



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

August 13, 2025

2:00pm

<https://us06web.zoom.us/j/85624800611?pwd=nEHwAOpsq5PKqOakBEkoFHJOkLKVIL.1>

I.	Call to Order	Abby Hamilton
II.	Public Comment	
III.	Consent Agenda <ul style="list-style-type: none">• Meeting Minutes 5/21/2025• One Stop Center Report• ETPL Applications – Ferrum	Abby Hamilton
IV.	Old Business <ul style="list-style-type: none">• Funding Update – Community College, Federal Funding Landscape	Leah Gibson
V.	New Business <ul style="list-style-type: none">• Policy Updates - Equal Opportunity and Monitoring & Oversight	Leah Gibson
VI.	Program Operations Report <ul style="list-style-type: none">• Final PY24 Programs Report• PY25 Programs Report	Leah Gibson
VII.	Strategic Plan Actions <ul style="list-style-type: none">• Committee Goals & Strategies	Morgan Romeo
VIII.	Upcoming Meetings <ul style="list-style-type: none">• Greater Roanoke Workforce Development Board – September 24, 2025, 12:00pm, Location TBD• Program Oversight Committee Meeting – November 12, 2025, 2:00pm, Virginia Career Works Roanoke Center	
IX.	Adjournment	



Greater Roanoke Workforce Development Board

Program Oversight Committee

May 21, 2025

2:00 PM

Virginia Career Works Roanoke Center
707 S Jefferson Street Roanoke VA 24016

Members	Present
Abby Hamilton, Chair	X
Joe Brinley	X
Joe Cobb	
Karen Michalski-Karney	X
Maiya Ashby	X
Stephanie Hoer	X
Kimberly Dameron	X

GRWDB Staff	Present
Leah Gibson	X
Stephanie Martin	X
Morgan Romeo	X

Call to Order

Abby Hamilton called the meeting to order at 2:04pm.

Public Comment

There was no public comment.

Consent Agenda

Abby Hamilton asked the group to review the minutes and the rest of the consent agenda.

Program Oversight Committee Action: A motion was made by Joe Brinley to approve the Consent Agenda as presented. Maiya Ashby seconded the motion. Stephanie Hoer abstained. The motion was carried by a vote.

Old Business

Franklin & Covington Center Updates

Leah Gibson gave an update on the Virginia Career Works Centers in the region. Joe presented to board on one stop certification at the last meeting, which was approved and submitted to the state. The Franklin Center is no longer an affiliate center but rather Board staff are in conversations with the Franklin Center & Franklin County to set up an outpost location for access for Franklin County residents. Staff are working with them to decide the best presence at the Franklin Center for future services. Board staff are also looking at the outpost and access point model from other places across the country.

The City of Covington was looking to purchase the Covington Center from the state, as the VEC put it up for sale. The City of Covington hired a consultant to provide a plan for updating and improving the building. Since this, the Virginia Department of Corrections has now expressed interest. The state has said that if DOC is interested in the building and wants to take it, they will give them priority, but if not, the City of Covington can bid again.

New Business

Staff Update – Grants

Morgan Romeo provided an update to the Committee members on grants currently in progress, applications being submitted, or applications being reviewed. She reviewed the Grant Update document that was share in the Agenda packet for the meeting.

Policy Updates

Leah shared that the Executive Committee voted at their meeting to approve the policy changes that were being discussed today. The Executive Committee meeting happened prior to this Committee meeting and some were time sensitive. The group reviewed the background document that explained the policy changes being presented. Some included updating references where the state has made policy changes, some were grammatical corrections and updating names and job titles. However, some are refining our policies based on funding changes and reductions. This year, Virginia took a 10% cut in WIOA Title I funding, which means our local area can expect to also take a cut. Board staff have been taking a look at maximum funding allotments per participant to be better stewards of our federal money. Previously, the Board had increased caps for spending per participant during COVID due to an influx of funding, but that influx is drying up and we need to dial back our spending to match our funding.

Maiya Ashby clarified that the policy changes are dropping caps back to where they were pre-covid. Leah confirmed and noted that the biggest struggle with this change may be with the training providers, but she would also note that there are other pots of funding

available that should be researched and utilized more. Maiya noted that it is unfortunate that we see other things increase and yet workforce development funding continues to decrease.

