



GRWDB Meeting Agenda

June 24, 2025 – 9:00AM – 10:30AM

VIRTUAL: <https://us06web.zoom.us/j/84817586839?pwd=ArqanragxBaQI7NhGafaayGCr6AEjl.1>

I.	Welcome	Michael Gardner
II.	Public Comment	
III.	Consent Agenda <ul style="list-style-type: none">GRWDB & CLEO Consortium Meeting Minutes – April 10, 2025Limited English Proficiency PlanPY2024 WIOA 3rd Quarter Performance ReportFY2025 Budget vs. Actual Report	Michael Gardner
IV.	Federal Landscape Update	Chris Andresen <i>US Workforce Association</i>
V.	Old Business <ul style="list-style-type: none">One Stop Operator RFP UpdateGRWDB Bylaws UpdateCommittee Appointments	Michael Gardner
VI.	Director's Report <ul style="list-style-type: none">Annual Performance Dashboard	Morgan Romeo
VII.	Committee Reports <ul style="list-style-type: none">Executive CommitteeFinance Committee<ul style="list-style-type: none">Audit RFP SelectionProgram Oversight Committee	Committee Chairs
VIII.	New Business <ul style="list-style-type: none">FY2026 Budget Discussion/Approval	Morgan Romeo
IX.	Other Business	Michael Gardner
X.	Adjournment	



Title: Consent Agenda

Background: Consent agenda items are presented to the Board for approval in one motion for all items. Any Board member may review the proposed consent agenda and request for any/all items to be removed from the consent agenda for further discussion and subsequent action.

Considerations: The following items have been included in the consent agenda for the June Board meeting:

GRWDB & CLEO Consortium Meeting Minutes

These draft minutes are being presented for approval for the April 10th meeting that was held as a joint meeting between the GRWDB and the CLEO Consortium at Virginia Western Community College.

Limited English Proficiency (LEP) Plan

This plan is a requirement for the GRWDB to have to document how the organization supports individuals that have limited English proficiency and will provide accommodations so these individuals can access services. This plan must be reviewed annually and updated according to demographic information. Changes can be seen in the “red-lined” version that has been included in the packet.

PY2024 WIOA 3rd Quarter Performance Report

This is the latest performance report that was received noting the GRWDB’s performance in administering the WIOA Title I Adult, Dislocated Worker, and Youth programs. The document includes two tables: the top table represents Virginia’s performance (all 14 Local Workforce Development Boards together), and the bottom table represents the GRWDB’s performance only. The report shows that the GRWDB’s activities are meeting and/or exceeding all federally required performance. The requirement is that each individual performance metric be at least 50% or greater, and the average of all 5 measures for each program (Adult, Dislocated Worker, and/or Youth) equal at least 90%. Both are exceeded by the GRWDB.

FY2025 Budget vs. Actual Report

This report shows the year-to-date financial expenditures of the organization compared to the most recent budget that was approved by the GRWDB. This report shows expenditures through May 31, 2025. This report has been approved by the Finance Committee and is recommended for acceptance by the full Board.

Action Recommended: Staff recommends approval of the Consent Agenda, as presented.



Greater Roanoke Workforce Development Board & Chief Local Elected Officials Consortium

Joint Meeting

April 10, 2025 – 9:00 AM – 10:30 AM

Virginia Western Community College

Chief Local Elected Officials Consortium			
Alleghany County		Franklin County	
The Honorable Stephen Bennett		The Honorable Ronnie Thompson	
Reid Walters		Christopher Whitlow	x
Botetourt County		Roanoke City	
The Honorable Amy White	X	The Honorable Mayor Sherman Lea	
Gary Larrowe	X	The Honorable Joseph Cobb	
City of Covington		Roanoke County	
The Honorable Fred Forbes		The Honorable Martha Hooker	X
Allen Dressler		Richard Caywood	
Craig County		Salem City	
The Honorable Jason Matyas		The Honorable Hunter Holliday	X
Dan Collins		The Honorable John Saunders	

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Jasmine Gallitan		Joseph Brinley	X
Ruth Caul	X	Chuck Simpson	X
Casey Nicely	X	Karen Michalski	X
Maiya Ashby	X	Abby Hamilton	
Richard Mansell	X	Cynthia Lawrence	
David Oliver		Stephanie Hoer	X
Jeremy Adkins	X	Heather Fay	X
Sonya Charlow	X	Susan Goad	
Michael Gardner	X	Kimberly Dameron	X
Carter Hardesty	X	Dr. John Rainone	X
Tiffany Worstell		Marilyn Herbert-Ashton	
Jeff Hamley	X	Tiffany Richardson	
Shane Rucker		Ken McFadyen	X
Kevin Price		Jeremy Holmes	
Tyler Giegel	X	Jason Suhr	X
		Jessica Chenoweth	
		Mike Ketron	
		Jason Suhr	X

GRWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X



Bobby Welch	X
Stephanie Martin	X

Guests	Present
Chris Pope	X
Beth Doughty	X
Kathy Baske Young	X

Welcome

Michael Gardner called the meeting to order at 9:07am and welcomed everyone to the meeting.

Public Comment

There was no public comment.

Consent Agenda

Michael Gardner introduced the consent agenda items and asked if the group would like to review any of the items individually.

GRWDB Action: Joe Brinley made a motion to accept the consent agenda as presented. Stephanie Hoer seconded the motion. The motion was carried by a voice vote.

Old Business

One Stop Certification Report

Joe Brinley presented on behalf of the Center Certification Team. He explained the Center Certification process occurs every 3 years as guided by state and federal policies. It should be completed by June 30th every 3 years. At the January meeting, the Board appointed Matt McGraw, Joe Brinley, Monika Bishop, Roy Hoza and David Remick to facilitate the Center Certification process. After many conversations both at Board meetings and with partner and Board staff, all parties have agreed that the Franklin Center will no longer be evaluated and considered an Affiliate Center. The Franklin Center will be the first of many Outpost Locations that the Board staff are working diligently to set up, which will be community access points to workforce services and information, but will not be full Center locations, as defined by state policy. The Team completed on site visits of the Roanoke & Covington Centers, as well as staff interviews, Equal Opportunity Officer interview, One Stop Manager interview and reviewed documents and data about the Centers and their operations. Michael Gardner asked Chris Whitlow about the Franklin Center status, Chris shared that there were many discussions and conversations and the Resource Room at the Franklin Center has been decided to continue to be a location for Board and other workforce partners to provide services to the community and within Franklin County. Morgan added that in conversations with Franklin County staff, the Franklin Center would not check all of the boxes to be an Affiliate Center, and they wanted to ensure that we are providing the services needed but also not forcing into a box that didn't apply.

Center Certification Team Recommendation: Certify the Roanoke Center as a Comprehensive Center and the Covington Center as an Affiliate Center.



GRWDB Action: Richard Mansell moved to accept the recommendation of the Center Certification Team. Jeremy Adkins seconded the motion. The motion carried.

CLEO – Board Member Appointments

Michael Gardner turned the conversation over to Martha Hooker, who welcomed everyone, thanked everyone for breakfast, and let the local elected officials in attendance know that there were vacancies on the Greater Roanoke Workforce Development Board that needed to be voted on and filled.

Morgan Romeo presented the list of potential Board members up for discussion, detailed below:

Botetourt County – Private Sector – VACANT
Botetourt County – Private Sector – VACANT
Franklin County – Private Sector – VACANT
Roanoke County – Private Sector – VACANT
Roanoke County – Private Sector – VACANT
At-Large Business – Private Sector – Kenna Smith, Branch Group
Community-Based Organizations – VACANT
Title IV Vocational Rehabilitation – Tiffany Richardson, DARS
At-Large Public Representative - VACANT

CLEO Action: Amy White made a motion to approve the nominations as presented above and the vacant positions. The motion was seconded by Joe Cobb. The motion was carried by a voice vote.

Martha reminded staff that on the agenda for June, the vacant positions will still need to be filled.

