountain Gateway Community College (Previously Dabney S. Lancaster)

Programs

CDL Class B Endorsement

Emergency Medical Technician

Industrial Maintenance Mechanic Level 1

Industrial Maintenance Mechanic Level 2

Industrial Maintenance Mechanic Level 3

Industrial Maintenance Mechanic Level 4

Phlebotomy Technician

General Studies Associate's Degree - Specialization in Administration of Justice

Provider Requirements

x

Program Requirements

x

x

x

x

x

x

x

x

Provider

MedCerts

Programs

IT-4100 Cisco CCNA Network Associate

IT-6200 Cybersecurity Analyst (CySA+)

Provider Requirements

x

Program Requirements

x

x