Abby Hamilton asked staff if they think we could still serve the same number of people. Leah noted that we would have to reduce the number of people that we serve because the costs of things are not decreasing to match the policy change.

Kim Dameron asked if staff were seeing an increase in the cost of training. Leah noted that yes, training costs have increased in the last 5 years, to keep up with costs to pay instructors and operate programs.

Kim also noted that the translation service provided by the state is now Homeland Language Services, which replaced Propio. Kim will share the new process to use this service with the Management Team at the Center. Staff will review the changes needed to this policy & bring it back in June.

No Committee Action is needed, as the Executive Committee has already voted and approved the other policy changes.

Training Funding Update

Leah shared an update to the conversation she had at the last Board meeting regarding Fast Forward funding at the Community Colleges. At that meeting, there was some conflicting information about Fast Forward funding availability for the coming year. Since then, we have learned that the Virginia Community College System has put a stop on Fast Forward funding for the current year (ending June 30, 2025) as the budget has been overspent for the year. There is a discussion that G3 funds may be available to get through the end of the year.

Program Operations Report

PY24 Programs Report

Stephanie Martin presented the Programs Report. She shared that the team is continuing to serve job seekers, with referrals still coming in daily. She shared that the Youth program enrollments are trending in the right direction, but we still need to get the word out better about the Youth program and identify ways to connect with that population and attract more to our program services. Adult enrollments are slowing down as we manage our budget and do a better job of explaining our program services to folks, which is allowing us to provide quality service and successful outcomes.

Kim asked about JobCorps and the partnership with that organization for Youth referrals. Morgan noted that we do have a partnership with them, but their location being so physically distant from our region means they rarely have young folks who are moving to our area.

Strategic Plan Actions

Committee Goals & Strategies

Morgan shared that the Board's Strategic Plan Goals will be split amongst the Committees of the Board. This group will have some new Strategic Goals that they will be working towards and keep in mind as we are doing our work. The Committee will identify action items and timelines and monitor Board staff progress towards these goals moving forward. This will be a standing agenda item for the meetings as we move forward.

Abby asked if the Committee could dedicate time at each meeting to map out actions and progress. Leah responded yes.

Maiya asked if the Board will be adding any new committees. Morgan responded that yes, we will be adding a Communication and Outreach Committee

Upcoming Meetings

Program Oversight Committee Meetings for the new year will be scheduled via email with calendar invites sent once confirmed.

Adjournment

Abby Hamilton adjourned the meeting at 3:00pm.

Month	Intake	First Visit	First Visit (%)	Avg # Visits/Customer	Unique Visitors	Veterans	Workshops	Adult Ed Students
Jul-24	719	210	29.2%	1.4	508	58	0	180
Aug-24	80	23	28.8%	1.3	62	9	0	278
Sep-24	32	9	28.1%	1.3	25	6	14	319
Oct-24	31	8	25.8%	1.1	27	4	0	1079
Nov-24	17	6	35.3%	1.1	16	2	0	241
Dec-24	51	16	31.4%	1.3	40	2	0	175
Jan-25	62	17	27.4%	1.1	54	2	14	153
Feb-25	60	18	30.0%	1.2	50	3	0	153
Mar-25	219	75	34.2%	1.4	158	12	6	266
Apr-25	383	117	30.5%	1.5	258	30	185	283
May-25	568	207	36.4%	1.5	369	35	0	307
Jun-25	556	175	31.5%	1.5	373	56	0	265
TOTALS	2778	881	31.7%	1.4	1940	219	219	3699

Hiring Events (Job Seekers Attended)	Hiring Events (Employers Attended)	Hiring Events (Total Events)	Total Visitors	Customer Satisfaction Surveys	Percentage CSS Submitted
5	4	4	904	38	5.3%
0	0	0	358	20	25.0%
161	15	1	526	4	12.5%
271	88	5	1381	9	29.0%
57	4	4	315	6	35.3%
5	1	1	231	20	39.2%
71	7	7	300	42	67.7%
32	6	6	245	34	56.7%
56	3	3	547	44	20.1%
43	20	2	894	37	9.7%
32	5	6	907	54	9.5%
19	4	4	840	34	6.1%
752	157	43	7448	342	12.3%