Director's Report

Morgan shared the Limited Funding Policy proposal found in the packet as well as explained the background document also found in the packet. Board staff operate their programs in partnership with the many other funding sources that exist for training and education in the system at the present time. However, in this uncertain time at the federal government, with funding sources being critically reviewed, many organizations have been under stress and some funding has experienced pauses. The Board staff have evaluated the Board budget and pulled together any spare funding that could be moved around to get the WIOA Title I Adult program through June 30th. Two options for the Limited Funding Policy to be implemented through June 30th were presented in the packet to the group. Discussion was held. Michael Gardner asked about tuition and that most would already be paid out in a traditional academic calendar, Morgan noted that we do have many private providers and many noncredit programs that we work with even at the Community Colleges that run year-round. Dr. Rainone added that Fast Forward funding at the Community College level has been dwindling and now has limited funding to last through June 30th as well. Morgan confirmed we are still enrolling participants and serving them as well as we can without funding for services. Kim Dameron asked if the Priority of Service policy applies regardless, Morgan confirmed that it applies to every Adult participant.

GRWDB Action: Karen Michalski made a motion to adopt Option A for the Limited Funding Policy. Richard Mansell seconded the motion. The motion carried.



Morgan also noted that Richard Mansell has self-nominated for the Vice Chair position of the GRWDB. She asked for any other volunteers to nominate. Michael Gardner noted that Richard is always prepared and in attendance for meetings and shares excellent insight.

GRWDB Action: Karen Michalski made a motion to accept the nomination. Maiya Aisby seconded the motion. The motion carried.

New Business

WIOA Title I Programs Report – Waiver Operations (CLEO ONLY)

Stephanie Martin presented to the CLEO about the WIOA Title I programs and the waiver to operate the Adult & Dislocated Worker programs. She shared the programs report and how well Adult enrollments are going this year. She noted that Youth enrollment continues to be a challenge that different and creative approaches are being explored to increase these moving forward. The budget expenditures reflect the enrollments to date as well, with Adult spending rolling very well which matches enrollments. Stephanie reviewed the programs performance metrics and where they stand at this point in the year, noting that Youth Credentials is an opportunity for improvement but that every other measure is beyond exceeding where they need to be. She noted the success that the team has had in building the relationship and partnership with employers, like Carilion, for on the job training opportunities for the participants, which has proven incredibly successful and is a great opportunity for our clients to have employment as well as work with a Career Coach. She noted that for Youth enrollment, staff have planned 6 Youth Boot Camps for the summer, which should show a boost in Youth enrollment, as we have seen a high interest in the community for this kind of service. She noted that the team in place currently is very close, tight knit, and a great group in place that care about the work that they do and see the opportunities for improvement and are working hard towards achieving those goals. Stephanie asked that the CLEO continue to support the GRWDB's request for a waiver from the state to continue to operate the WIOA Title I Adult & Dislocated Worker programs. Michael Gardner facilitated discussion.

CLEO Action: Chris Whitlow made a motion to approve the GRWDB's waiver request. Amy White seconded the motion. The motion carried.

Strategic Planning Finalization Session

Kathy and Beth facilitated the conversation to finalize the Strategic Plan for the group. They shared the strategic plan documents with the group and reviewed each goal, strategy and a few of the tactics to achieve those goals. They presented a slight tweak to the GRWDB mission as well. Following the discussion, Dr. Rainone asked, in section 5.1, is Infrastructure the Skills Trades? Morgan explained that Board staff have noted that having just skills trades leaves out many occupations related to infrastructure within the region. She noted that in the review for public comment section, there is a link that shows all of the occupations being considered in the Infrastructure industry. Dr. Rainone noted that this is consistent with the Community Colleges and their Infrastructure Academy as well. Richard Mansell noted that the Plan presents a lot of work for Board staff and that Communication should be first priority to lay the ground for the rest. Stephanie Hoer noted that she is glad to hear a focus on quality vs. quantity, to focus on needs rather than numbers, and hopes that will ripple across the community. Michael Gardner noted that a streamlined message, with the communications goals, should definitely be primary before other goals for them to be successful.



GRWDB Action: Stephanie Hoer moved to approve the Strategic Plan, as a living document. Karen Michalski seconded. The Motion carried.

Other Business

Karen Michalski shared that the Finance Committee would like to have 2 additional members. She shared about the Committee's work and the meetings they hold. Morgan also noted that by Richard moving to Vice Chair, that leaves a vacancy on the Executive Committee for an At Large Business Member.

Adjournment

Michael Gardner adjourned the meeting at 10:40am.



**LOCAL WORKFORCE DEVELOPMENT AREA (LWDA) 3
GREATER ROANOKE WORKFORCE DEVELOPMENT BOARD**

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Revised May 2025

The Greater Roanoke Workforce Development Board is an Equal Opportunity Employer/Program.

Auxiliary aides and services are available to individuals with disabilities.

Interpreters are available upon request. TDD-VA Relay: 711.

Leah Gibson | EO Officer | leah@greaterroanokeworks.com | (540) 613-1559

Introduction

The Greater Roanoke Workforce Development Board (GRWDB) has developed this Limited English Proficiency (LEP) Plan to address the responsibilities as a recipient of federal funding as it relates to the needs of individuals with limited English language skills.

The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1965, 42 U.S.C. § 2000d, et seq. and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), which indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. The Greater Roanoke region has developed and published a Limited English Proficiency (LEP) Policy for the region for its respective staff clarifying their obligation to ensure that such discrimination does not take place and that LEP individuals receive equal access to services, programs, and activities.

Purpose

The GRWDB has developed this LEP Plan to help identify reasonable steps for providing language assistance to LEP persons who wish to access services, programs, and activities. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This LEP plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare for this plan, the four-factor LEP analysis was used to determine the languages in the area that would require vital documents to be translated and be readily available upon request. The following factors to be considered are:

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1. The number or proportion of LEP persons in LWDA 3 who may be served by the GRWDB.
2. The frequency with which LEP persons come in contact or access services in LWDA 3.
3. The nature and importance of services provided to the LEP population.
4. The interpretation services available and the overall cost to provide these services to assist LEP populations.

A summary of the results of the four-factor analysis is found below.

Four-factor Analysis

The number or proportion of LEP persons in LWDA 3 who may be served by the GRWDB.

The most recent U.S. Census Report was reviewed, and it was determined that of the 334,490 persons residing in the region, 3.6% of the population speak a language other than English. The frequency with which LEP persons access GRWDB services is minimal.

The frequency with which LEP persons come in contact or access services in LWDA 3.

The frequency with which office staff have, or could have, contact with LEP persons was also reviewed. This includes documenting phone inquiries or office visits. To date, the region has had requests for interpreters, but no requests for documents to be translated into other languages. Therefore, the GRWDB will continue to monitor the traffic at the Virginia Career Works Centers (American Job Centers) and other outpost locations to ensure that the LEP plan and policy continue to correlate with the number of LEP individuals and constituents served.

The nature and importance of services provided to the LEP population.

There is not a large geographic concentration of any specific branch of LEP individuals in the region, as the majority of the population (94.37%) speaks only English. As a result, there are social service, human service, professional, and leadership organizations within the Greater Roanoke region that focus on

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outreach to LEP populations. These organizations include Commonwealth Catholic Charities, Roanoke Refugee Partnership, faith-based organizations, and local Departments of Social Services. GRWDB staff and partners of the workforce system are most likely to encounter LEP individuals through office visits.

The interpretation services available and the overall cost to provide these services to assist LEP populations.

Available resources that could be used for providing LEP assistance were reviewed. Currently, staff are utilizing Homeland Language Services for translation services, which is provided by the Virginia Department of Workforce Development and Advancement (Virginia Works). Other language translation, if needed, would be provided through a telephone/internet interpreter in which the GRWDB would pay a fee. The Language Access Coordinator for the Commonwealth of Virginia, employed by Virginia Works, will meet with the GRWDB staff to evaluate and update the LEP plan and policy on a regular basis. This may include the allocation of funds in order to comply with demand from LEP customers or assisting the GRWDB with connecting with resources that are available to provide alternate services so that the demand is adequately met.