August 2025 New ETPL Applications

Provider	Provider Requirements
Ferrum	x
Programs	Program Requirements
Data Analyst Career Training Program Continuing Ed	x
Python Developer Career Training Program Continuing Ed	x

Title: Equal Opportunity (EO) Policy	
Effective Date: 1/27/2017	Revised Date: 9/24/2025

Purpose

The Greater Roanoke Workforce Development Board (GRWDB), as a recipient of federal funds, is obligated to comply with the nondiscrimination and equal-opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination on the basis of race, color, religion, gender, national origin, age, disability, political affiliation or belief and, for beneficiaries only, citizenship, as well as any other classes protected by federal law, and participation in WIOA programs.

References

- Civil Rights Act of 1991
- Civil Rights Act of 1964
- Age Discrimination in Employment Act
- Americans with Disabilities Act of 1990
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973
- Title IX Education Amendments Act of 1972
- Workforce Innovation and Opportunity Act
- Title IX Education Amendments Act of 1972
- State's Methods of Administration (MOA)
- DOL Civil Rights Center and state policy directives
- Immigration Reform and Control Act of 1986
- Equal Pay Act
- VWL # 15-05, Change 1 WIOA Discrimination Complaint Process
- VWL # 16-09, Change 1 WIOA Program Grievance and Complaint Processing

Policy

It is the policy of the GRWDB to provide equal opportunity to all employees and applicants for employment as well as participants in or recipients of any GRWDB program or activity. The Board will ensure recruitment and hiring of staff is done in a manner that reflects the available workforce in the local and regional areas without regard to protected statuses. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: race, color, religion, gender, national origin, age, disability, or political affiliation or belief, and for beneficiaries only, citizenship or participation in WIOA.

Any person who believes he or she has been subjected to discrimination based on the above has the right to file a complaint within 180 days of the alleged discrimination.

WIOA-funded programs and activities will allow for physical as well as program accessibility to individuals with disabilities, programs will be provided in the most integrated environment appropriate to individuals with disabilities, and that communications with individuals with disabilities will be as effective as communications with others.

Procedure

The GRWDB has designated the Special Operations Director as their Equal Opportunity (EO) Officer, who will be responsible for adopting and publishing complaint procedures and ensuring that they are followed. The EO Officer is also responsible for ensuring publication of the name, title, address, telephone number and TDD number of the EO Officer or other individuals responsible for receiving complaints. The local staff of the One Stop Operator will act as an EO liaison. The EO Officer can be contacted at the Board's office at 1 S Jefferson Street, 3rd Floor, Roanoke, VA 24011 or via telephone at 540-613-1559. If the EO Officer is unavailable to receive complaints, the Executive Director will be the alternative contact.

The GRWDB, Virginia Career Works Centers, Program Operators and Training Providers shall include in orientations to employees and/or participants a discussion of their rights under the nondiscrimination and equal opportunity provisions and the right to file a complaint of discrimination with either the local workforce investment board (LWIB)/Civil Rights Commission (CRC)/ U.S. Department of Labor (DOL) for customers and vendors or the GRWDB EO Officer/U.S. Equal Employment Opportunity Commission (EEOC) for employees and applicants. The EO Officer has the responsibility of communicating the available options of where to file complaints to complainants. Communication of policy shall be documented on a notification instrument for employees and applicants/participants and retained in individuals' files as well as a copy provided to new employees upon employment. Potential vendors should be notified of this policy by statements in contracts and MOUs. The GRWDB shall ensure audio access to Equal Opportunity information for individuals with visual disabilities, as well as persons who have difficulty reading and/or comprehending written materials. Additionally, "Equal Opportunity Is the Law" posters will be posted in prominent locations which are accessible to applicants, eligible participants, participants, applicants for employment & employees, applicants for funding and other interested parties. These posters contain a nondiscrimination and EO statement as well as information about filing a complaint. Where a significant portion of eligible population may need service or information in a language other than English or Spanish, the GRWDB shall provide the initial notice and other material in the needed language to the extent possible.

Customers and vendors may file discrimination complaints with the GRWDB EO Officer (contact information above) or with the Director, Civil Rights Center, U. S. Department of Labor:
Director, Civil Rights Center (CRC)
U.S. Department of Labor,
200 Constitution Avenue, N.W., Room N-4123
Washington, D.C. 20210.

Or

Vicki M. Tanner
State Equal Opportunity Officer| Virginia Works
vicki.tanner@virginiaworks.gov
Phone: 434-978-8543
2221 Edward Holland Drive, Suite 500

Richmond, VA 23030

Retaliatory action shall not be taken by agency management against any person for filing a complaint of discrimination; opposing a prohibited practice; furnishing information; assisting in participating in any manner in an investigation, review, hearing or any other activity related to the administration of, exercise of authority under, or privilege secured by, the nondiscrimination and EO provisions, of WIOA. In accordance with 29 CFR 38.19, complaints may be filed alleging intimidation and retaliation. Any GRWDB employee, contractor, or employee of a GRWDB contractor found in violation of the policy shall be subject to appropriate disciplinary action. Virginia Career Works Centers and Service and Training providers shall promptly notify the GRWDB EO Officer of any complaints or lawsuits filed against it alleging discrimination.

Complaints must be filed within 180 days of the alleged discrimination. EO complaints may be filed by the individual or on behalf of the individual by an authorized representative. The complaint must be filed in writing and signed by the filer and must include the following information:

- Complainant's name and address, or other means by which the complainant may be contacted;
- Identification of individual(s) and/or organization(s) responsible for the alleged discrimination;
- A description of the complainant's allegations to:
 - Determine GRWDB's jurisdiction of the complaint,
 - Timeliness of the complaint,
 - Specific prohibited basis of the alleged discrimination (i.e., race, sex, etc.), and
 - Apparent merit of the complaint.

The GRWDB may only review complaints that are in its jurisdiction. There are three criteria that determine jurisdiction: basis, timeliness and whether the respondent is a recipient of DOL funds. Basis is met if the claim is regarding those protected classes covered by civil rights (above). Timeliness is met if a complaint is filed within 180 days of the alleged violation. This time limit can be waived by the Director of CRC if certain criteria are met. All programs and activities operated by the GRWDB that are funded by WIOA therefore meet the final criteria for jurisdiction. If it is determined that the board does not have jurisdiction, the GRWDB EO Officer shall notify the complainant in writing that he or she does not have jurisdiction over the complaint, including reasons for the determination, and the complainant's right to file with the Director of CRC within 30 days of the notice and refer the complaint to the appropriate partner. If the EO Officer determines that a One-Stop partner has jurisdiction, the complaint shall be recorded in the complaint log and referred to the appropriate partner for resolution in accordance with their complaint processing procedures.

If the complainant elects to file a complaint with the GRWDB, the GRWDB shall have 90 days to process a complaint and issue a decision (60 days for the GRWDB to investigate and 30 days for a review at the State level, if warranted). If the complainant files with both the CRC and the GRWDB, they will be notified that the CRC shall not investigate until the 90-day period has expired. If the complainant chooses to file with the CRC only, the GRWDB EO officer should log the complaint and assist the complainant in preparing the CRC's Complaint Information Form.

During the 90-day period, complainants may elect to participate in mediation. The choice whether to use mediation or the customary investigative process rests with the complainant. If mediation is not selected, or is unsuccessful, the complaint shall be investigated in accordance with the GRWDB's complaint-processing procedures. Such complaint procedures shall include the following elements:

- Initial, written notice to the complainant, and a notice that the complainant has the right to be represented in the complaint process;
- A written statement provided to the complainant that contains a list of the issues raised in the complaint and, for each issue, a statement whether the GRWDB will accept or reject the issue, and the reasons for each rejection;
- A period for fact-finding or investigation (data collection or on-site) of the issues and review of evidence (direct, circumstantial, comparative, or statistical) followed by the writing of an investigative report;
- A written Notice of Final Action provided to the complainant within 90 days of the date on which the complaint was filed that contains the GRWDB's determination.