Language Assistance Methods

The GRWDB will use a combination of interpretation and translation language assistance to provide meaningful access for LEP persons.

A. Oral Language Services

- a. **Interpretation** – Listening to something in one language and orally converting it into another language. At no cost to the LEP individual (or family member), interpreter services will be provided to all LEP individuals applying for, participating in, or receiving services and/or benefits. The interpreter services will be provided in an efficient and timely manner as compared to non-LEP participants receiving services.
- b. **Using Bilingual Employees** – Employees who are fluent in another language may provide interpretation language services, when

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possible. Care will be taken that the person is not only bilingual but can interpret and/or translate the language in the terms specific to the program. For staff to be used, they must complete a certification process of the languages to be interpreted or translated.

- c. **Using Telephone Line Interpreters** – Telephone line interpreters allow for quick responsive services for a wide number of languages. GRWDB staff and staff at the Virginia Career Works Centers (American Job Centers) will utilize Homeland Language Services to provide telephone and in person interpreting services. Staff have been trained on the process for securing and providing telephone and in person interpreting services, as needed.
- d. **Using Family Members or Friends of the LEP Person** – The GRWDB and the partners in the Virginia Career Works (American Job Centers) do not rely on the use of the LEP person's family members, friends, or other informal interpreters to provide language assistance for important program information. However, where LEP persons so desire, they will be permitted to use, at their own expense, an interpreter of their choosing (including family members, friends, or other informal interpreters) in place of, or as a supplement to, the GRWDB's free language services. A decision to use a family member, friend, or other interpreter will be documented in the case file when possible. Extra caution should be taken if the LEP person chooses to use a minor. Staff must be mindful of the content of the materials and documents being discussed with the LEP individuals as there is an obligation to ensure that meaningful access is being provided.
- e. **Timeliness of Services** – The GRWDB will strive to provide services to LEP customers during the visit or initial contact. Language services should be provided at a time and place that does not cause a denial, delay, or imposition of an undue burden in the receipt of important rights, benefits, or services to the LEP person.

B. Written Language Services

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- a. **Translation** – Translation is the replacement of written text from one language into the equivalent written text in another language.
- b. **Determining Which Documents Should be Translated** – In an effort to provide meaningful access to LEP persons, the GRWDB has identified *vital documents* used for services with the assistance of state staff. The following is considered in identifying what documents are “vital”:
 - i. The importance of the program, information, encounter, or service provided.
 - ii. The consequence to the LEP person if the information in question is not provided accurately or in a timely manner.
- c. **Determining the Languages that Documents Should Be Translated Into** – The GRWDB has determined, based on standards used in other industries, that vital documents would be translated into Spanish, although not required based on the population served data. The GRWDB will provide other documents as requested on a case-by-case basis.
- d. **Translate Competency** – As with interpreters, translators should be competent in the skill of translating. Therefore, many of the same considerations apply. However, a person who is a competent interpreter may or may not be a competent translator.
 - i. **Using Bilingual Employees** – The GRWDB will ensure that any employees identified to be used are fluent in another language and have the competencies to provide translation services. Care will be taken that the person is not only bilingual but can interpret and/or translate the language and do so in terms specific to the program. For staff to be used, they must complete a certification process (determined by the GRWDB) of the languages to be translated.
 - ii. **Using Volunteers** – The GRWDB will ensure that any volunteers used from other state agencies, higher education, and/or other local organizations are competent in the skill of translating, trained in the information or services of the

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program, and knowledgeable about applicable confidentiality and impartiality rules.

- iii. **Using a Certified Translation Services** – The GRWDB will utilize Homeland Language Services to translate vital documents for languages other than Spanish.

Notice to LEP Persons

The GRWDB will promote the awareness of language services to include:

1. Distributing posters, brochures, and pamphlets regarding programs and services within appropriate local LEP communities.
2. Including the Equal Opportunity tagline in communication to the public such as brochures, booklets, and electronic communications (including the Babel notice/statements).
3. Collaborating with community-based organizations and other stakeholders to inform LEP persons of programs and activities (outreach).
4. Airing notices on language-specific radio and television stations, when available.
5. Utilizing social media to notify of available translation services.
6. Conducting presentations at schools and faith-based organizations.
7. Ensuring website information can be translated into Spanish, at a minimum.

Within local facilities, notices include:

1. Using “I Speak” cards or other language identification measures.
2. Posting signs in selected languages in intake areas and other entry points.
3. Using telephone voice menus in appropriate languages.
4. Recruiting to fill open vacancies using specific language skills.

Monitoring and Evaluation

The GRWDB staff will review this LEP plan annually to determine if changes are needed and whether staff training or development is needed. This will be accomplished by:

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1. Reviewing the current LEP population in the service area.
2. Documenting LEP person contacts experienced annually.
3. Reviewing the needs of LEP persons and whether they have been addressed.
4. Determining whether local language assistance programs have been effective and sufficient to meet the need.
5. Determining whether the region's financial resources are sufficient to fund language assistance resources when needed.
6. Determining whether the region fully complies with the goals of this LEP plan.

Periodic monitoring will be conducted by the state-level Equal Opportunity Officer/Language Access Coordinator to ensure that the procedures in this plan are being adhered to and the services are readily available as required.

Dissemination of the Plan

GRWDB staff will be provided with a copy of the LEP plan and provided training and technical assistance at least once per year. The plan will also be included as part of any new employee's orientation and training. Signs will be posted at GRWDB offices and Virginia Career Works Centers (American Job Centers) notifying LEP persons of the LEP plan and how to access language services. The LEP plan will also be available on the GRWDB's website.

Dissemination

- U.S. Census American Community Survey, by using the American Fact Finder (<https://data.census.gov/cedsci>)
- Weldon Cooper Center (<https://demographics.coopercenter.org>)
- Virginia Department of Education (<https://www.doe.virginia.gov/instruction/esl/resources/el-students-in-va.pdf>)