The written Notice of Final Action must include:

- The GRWDB's decision on the issue and an explanation of the reasons underlying the decision,
- A description of the way the parties resolved the issue; and
- A notice that the complainant has the right to file a complaint with the Director of CRC within 30 days of the Notice if he/she is dissatisfied with the GRWDB's final action on the complaint.

If the GRWDB does not provide a written decision within 90 days of the filing of the complaint, the complainant need not wait for a decision to be issued but may file a complaint with the CRC within 30 days of the expiration of the 90-day period. If a complainant is not satisfied with the GRWDB's resolution, the complainant may file a complaint with the CRC. Such a complaint must be filed within 30 days of the date the complainant received the Notice of Final Action from the GRWDB. The complainant shall be notified that if the complaint is not filed within 180 days of the alleged discrimination or a complaint has not been filed with CRC within 30 days of the receipt of GRWDB's determination or expiration of the 90-day period, the Director of CRC may extend the time limits for good cause shown.

The GRWDB EO Officer shall determine at the conclusion of the investigation of a complaint whether there is reasonable cause to believe that a violation occurred. If an investigation results in a "reasonable cause" finding, the GRWDB's EO Officer shall submit the signed investigative report, including determination and recommendation, to the State EO Officer for review within 60 days of the filing date. Based on review of the determination, the State EO Officer will determine if further review by the Attorney General's Office, or their designee, is warranted. If the Attorney General's Office concurs with the determination, the GRWDB's EO Officer shall issue a written determination. The determination shall notify the complainant of the specific findings, the proposed remedial or corrective action, and the time in which corrective action must be completed.

Where a “no cause” finding is made, the complainant shall be notified in writing. Such a decision represents the final action of the GRWDB’s EO Officer. The GRWDB’s EO Officer shall notify the complainant of his or her right to file a complaint with the CRC if he or she believes the GRWDB’s resolution is unsatisfactory. The complainant shall be informed that this right must be exercised within 30 days.

If discrimination is found through the process of a complaint investigation, the respondent shall be requested to voluntarily comply with corrective action(s) or conciliation agreement to correct the discriminatory actions or conditions. Actions to correct discrimination deficiencies may include any of the following:

- Back pay, or other monetary relief (Federal funds shall not be used to provide monetary relief);
- Hire or reinstatement;
- Promotion;
- Benefits or other services denied; and
- Any other remedial or affirmative relief such as outreach, recruitment, and training to ensure equal opportunity.

When technical violations are found during compliance monitoring, the EO Officer will notify the recipient in writing of the violations along with recommendations for corrective action. The EO Officer is responsible for providing technical assistance to correct the violations. Corrective action may include policy development or educating individuals responsible for implementing the required action. A follow-up visit, or contact will be made by either the Board’s EO Officer to evaluate progress made toward resolving the violations when a Virginia Career Works Center, Service or Training Provider is cited for discrimination. Violations because of an investigation and/or monitoring efforts shall be made to achieve voluntary compliance by corrective action or a conciliation agreement to correct the discrimination.

The GRWDB shall maintain an automated or manual log of discrimination complaints to include:

- name and address of complainant;
- the basis of the complaint (i.e., race, sex, age, etc.),
- a description of the complaint;
- the date the complaint was filed;
- the disposition and date of disposition of the complaint; and
- other pertinent information.

Records pertaining to discrimination complaints, investigations, or any other such actions shall be retained for a minimum of three (3) years from the date of resolution. Information pertaining to the identity of any person providing information related to, or assisting in, an investigation or a compliance review shall be maintained in a confidential manner to the extent possible. If it is necessary that a person’s identity be disclosed, the person(s) shall be protected from retaliation.

Title: Monitoring and Oversight Policy	Related Forms: No
Effective Date: 1/27/2017	Revised Date: 9/24/25

Purpose

The purpose of this policy is to establish a monitoring and oversight process that allows the Greater Roanoke Workforce Development Board (GRWDB) to achieve acceptable standards for program implementation and to ensuring accountability to federal, state regulations. This policy will outline monitoring and oversight processes to be implemented by the GRWDB with any sub-recipient, sub-awardee, or contractor of the GRWDB.