		ETA 9173 - Quarter 1		ETA 9173 - Quarter 2		ETA 9173 - Quarter 3	
PY 2024		Quarter 1		Quarter 2		Quarter 3	
State Level		State Level		State Level		State Level	
Adult	PY 24 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	82.00%	81.00%	98.8%	82.10%	100.1%	83.10%	101.3%
Employment 4th Quarter after Exit	80.00%	83.60%	104.5%	83.10%	103.9%	82.10%	102.6%
Median Earnings 2nd Quarter after Exit	\$7,500.00	\$8,872.00	118.3%	\$8,836.00	117.8%	\$8,853.00	118.0%
Credential Attainment within 1 year	75.00%	74.70%	99.6%	74.50%	99.3%	73.90%	98.5%
Measurable Skills Gain	70.00%	37.90%	54.1%	61.00%	87.1%	65.60%	93.7%
Dislocated Workers							
Employment 2nd Quarter after Exit	86.00%	81.30%	94.5%	85.80%	99.8%	85.50%	99.4%
Employment 4th Quarter after Exit	84.00%	76.40%	91.0%	82.10%	97.7%	83.50%	99.4%
Median Earnings 2nd Quarter after Exit	\$9,500.00	\$9,415.00	99.1%	\$9,457.00	99.5%	\$9,822.00	103.4%
Credential Attainment within 1 year	73.00%	61.40%	84.1%	65.50%	89.7%	67.90%	93.0%
Measurable Skills Gain	67.00%	40.70%	60.7%	62.70%	93.6%	63.30%	94.5%
Youth							
Employment 2nd Quarter after Exit	77.00%	76.40%	99.2%	79.50%	103.2%	80.10%	104.0%
Employment 4th Quarter after Exit	76.00%	83.00%	109.2%	83.50%	109.9%	81.80%	107.6%
Median Earnings 2nd Quarter after Exit	\$4,500.00	\$5,600.00	124.4%	\$5,287.00	117.5%	\$5,337.00	118.6%
Credential Attainment within 1 year	68.50%	65.60%	95.8%	71.60%	104.5%	75.50%	110.2%
Measurable Skills Gain	67.00%	32.60%	48.7%	52.80%	78.8%	62.10%	92.7%
PY 2024		Quarter 1		Quarter 2		Quarter 3	
LWDA 03	LWDA 03	LWDA 03		LWDA 03		LWDA 03	
Adult	PY 24 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	85.6%	83.30%	97.3%	84.70%	99.0%	88.00%	102.8%
Employment 4th Quarter after Exit	84.6%	89.40%	105.6%	87.20%	103.0%	85.10%	100.6%
Median Earnings 2nd Quarter after Exit	\$7,005	\$9,526.00	136.0%	\$8,493.00	121.2%	\$8,379.00	119.6%
Credential Attainment within 1 year	74.0%	73.30%	99.1%	70.00%	94.6%	70.60%	95.4%
Measurable Skills Gain	75.00%	34.20%	45.6%	59.20%	78.9%	65.80%	87.7%
Dislocated Workers							
Employment 2nd Quarter after Exit	88.25%	100.00%	113.3%	80.00%	90.7%	87.50%	99.1%
Employment 4th Quarter after Exit	87.5%	66.70%	76.2%	75.00%	85.7%	71.40%	81.6%
Median Earnings 2nd Quarter after Exit	\$9,295	\$6,246.00	67.2%	\$6,399.00	68.8%	\$8,535.00	91.8%
Credential Attainment within 1 year	74.00%	50.00%	67.6%	66.70%	90.1%	75.00%	101.4%
Measurable Skills Gain	76.00%	0.00%	0.0%	100.00%	131.6%	100.00%	131.6%
Youth							
Employment 2nd Quarter after Exit	76.6%	64.30%	84.0%	68.80%	89.8%	74.20%	96.9%
Employment 4th Quarter after Exit	77.93%	80.00%	102.7%	77.80%	99.8%	75.00%	96.2%
Median Earnings 2nd Quarter after Exit	\$4,050	\$11,268.00	278.2%	\$10,184.00	251.5%	\$8,444.00	208.5%
Credential Attainment within 1 year	68.50%	0.00%	0.0%	25.00%	36.5%	63.60%	92.8%
Measurable Skills Gain	75.00%	25.00%	33.3%	69.20%	92.3%	76.90%	102.5%

Greater Roanoke Workforce Development Board

Grant Summary

As of 5/31/25

Program	Grant #	Contract Duration	Expense					Revenue	Grant Balance	Notes
			Budget	YTD	Grant Total	Un/(Over)	% of Budget			
PY2023										
WIOA Title I Admin	23A55AW000023	7/1/23 - 6/30/25	111,884	66,796	111,884	-	100.00%	111,884	-	Completed
WIOA Title I Adult	23A55AW000023	7/1/23 - 6/30/25	456,498	236,421	456,498	-	100.00%	456,498	-	Completed
WIOA Title I Dislocated Worker	23A55AW000023	7/1/23 - 6/30/25	181,872	94,915	181,872	-	100.00%	181,872	-	Completed
WIOA Title I Youth	23A55AW000023	7/1/23 - 6/30/25	368,583	330,996	347,020	21,563	94.15%	347,020	-	
PY2024										
WIOA Title I Admin	24A55AT000085-01-00	7/1/24 - 6/30/26	102,488	30,184	30,184	30,184	29.45%	30,184	-	
WIOA Title I Adult	24A55AT000085-01-00	7/1/24 - 6/30/26	364,275	137,737	137,737	137,737	37.81%	137,737	-	
WIOA Title I Dislocated Worker	24A55AT000085-01-00	7/1/24 - 6/30/26	296,805	78,166	78,166	78,166	26.34%	78,166	-	
WIOA Title I Youth	24A55AT000085-01-00	7/1/24 - 6/30/26	327,416	-	-	-	0.00%	-	-	
ARC Inspire	IS-20253-2021	4/1/21 - 3/31/25	300,000	39,529	264,650	35,350	87.38%	264,650	-	Completed
Transportation to Learn Grant	TTL-22-03-01	7/1/23 - 3/31/25	25,000	3,559	10,478	14,522	41.91%	10,478	-	Completed
Roanoke City Summer Youth Employment	21-01-63	5/1/25 - 5/20/25	2,700	2,700	2,700	-	100.00%	2,700	-	Completed
Roanoke City Summer Youth Employment	21-01-63	5/21/25 - 8/15/25	51,770	2,627	2,627	49,143	5.07%	2,627	-	
Americorps Planning Grant		9/1/24 - 6/30/25	134,898	95,980	95,980	38,918	71.15%	95,980	-	Completed
Housing Authority Grant - Jobs Plus		7/1/24 - 6/30/25	38,200	33,891	33,891	4,309	88.72%	33,891	-	
United Way – OnRamp		7/1/24 - 6/30/25	34,853	31,002	31,002	3,851	88.95%	31,002	-	
DSS TANF Grant	BEN-24-002-06	7/1/24 - 6/30/25	570,803	428,163	428,163	142,640	75.01%	428,163	-	
American Job Centers		9/1/24 - 6/30/25	157,175	114,747	114,747	42,428	73.01%	114,747	-	
GRWDB Discretionary Funds		Perpetual		25,293	53,487			255,207	201,720	
Career Quest		Perpetual		30,254	149,110			183,196	34,086	
TOTAL			3,525,220	1,782,961	2,530,198	598,808		2,766,004	235,807	



Greater Roanoke Workforce Development Board

Balance Sheet

As of May 31, 2025

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
11200 ANB Operating		136,727.37
Total Bank Accounts		\$136,727.37
Accounts Receivable		
11400 Grants Receivable		220,638.68
Total Accounts Receivable		\$220,638.68
Total Current Assets		\$357,366.05
Other Assets		
18705 Prepaid Expense		12,593.82
18720 Security Deposit		9,169.92
Total Other Assets		\$21,763.74
TOTAL ASSETS		\$379,129.79
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20300 Accounts Payable		92,349.29
Total Accounts Payable		\$92,349.29
Other Current Liabilities		
20126 Refundable Advance		14,717.18
Total Other Current Liabilities		\$14,717.18
Total Current Liabilities		\$107,066.47
Long-Term Liabilities		
25010 Accrued Leave		60,880.24
Total Long-Term Liabilities		\$60,880.24
Total Liabilities		\$167,946.71
Equity		
31200 Board Designated Rent Reserves		40,943.00
32000 Unrestricted Net Assets		189,429.17
Net Income		-19,189.09
Total Equity		\$211,183.08
TOTAL LIABILITIES AND EQUITY		\$379,129.79



Greater Roanoke Workforce Development Board

A/R Aging Summary

As of May 31, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
American Job Center						\$0.00
Blue Ridge Job Corps - VCW Center	816.82					\$816.82
Dept of Aging & Rehab - VCW Center	6,844.13					\$6,844.13
Rke Val Alleghany Regn 5 - VCW Center	816.82					\$816.82
Roanoke City DSS - VCW Center	3,020.79	4,237.80				\$7,258.59
TAP - VCW Center		-2,074.27				\$ -2,074.27
Virginia Works - VCW Center	15,062.60	32,489.82				\$47,552.42
VWCC - VCW Center	3,691.14					\$3,691.14
Total American Job Center	30,252.30	34,653.35				\$64,905.65
City of Roanoke						\$0.00
Housing Authority Grant - Jobs Plus	2,596.03	2,788.42	4,343.57			\$9,728.02
Youth Summer Employment	2,700.00					\$2,700.00
Total City of Roanoke	5,296.03	2,788.42	4,343.57			\$12,428.02
GRWDB Discretionary Funds						\$0.00
Fredon First	300.00					\$300.00
Total GRWDB Discretionary Funds	300.00					\$300.00
Roanoke Center Rent/Shared Costs						\$0.00
VWCC - Shared Costs					0.00	\$0.00
Total Roanoke Center Rent/Shared Costs					0.00	\$0.00
Total Action for Progress						\$0.00
United Way OnRamp			1,369.57			\$1,369.57
Total Total Action for Progress			1,369.57			\$1,369.57
VA Department of Social Services						\$0.00
DSS TANF Grant 24-25	60,174.60		53,503.35			\$113,677.95
Total VA Department of Social Services	60,174.60		53,503.35			\$113,677.95
Virginia Works						\$0.00
WIOA Title I Admin						\$0.00
PY2023 WIOA Title I Admin		27,957.49				\$27,957.49
Total WIOA Title I Admin		27,957.49				\$27,957.49
Total Virginia Works		27,957.49				\$27,957.49
TOTAL	\$96,022.93	\$65,399.26	\$59,216.49	\$0.00	\$0.00	\$220,638.68



Greater Roanoke Workforce Development Board

A/P Aging Detail

As of May 31, 2025

DATE	TRANSACTION TYPE	NUM	VENDOR	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
31 - 60 days past due							
04/17/2025	Bill	SVREC March 2025	Total Action for Progress	04/17/2025	49	12,545.78	12,545.78
Total for 31 - 60 days past due						\$12,545.78	\$12,545.78
1 - 30 days past due							
04/09/2025	Bill	2024-19-001	WorkED Consulting LLC.	05/01/2025	35	41,800.00	21,800.00
05/14/2025	Bill	Q-26280-1	Transfr Inc	05/14/2025	22	25,000.00	25,000.00
05/14/2025	Bill	SVREC Mar 2025	Goodwill Industries of the Valley	05/14/2025	22	4,961.37	4,961.37
05/20/2025	Bill	SVREC April 2025	Total Action for Progress	05/20/2025	16	17,545.46	17,545.46
05/20/2025	Bill	SVREC April 2025	Goodwill Industries of the Valley	05/20/2025	16	5,393.05	5,393.05
05/28/2025	Bill	J Claus OJT - 5/3/25	Carilion RMH OJT	05/28/2025	8	1,271.62	1,271.62
05/28/2025	Bill	K Cox OJT - 4.18.25	Carilion RMH OJT	05/28/2025	8	540.57	540.57
Total for 1 - 30 days past due						\$96,512.07	\$76,512.07
Current							
05/28/2025	Bill	IW Smith - 5.3.25	Carilion RMH OJT	06/01/2025	4	1,251.94	1,251.94
05/28/2025	Bill	Madison OJT - 4.5.25	Carilion RMH OJT	06/01/2025	4	1,171.50	1,171.50
05/28/2025	Bill	M Davis 4/25/25	Carilion RMH OJT	06/01/2025	4	868.00	868.00
Total for Current						\$3,291.44	\$3,291.44
TOTAL						\$112,349.29	\$92,349.29



Greater Roanoke Workforce Development Board

Budget vs Actual - Agencywide

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	2,248,460.64	2,744,373.80	-495,913.16	81.93 %
Total Income	\$2,248,460.64	\$2,744,373.80	\$ -495,913.16	81.93 %
GROSS PROFIT	\$2,248,460.64	\$2,744,373.80	\$ -495,913.16	81.93 %
Expenses				
60000 Personnel Expense	1,045,582.62	1,252,279.44	-206,696.82	83.49 %
62100 Contract Services	274,909.65	546,109.33	-271,199.68	50.34 %
62800 Facilities and Equipment	194,574.66	83,019.58	111,555.08	234.37 %
65000 Operations	143,709.82	220,984.98	-77,275.16	65.03 %
67000 Travel and Training	43,384.19	68,178.54	-24,794.35	63.63 %
68000 Adult & Dislocated Worker	302,329.93	368,276.93	-65,947.00	82.09 %
69000 Youth Services	180,104.89	200,150.00	-20,045.11	89.98 %
69800 Other Workforce Services	83,053.97	5,375.00	77,678.97	1,545.19 %
Total Expenses	\$2,267,649.73	\$2,744,373.80	\$ -476,724.07	82.63 %
NET OPERATING INCOME	\$ -19,189.09	\$0.00	\$ -19,189.09	0.00%
NET INCOME	\$ -19,189.09	\$0.00	\$ -19,189.09	0.00%



Greater Roanoke Workforce Development Board

American Jobs Center

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	128,864.24		128,864.24	
Total Income	\$128,864.24	\$0.00	\$128,864.24	0.00%
GROSS PROFIT	\$128,864.24	\$0.00	\$128,864.24	0.00%
Expenses				
62100 Contract Services	19,297.50		19,297.50	
62800 Facilities and Equipment	89,365.19		89,365.19	
65000 Operations	20,201.55		20,201.55	
Total Expenses	\$128,864.24	\$0.00	\$128,864.24	0.00%
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%



Greater Roanoke Workforce Development Board

AmeriCorps Planning Grant

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	95,779.22	134,898.00	-39,118.78	71.00 %
Total Income	\$95,779.22	\$134,898.00	\$ -39,118.78	71.00 %
GROSS PROFIT	\$95,779.22	\$134,898.00	\$ -39,118.78	71.00 %
Expenses				
60000 Personnel Expense	23,569.22	28,988.00	-5,418.78	81.31 %
62100 Contract Services	70,116.75	102,511.00	-32,394.25	68.40 %
62800 Facilities and Equipment	276.06		276.06	
65000 Operations	778.89	2,899.00	-2,120.11	26.87 %
67000 Travel and Training	1,038.30	500.00	538.30	207.66 %
Total Expenses	\$95,779.22	\$134,898.00	\$ -39,118.78	71.00 %
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%



Greater Roanoke Workforce Development Board

Career Quest

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	32,527.00		32,527.00	
Total Income	\$32,527.00	\$0.00	\$32,527.00	0.00%
GROSS PROFIT	\$32,527.00	\$0.00	\$32,527.00	0.00%
Expenses				
62100 Contract Services	80.58		80.58	
65000 Operations	865.00		865.00	
67000 Travel and Training	15.16		15.16	
69800 Other Workforce Services	29,293.75		29,293.75	
Total Expenses	\$30,254.49	\$0.00	\$30,254.49	0.00%
NET OPERATING INCOME	\$2,272.51	\$0.00	\$2,272.51	0.00%
NET INCOME	\$2,272.51	\$0.00	\$2,272.51	0.00%



Greater Roanoke Workforce Development Board

DSS TANF

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	428,163.47	570,803.20	-142,639.73	75.01 %
Total Income	\$428,163.47	\$570,803.20	\$ -142,639.73	75.01 %
GROSS PROFIT	\$428,163.47	\$570,803.20	\$ -142,639.73	75.01 %
Expenses				
60000 Personnel Expense	182,668.27	206,815.19	-24,146.92	88.32 %
62100 Contract Services	200,985.40	273,982.25	-72,996.85	73.36 %
62800 Facilities and Equipment	4,662.35	9,283.75	-4,621.40	50.22 %
65000 Operations	22,914.41	21,734.39	1,180.02	105.43 %
67000 Travel and Training	4,783.04	10,710.69	-5,927.65	44.66 %
68000 Adult & Dislocated Worker	12,150.00	48,276.93	-36,126.93	25.17 %
Total Expenses	\$428,163.47	\$570,803.20	\$ -142,639.73	75.01 %
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%



Greater Roanoke Workforce Development Board

GRWDB Discretionary

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	904.75		904.75	
Total Income	\$904.75	\$0.00	\$904.75	0.00%
GROSS PROFIT	\$904.75	\$0.00	\$904.75	0.00%
Expenses				
62100 Contract Services	13,363.44		13,363.44	
62800 Facilities and Equipment	4,168.41		4,168.41	
65000 Operations	4,320.63		4,320.63	
67000 Travel and Training	1,123.27		1,123.27	
68000 Adult & Dislocated Worker	2,143.00		2,143.00	
69800 Other Workforce Services	173.94		173.94	
Total Expenses	\$25,292.69	\$0.00	\$25,292.69	0.00%
NET OPERATING INCOME	\$ -24,387.94	\$0.00	\$ -24,387.94	0.00%
NET INCOME	\$ -24,387.94	\$0.00	\$ -24,387.94	0.00%