References

Workforce Innovation and Opportunity Act (WIOA) Public Law No. 113-128
 Virginia Workforce Letter (VWL) #19-06, Change 1, Oversight & Monitoring
 GRWDB Board Bylaws
 GRWDB Financial Operations Manual
 GRWDB and Chief Local Elected Officials (CLEO) Consortium Agreement

Policy

Monitoring and oversight activities conducted by the GRWDB will assess compliance with federal, state, and local regulations established by WIOA Title I, Virginia Works, other discretionary grants, and the GRWDB. Monitoring will also review terms and conditions and adherence to the scope of work between the GRWDB, and the sub-recipient/sub-awardee/contractor as outlined in relevant agreements, contracts, or MOUs. Monitoring activities will take place at least once per year but may take place on a more frequent basis at the discretion of the GRWDB. All monitoring activities will be documented in a final report to the sub-recipient/sub-awardee/contractor and corrective action, when applicable, will be completed by the sub-recipient/sub-awardee/contractor. Corrective action will be required when evidence indicates a possible violation of a federal, state, or local regulation, policy, or process.

Monitoring will include a review of administrative processes (contracts, manuals, policies, agreements, etc.), financial expenditures, including a random sampling of expenditures which may include payroll, accounts receivable/payable, and other relevant expenditure records, and programmatic (participant files, forms, etc.). For any programmatic reviews, this will include a random sample of participant files, between 15-20% of active program files during the program/fiscal year. If the total number of active participants during the applicable time period is less than 25 participants, a full review of all files will occur.

All monitoring activities will be followed by a formal report issued by the GRWDB to the sub-recipient/sub-awardee/contractor. The formal report will include any findings, which are violations of federal, state, or local policy, regulations or procedures, concerns, which are activities that may lead to findings, and considerations, which may be useful to the sub-recipient/sub-awardee/contractor for continuous improvement. Any findings or concerns must be addressed in a written corrective action plan, issued by the GRWDB, and completed by the sub-recipient/sub-awardee/contractor.

Procedure

External Monitoring of GRWDB Activities

The GRWDB, as a sub-recipient/sub-awardee/contractor, shall be subject to monitoring of activities in accordance with relevant funding regulations and requirements. As a sub-recipient of WIOA Title I Adult, Dislocated Worker, and Youth funds, the GRWDB is subject to annual monitoring from the US Department of Labor Employment and Training Administration (federal funder), the Virginia Department of Workforce Development and Advancement (Virginia pass-through for WIOA Title I funding), and the City of Roanoke (local Grant Recipient pass-through for WIOA Title I funding). Monitoring by Virginia Works and the City of Roanoke shall occur on at least an annual basis to satisfy monitoring requirements for WIOA Title I funds. US DOLETA may choose to monitor the GRWDB at any time, but it is not regularly scheduled on an annual basis.

The GRWDB also completes a Single Audit each year in accordance with Uniform Grant Guidance. A qualified Certified Public Accountant firm is procured by the GRWDB in a three-year cycle, and this firm completes monitoring and audit of the GRWDB's organizational structure, financial policies, records, and expenditures, and a programmatic review of the organization's activities. This Single Audit produces an annual audit report for the GRWDB which is reviewed by the Finance Committee and presented to the full GRWDB and CLEO Consortium for acceptance and approval.

Sub-Recipient/Sub-Awardee/Contractor Monitoring

Compliance monitoring activities are scheduled in advance with sub-recipient/sub-awardee/contractors' signatory, designated representative, and/or program operations staff. Additional stakeholders may be notified as to the purpose, procedure, and specific areas to be monitored.

Each contract or program operated by any sub-recipient, sub-awardee, or contractor will be monitored at least annually. Monitoring will include an administrative, fiscal, and programmatic review, as outlined above, as applicable. This may include, but is not limited to:

- A review of applicable written policies and procedures for the program and/or activities that are included in the scope of work with the sub-recipient/sub-awardee/contractor
- Staff and/or participant interviews of the sub-recipient/sub-awardee/contractor

A written report shall be completed for each contract or program monitored and will be provided to the signatory or program representative identified for the sub-recipient/sub-awardee/contractor. All written reports will be retained by the GRWDB according to record retention policies and procedures of the organization. These reports will be presented to the Program Oversight Committee for additional oversight and monitoring by the GRWDB.