Greater Roanoke Workforce Development Board

Jobs Plus
July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	33,891.43	33,825.93	65.50	100.19 %
Total Income	\$33,891.43	\$33,825.93	\$65.50	100.19 %
GROSS PROFIT	\$33,891.43	\$33,825.93	\$65.50	100.19 %
Expenses				
60000 Personnel Expense	33,891.43	33,825.93	65.50	100.19 %
62100 Contract Services		0.00	0.00	
62800 Facilities and Equipment		0.00	0.00	
65000 Operations		0.00	0.00	
67000 Travel and Training		0.00	0.00	
Total Expenses	\$33,891.43	\$33,825.93	\$65.50	100.19 %
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%



Greater Roanoke Workforce Development Board

On-Ramp

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	31,002.31	32,000.00	-997.69	96.88 %
Total Income	\$31,002.31	\$32,000.00	\$ -997.69	96.88 %
GROSS PROFIT	\$31,002.31	\$32,000.00	\$ -997.69	96.88 %
Expenses				
60000 Personnel Expense	29,365.02	26,287.75	3,077.27	111.71 %
62100 Contract Services	299.72	389.05	-89.33	77.04 %
62800 Facilities and Equipment	397.27	1,598.56	-1,201.29	24.85 %
65000 Operations	85.64	847.24	-761.60	10.11 %
67000 Travel and Training	854.66	2,877.40	-2,022.74	29.70 %
Total Expenses	\$31,002.31	\$32,000.00	\$ -997.69	96.88 %
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%



Greater Roanoke Workforce Development Board

WIOA Title 1 Workforce

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	983,513.42	1,377,324.34	-393,810.92	71.41 %
Total Income	\$983,513.42	\$1,377,324.34	\$ -393,810.92	71.41 %
GROSS PROFIT	\$983,513.42	\$1,377,324.34	\$ -393,810.92	71.41 %
Expenses				
60000 Personnel Expense	469,609.88	619,482.51	-149,872.63	75.81 %
62100 Contract Services	42,822.81	54,108.18	-11,285.37	79.14 %
62800 Facilities and Equipment	41,193.82	54,680.69	-13,486.87	75.34 %
65000 Operations	51,700.34	137,870.03	-86,169.69	37.50 %
67000 Travel and Training	23,638.16	36,182.93	-12,544.77	65.33 %
68000 Adult & Dislocated Worker	267,366.16	290,000.00	-22,633.84	92.20 %
69000 Youth Services	81,824.89	185,000.00	-103,175.11	44.23 %
69800 Other Workforce Services	5,357.36		5,357.36	
Total Expenses	\$983,513.42	\$1,377,324.34	\$ -393,810.92	71.41 %
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%



Greater Roanoke Workforce Development Board

Youth Summer Employment

July 2024 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
40000 Revenue	5,327.15	24,810.00	-19,482.85	21.47 %
Total Income	\$5,327.15	\$24,810.00	\$ -19,482.85	21.47 %
GROSS PROFIT	\$5,327.15	\$24,810.00	\$ -19,482.85	21.47 %
Expenses				
60000 Personnel Expense	2,702.15	4,285.00	-1,582.85	63.06 %
69000 Youth Services		15,150.00	-15,150.00	
69800 Other Workforce Services	2,625.00	5,375.00	-2,750.00	48.84 %
Total Expenses	\$5,327.15	\$24,810.00	\$ -19,482.85	21.47 %
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$0.00	\$0.00	\$0.00	0.00%

Greater Roanoke Workforce Development Board**ARC Inspire****4/1/21 - 3/31/25**

Category	Budget	Actual	(Over)/Under	% of Budget
Personnel	148,500	138,169	10,331	93%
Fringe Benefits	51,500	46,379	5,121	90%
Travel	-	-	-	0%
Equipment	-	-	-	0%
Supplies	8,700	8,700	-	100%
Contractual	-	-	-	0%
Other	9,938	9,938	-	100%
Outreach	5,000	4,238	762	85%
Rent	13,000	12,181	819	94%
Client Support	39,363	26,469	12,894	67%
Indirect	24,000	18,577	5,423	77%
Total	300,000	264,650	35,350	88%

Greater Roanoke Workforce Development Board**GoVA****7/1/22 - 12/31/24**

Category	Budget	Actual	(Over)/Under	% of Budget
Personnel	90,000	87,083	2,917	97%
Fringe Benefits	29,700	26,725	2,975	90%
Telecommunications	1,500	1,449	51	0%
Training	2,750	2,747	3	0%
Supplies	500	114	386	23%
Licenses & Fees	10,000	-	10,000	0%
Hardware/Software	1,500	1,269	231	85%
Outreach	55,280	46,541	8,739	84%
Rent	1,750	1,729	21	99%
Website Development	87,560	87,560	-	100%
Indirect	11,970	6,993	4,977	58%
Total	292,510	262,211	30,299	90%



Title: Federal Landscape Update

Background: Chris Andresen is a Partner with the Dutko Government Relations team, where he also serves the US Workforce Association, made up of Associations of Local Workforce Development Boards across the county. He works extensively with his clients to identify policy opportunities and threats to create detailed legislative and executive strategies. His broad experience includes working with companies, universities, non-profits, and trade associations in the following sectors: workforce development, consumer products, manufacturing, retail, biotechnology, renewable energy, criminal justice, mental health, technology, and higher education. Chris graduated from the University of Virginia with a BA in History and holds an MBA from the Robert H. Smith school of Business at the University of Maryland.

Considerations: Several Executive Orders have been issued that have affected the public workforce system to date, with more changes currently proposed in the “One Big Beautiful Bill”, including the “Make America Skilled Again” act.

To-Date Orders/Changes:

- **Job Corps:** The US Department of Labor has moved to suspend operations at federal Job Corps Centers, which is a long-standing job and life training program for low-income youth. An injunction has briefly halted the decision, but this could affect tens of thousands of youth who may become homeless or be forced to return to previous living conditions.
- **AmeriCorps:** Nearly \$400 million grants were cancelled (including one for the GRWDB) in April 2025. 85% of AmeriCorps federal staff were placed on paid administrative leave. Future budgets have proposed the elimination of the program.
- **HeadStart:** HeadStart programs that provide early childhood development and education programs, including critical childcare programs, have faced funding delays, regional office shutdowns, and threats of elimination. Legal challenges are currently pending.

Make America Skilled Again Proposal

- Would merge 11 distinct workforce development programs, including WIOA Adult, Youth, and Dislocated Worker grants, Wagner-Peyser (currently operated by Virginia Works), YouthBuild, Farmworker programs, Indian and Native American programs, Reentry Employment Opportunities, Registered Apprenticeship grants, and data quality initiatives, into a single block-grant for states.



- The combined funding level drops from approximately \$4.6 billion under current programs to \$2.965 billion in total.
- Requires that 10% of funds be allocated to Registered Apprenticeships
- Eliminates Job Corps, Senior Community Service Employment Program and Adult Education

Action Recommended: No action. Information Only.



Title: One Stop Operator RFP Update

Background: The staff to the GRWDB released a Request for Proposals for the One Stop Operator, due to the current contract cycle expiring on June 30, 2025. The proposal for the One Stop Operator was released and posted locally in the Roanoke Times, shared on the procurement website for the National Association of Workforce Development Professionals (NAWDP), and shared across the Commonwealth with relevant stakeholders. Proposals were due on Friday, June 20, 2025 and the GRWDB received no response. Our current One Stop Operator informed the staff that they would not be able to bid due to an increased workload with their current role in Northern Virginia.