Corrective Action and Follow-up

As noted above, any finding or concern noted in the written report shall require corrective action to eliminate reported violations. Corrective action plans are developed and implemented for the purposes of alleviating reported inadequacies in acceptable operating procedures, standards of

accountability or program performance standards. Written responses to initiate corrective action may include any of the following:

- No plan for corrective action with written justification for not initiating such action
- A written plan for corrective action which includes dates for implementing and completing such action
- A written explanation of the appropriate action which has been initiated prior to the issuance for the request for corrective action.

The GRWDB will oversee the corrective action process and ensure that the sub-recipient/sub-awardee/contractor completes all required corrective actions in a timely and efficient manner. Final written reports, including corrective action plans, will be provided to the Program Oversight Committee for review and acceptance.

Special Investigations/Monitoring

Special investigations are conducted of a sub-recipient/sub-awardee/contractor when information is received by the GRWDB which indicates possible fraud, abuse, or alleged criminal activity. The investigation may include a full monitoring of program activities, or a portion of activities related to administrative, fiscal, and programmatic operations. The GRWDB reserves the right to monitor or investigate activities of any sub-recipients/sub-awardees/contractors at any time, without sufficient advance notice, especially in the case of special investigations where potential fraud and/or criminal activity may exist. At the conclusion of any special investigation/monitoring, should the monitoring confirm or reveal additional concerns, the GRWDB reserves the right to request additional documentation from the sub-recipient/sub-awardee/contractor on program activities, the right to request additional support from federal, state, or local entities in monitoring, or the right to notify appropriate legal authorities.

Should an investigation of a sub-recipient/sub-awardee/contractor be warranted, the following procedures will occur:

- The GRWDB Executive Director shall notify in writing the signatory and/or designated program representative of the sub-recipient/sub-awardee/contractor of the need for a special investigation. This written notification will also be shared with the GRWDB Chair and any applicable local, state and/or federal office designee.
- The GRWDB Executive Director and/or GRWDB Chair shall appoint a specific lead to the special investigation. This individual may be another GRWDB staff member, the GRWDB Treasurer, or third-party contractor.
- The GRWDB Chair, with the approval of the GRWDB Executive Committee, may approve other GRWDB members to a special taskforce to offer assistance or advice and additional oversight during the special investigation.

Additional Desk Reviews and Internal Monitoring

For additional checks and balances, the GRWDB may conduct additional internal monitoring on WIOA Title I and other federal, state, and local programs. The GRWDB Senior Operations Director may choose to conduct desk reviews of operations to ensure that the performance objectives of the Greater Roanoke region and individual contracts and programs are attained within reasonable limits. Desk reviews may include, but are not limited to, target program

activities and operations such as case notes, data validation, performance metrics, reporting, Individual Employment Plan development, and eligibility determination. The GRWDB may also choose to contract with a third-party organization to conduct additional monitoring to provide additional checks and balances and an unbiased view on program operations to identify continuous improvement opportunities.

Workforce Innovation and Opportunity Act (WIOA)

Title I Adult and Dislocated Worker Programs

June 2025

**Adult Program
Participants by Month**

Month	New	Total YTD
July	15	15
August	12	27
September	15	42
October	12	54
November	5	59
December	10	69
January	15	84
February	3	87
March	11	98
April	2	100
May	5	105
June	7	112

Carryover Participants	87
New Enrollment Goal	100
Total Participant Goal	187

% Toward New Enrollment Goal	112%
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*end of month should be 100%

**Dislocated Worker Program
Participants by Month**

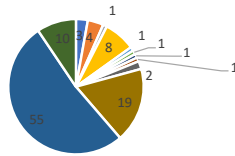
Month	New	Total YTD
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0

Carryover Participants	6
New Enrollment Goal	60
Total Participant Goal	66

% Toward New Enrollment Goal	0%
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*end of month should be 100%

Adults enrolled by County



- Bedford County VA US
- Botetourt County VA US
- Craig County VA US
- Franklin County VA US
- Lynchburg, City of VA US
- Montgomery County VA US
- Prince William County VA US
- Pulaski County VA US
- Radford, City of VA US
- Roanoke County VA US
- Roanoke, City of VA US