Considerations: It is required that the GRWDB release procurement for the One Stop Operator contract every three years. Since no proposals were received, the GRWDB now a few options at its disposal:

- 1) The GRWDB can ask for a waiver from the Governor's office to perform the duties of the One Stop Operator in-house. Having no one respond to the procurement makes this option a bit easier for the GRWDB.
- 2) The GRWDB can release another procurement and modify the parameters to see if any other organization would be interested in bidding on the contract.
- 3) The GRWDB can seek additional guidance from the Commonwealth of Virginia and/or DOL on options to enter into contracts under sole-source procurement with another qualified vendor.

Action Recommended: Staff recommend that the GRWDB authorize staff to inquire about a waiver from the Governor's office to perform the duties of the One Stop Operator in-house.

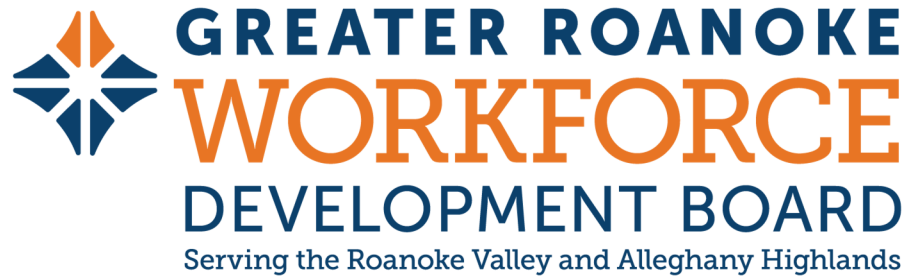


Title: Bylaws Update

Background: The Executive Committee reviewed the approved Strategic Plan that was adopted by the GRWDB and the CLEO Consortium in April 2025. Upon review, a revised committee structure was proposed and approved to better oversee the goals and strategies of the plan over the next 4 years.

Considerations: A copy of the bylaws has been redlined and included in the packet for the Board's review. Changes include updates to information on the organization, and the addition of the Communications and Outreach Committee as identified in the strategic plan for the GRWDB.

Action Recommended: Staff recommend that the GRWDB Bylaws be approved as presented.



Greater Roanoke Workforce Development Board – Bylaws

Local Workforce Development Area 3 (LWDA3)

Effective Date: December 13, 2019

Amended: October 26, 2020

Amended: September 22, 2022

Amended: June 24, 2025

Article I – Name

These bylaws are established by the Greater Roanoke Workforce Development Board (~~GRWDB~~GRWDB) in Local Workforce Development Area 3 (LWDA3).

Article II – Offices

The GRWDB's principal office shall be at ~~4419 Pheasant Ridge Road, Suite 301, Roanoke, VA 24014~~1 S. Jefferson Street, 3rd Floor, Roanoke, VA 24011 or as subsequently changed by resolution of the GRWDB. The GRWDB may conduct its affairs, carry on its operations, have other offices and exercise its powers within or without the Commonwealth of Virginia, as the GRWDB may, from time to time, determine or the business of the GRWDB may require.

Article III – Mission, Vision, and Purpose

Section 1 – Mission

~~The mission of the GRWDB is to serve as a regional talent resource for businesses by providing trained and skilled job seekers that meet current and future demand.~~We serve as the Greater Roanoke region's talent resource, convener, and coordinator using data-driven and strategic workforce solutions to provide trained and skilled job seekers that meet current and future business demand.

Section 2 – Vision

The region will have both a skilled and diverse talent pipeline for businesses and employment opportunities that provide self-sufficient wages that promote all-around success for the Roanoke Valley and Alleghany Highlands.

Section ~~3~~ – Purpose

The purpose of the GRWDB 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, and other discretionary grants. The GRWDB shall be nonsectarian and non-partisan and the GRWDB 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 GRWDB.

Article IV – Board Composition and Members

Section 1 – Composition

The GRWDB 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 Chief Local Elected Officials (CLEO)-Board Agreement between the GRWDB and the CLEO Consortium for LWDA3. GRWDB 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 GRWDB 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 GRWDB members. Nominations can be self-submitted by any individual that is interested in serving on the GRWDB.

Section 3 – Board Member Terms

Board members may serve for a term of up to three (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

GRWDB 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 Executive Director at least three (3) days prior to the scheduled GRWDB meeting. Alternate representatives for GRWDB members can vote on behalf of the GRWDB member.

~~GRWDB staff shall inform the Chair of the GRWDB in any instance when an appointed member is absent from two (2) consecutive, regularly scheduled meetings of the GRWDB. The Chair shall then call the absences to the attention of the GRWDB member in writing. If the GRWDB member is absent from the next regularly scheduled meeting, the GRWDB member may be removed from the GRWDB. The GRWDB Staff will post the vacancy for nominations and inform the CLEO of a needed appointment at the next CLEO Consortium meeting. GRWDB staff shall monitor member attendance on an ongoing basis and provide updates to the Chair of the GRWDB. Members with three (3) or more consecutive absences from regularly scheduled board meetings may be subject to review. The Chair may follow up with the member to discuss their participation and determine appropriate next steps. If continued absences raise concerns about a member's ability to fulfill their duties, the Chair may recommend that the CLEO Consortium consider a replacement. GRWDB staff will assist in posting any resulting vacancy for nominations and will inform the CLEO Consortium of the need for a new appointment at the next meeting.~~

Section 5 – Vacancies

If vacancies arise, GRWDB ~~s~~Staff will post ~~vacancy information~~vacancies for nominations and inform the CLEO Consortium 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, to~~ economic development entities, workforce development partner agencies, community non-profits, and the general public.

Section 6 – Resignations

Any GRWDB 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 GRWDB. GRWDB ~~S~~staff will post vacancy information for nominations and inform the CLEO Consortium of a needed appointment at the next ~~CLEO Consortium~~ meeting.

Section 6 - Compensation

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

Article V – Officers

Section 1 – Officers

The officers of the GRWDB shall be as follows:

- Chair
- Vice-Chair
- Treasurer (who shall also serve as the Chair of the Finance Committee)

Section 2 – Election & Terms

The GRWDB members shall elect officers for a term of two (2) years, with all officers being members of the GRWDB. All vacancies in any office shall be filled by the GRWDB 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 1st through June 30th).

Section 3 – Duties of Officers

The Chair of the GRWDB shall preside at all meetings of the GRWDB, is an authorized signer on all GRWDB deposit and/or loan accounts and shall perform such executive and administrative functions as may be prescribed from time to time by the GRWDB or by the Bylaws. The Chair shall be a private sector GRWDB member. The Vice-Chair shall chair all meetings in the absence of the Chair. The Vice-Chair shall be a private sector GRWDB member.

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

Section 4 – Office-Holding Limitations

No GRWDB member shall hold more than one (1) office at a time.

Section 5 – Subordinate Officers

The GRWDB may appoint other officers or agents, each of whom shall hold office for such period, have authority and perform such duties as the GRWDB may determine. The GRWDB 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 – Executive Director

The Executive Director shall be the administrator of the GRWDB and, subject to the control of the GRWDB, shall in general supervise and control the business affairs and property of the GRWDB. The Executive Director may sign all certificates, contracts, obligations, and other instruments of the GRWDB 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 GRWDB.

Article VI - Meetings

Section 1 – Regular Meetings

The GRWDB shall meet at least quarterly or more as needed at a place within the region. Regular meeting dates shall be established by the GRWDB at its first meeting of the Fiscal Year/Program Year and notice of the meeting schedule, times, and locations shall be posted by the GRWDB Executive Director for public notice. Meeting notices shall also be posted on the LWDA3's webpage and at the

~~GRWDB offices~~ on other appropriate outlets including social media. 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 or, 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 GRWDB and its committees shall be open to the public. The GRWDB shall make available to the public, on a regular basis through its open meetings, information regarding activities of the GRWDB, including information on the Local Plan, information regarding its members and GRWDB appointments, and the minutes of the GRWDB meetings.

Section 5 – Executive Session

Closed executive session may be used according to the provisions of the Virginia Freedom of Information Act (FOIA) and the Code of Virginia. 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 GRWDB 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 GRWDB, and its committees, may participate in meetings of the GRWDB by electronic means as permitted by Virginia Code §2.2-3708.

The GRWDB may hold all-virtual meetings no more than two (2) times per calendar year, which adheres to the Virginia Code. This will require at least two (2) meetings in person for the GRWDB per calendar year. Per Virginia Code 2.2-3708.3(C), the GRWDB is a public body that may hold all-virtual public meetings, provided that the GRWDB follows the other requirements listed below:

- 1) An indication of whether the meeting will be an in-person or all-virtual public meeting shall be included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of 2.2-3707.
- 2) Public access to the all-virtual public meeting is provided via electronic communication means.
- 3) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well.
- 4) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors

such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public.

- 5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body.
- 6) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received.
- 7) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it.
- 8) If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by Virginia Code 2.2-3712.
- 9) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.
- 10) Minutes of all-virtual public meetings held by electronic communication means are taken as required by Virginia Code 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted, such disapproval shall be recorded in the minutes with specificity.

Remote participation will be allowed for members that request remote participation at least three (3) business in advance of a scheduled in-person meeting. Such requests must be sent to the Executive Director of the GRWDB. GRWDB members may utilize remote participation no more than two (2) times per calendar year. The GRWDB member must state the rational for using remote participation which includes the following allowable reasons:

- 1) The GRWDB member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
- 2) A medical condition of the GRWDB member or the GRWDB member's family requires the GRWDB member to provide care that prevents the GRWDB member's physical attendance.
- 3) The GRWDB member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- 4) The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

Should any members of the GRWDB exercise this flexibility for remote participation, the GRWDB shall record in its minutes the remote location from which the GRWDB member participated, however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the GRWDB member's physical attendance, (ii) family member's medical condition that required the GRWDB member to provide care for such family member, thereby preventing the GRWDB member's physical attendance. If remote participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the GRWDB member participated through electronic communication means due to the distance between the GRWDB member's principal residence and the meeting location. If participation is approved

pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the GRWDB member. If the GRWDB member's participation from a remote location is disapproved, such disapproval shall be recorded in the minutes with specificity.

Section 8 – Roberts Rules of Order

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

Section 9 – Record Keeping

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

Article VII - Voting Rights

Section 1 – Quorum

The quorum for a meeting of the GRWDB 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 GRWDB, 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 GRWDB members:

- Chair
- Vice-Chair
- ~~Past Chair~~
- Treasurer (~~Chair of Finance Committee~~)
- Program Oversight Committee Chair
- ~~Communications and Outreach Special Projects~~ Committee Chair
- At-Large Member (private-sector)

The Executive Committee shall have and exercise the authority of the GRWDB in the management of the GRWDB, 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 GRWDB, or any individual GRWDB member, of any responsibility imposed on it by law.

The Executive Committee shall be empowered to act on behalf of the full GRWDB 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 GRWDB shall be informed of the action taken by the Executive Committee at the next regularly scheduled GRWDB meeting.

The Executive Committee, unless otherwise ordered by the GRWDB, ~~shall may~~ meet ~~at least~~ quarterly prior to the regularly scheduled meetings of the GRWDB, or as needed based on business needs and operations of the GRWDB. 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.

Section 2 – Finance Committee

A Finance Committee composed of the Treasurer (Chair) shall be appointed by the GRWDB. 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 GRWDB 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 GRWDB meeting. The Finance Committee shall also oversee other goals and strategies assigned by the GRWDB as it relates to the strategic plan, Local Plan, or daily operations of the organization. Committee terms shall be one (1) year with no limits on consecutive terms.

Section 3 – Program Oversight Committee

The Program Oversight Committee shall be appointed by the GRWDB. ~~At least two of the members will be from the private sector members on the GRWDB.~~ 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 Committee will also oversee any other discretionary funding streams or programs awarded to the GRWDB. The Chair of the Committee will be appointed by the GRWDB. Committee terms shall be one (1) year with no limits on consecutive terms.

Section 4 – ~~Special Projects~~ Communications and Outreach Committee

The Communications and Outreach shall be appointed by the GRWDB. This Committee will support the GRWDB in promoting its mission, programs, and services through strategic communication and community engagement. This Committee is responsible for advising on the development and dissemination of outreach materials, messaging strategies, and public information campaigns that enhance awareness of workforce development efforts across the region. The Committee may assist in creating communication plans, identifying target audiences, recommending outreach platforms, monitoring the GRWDB's website, and supporting regular publications. The Chair of the Committee will be appointed by the GRWDB and shall be a Board member. Committee terms shall be one (1) year with no limits on consecutive terms. ~~A Special Projects Committee shall be appointed by the GRWDB. The Committee shall meet at least quarterly, or more as needed, and shall oversee any special projects or discretionary grants obtained and implemented by the GRWDB, as well as oversee business services activities conducted by the GRWDB. The Committee can also suggest additional special projects or initiatives to serve the region, including potential funding sources for suggested projects. The Chair of the Committee will be appointed by the GRWDB and shall be a Board member. Committee terms shall be one (1) year with no limits on consecutive terms.~~

Section 4 – Other Committees

The GRWDB 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 GRWDB.

Section 5 – Committee Quorum

A majority of any committee of the GRWDB 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 GRWDB 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 GRWDB from voting on a matter under consideration by the GRWDB 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 GRWDB are expected to avoid unethical behavior in the course of performing their official duties. The GRWDB 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 GRWDB.

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 GRWDB. Members shall not disclose confidential information obtained in the course of or by reason of his/her membership in the GRWDB to any person or entity not directly involved with the business of the GRWDB. No member shall use confidential information obtained in the course of or by reason of his/her membership on the GRWDB 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 GRWDB in any manner with the intent to obtain financial gain for any other person.

Article X - Miscellaneous Provisions

Section 1 – Seal

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

Section 2 – Program Year

The Program Year for the GRWDB shall be July 1st through June 30th.

Section 3 – Amendments

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

GRWDB Chair Signature

GRWDB Chair Printed Name

Date



Title: Committee Appointments

Background: All Committees must be reviewed annually, and current members must be reappointed at the June meeting of the GRWDB. Any new members can be appointed at this time, as well.

Considerations: The current Committee structure and membership is as follows:

Program Oversight	Finance	Communications & Outreach
Abby Hamilton (Chair)	Karen Michalski (Chair)	
Kimberly Dameron	Dr. John Rainone	
Joe Brinley	Richard Mansell	
Karen Michalski		
Stephanie Hoer		
Maiya Ashby		

Action Recommended: Staff recommend that the membership of the Committees be approved by the GRWDB (pending discussion at the meeting for any additions/changes).



Title: Annual Performance Dashboard

Background: One of the strategies included in the Strategic Plan for the organization is to develop an annual performance dashboard that includes performance outcomes that were developed by the GRWDB and CLEO Consortium. Staff are in the process of gathering feedback on what performance and outcomes would be useful to GRWDB and CLEO Consortium members to understand the work of the organization and the overall impact.

Considerations: The following are items that could be included in an annual performance dashboard. This is not an all-inclusive list and is just meant to spur ideas or other brainstorming on the topic for the meeting.

- #of participants served
- # enrolled in training
- Training enrollments by industry
- # of participants receiving a credential
- # of job placements
- Job placements per industry
- Job retention
- Average wages
- Job seeker customer satisfaction
- Employer customer satisfaction
- % regional workforce served
- Overall return on investment
- # of customers at Virginia Career Works Centers
- # of businesses served
- # and type of services provided to businesses
- Demographic breakdowns of participants served through programs
- Federal performance indicators
- Referral source (self-interest, partner referral, name of partner, etc.)
- Work based learning placements

Action Recommended: No action. A draft dashboard will be presented at the September annual meeting for adoption by the full GRWDB and CLEO Consortium.