N/A - none enrolled this Program Year

Adult Program

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

Post-Secondary	49
OJT Placements	37
Work Experiences	8

Dislocated Worker Program

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

Post-Secondary	1
OJT Placements	1
Work Experiences	0

Adult Program Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$162,000.00	\$68,934.00	\$68,934.00	43%
On-the-Job Training	\$55,000.00	\$118,855.47	\$120,256.47	219%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$780.00	\$780.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$0.00	\$16,876.58	\$18,876.58	0.00%
Certification & Credentialing	\$10,000.00	\$549.00	\$549.00	5%
Other Services	\$10,000.00	\$1,450.00	\$1,450.00	15%
Total	\$237,000.00	\$207,445.05	\$210,846.05	89%

*end of month should be 100%

Dislocated Worker Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$5,000.00	\$0.00	\$0.00	0%
On-the-Job Training	\$10,000.00	\$4,031.94	\$4,031.94	40%
Work Experience	\$0.00	\$0.00	\$0.00	0%
Customized Training	\$0.00	\$0.00	\$0.00	0%
Contract Training	\$0.00	\$0.00	\$0.00	0%
Transitional Jobs	\$0.00	\$0.00	\$0.00	0%
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	0%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	0%
Pre-Vocational Services	\$0.00	\$0.00	\$0.00	0%
Supportive Services	\$0.00	\$0.00	\$0.00	0%
Certification & Credentialing	\$0.00	\$0.00	\$0.00	0%
Other Services	\$0.00	\$150.00	\$150.00	0%
Total	\$15,000.00	\$4,181.94	\$4,181.94	28%

*end of month should be 100%

Workforce Innovation and Opportunity Act (WIOA)
Title I Youth Program
Performance Report
June 2025

Participants by Month

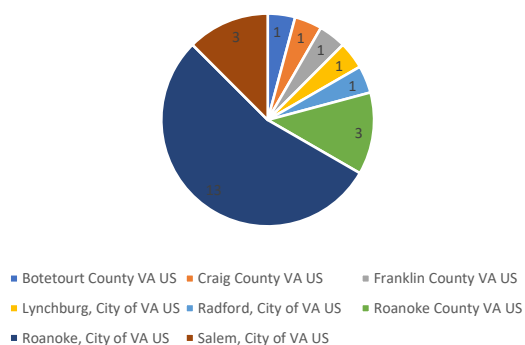
Month	New	Total YTD
July	1	1
August	4	5
September	1	6
October	1	7
November	0	7
December	3	10
January	3	13
February	2	14
March	6	20
April	1	21
May	2	23
June	1	24

Carryover Participants	33
New Enrollment Goal	67
Total Participant Goal	100

% Toward New Enrollment Goal	36%
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**end of month should be 100%*

Youth Enrolled by County



Youth Program

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

Post-Secondary	0
OJT Placements	2
Work Experiences	16

Out of School Youth Program Expenditures				
Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Tutoring, Study Skills	\$0.00	\$0.00	\$0.00	0%
Alternative Secondary School Service	\$0.00	\$0.00	\$0.00	0%
Work Experience/Internship	\$110,000.00	\$58,678.51	\$72,834.50	66%
Occupational Skills Training	\$0.00	\$2,178.00	\$4,673.01	0%
Supportive Service	\$50,000.00	\$5,290.34	\$13,836.86	28%
Adult Mentoring	\$0.00	\$0.00	\$0.00	0%
Follow-up Services	\$0.00	\$0.00	\$0.00	0%
Leadership Development	\$5,000.00	\$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	\$5,000.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Other Youth Services	\$15,000.00	\$750.00	\$750.00	5%
Total	\$185,000.00	\$66,896.85	\$92,094.37	50%

*end of month should be 100%

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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	0%

*end of month should be 92%

Workforce Innovation and Opportunity Act (WIOA)

Title I Adult and Dislocated Worker Programs

July 2025

**Adult Program
Participants by Month**

Month	New	Total YTD
July	13	74
August		74
September		74
October		74
November		74
December		74
January		74
February		74
March		74
April		74
May		74
June		74

Carryover Participants	61
New Enrollment Goal	100
Total Participant Goal	161

% Toward New Enrollment Goal	74%
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*end of month should be 8%

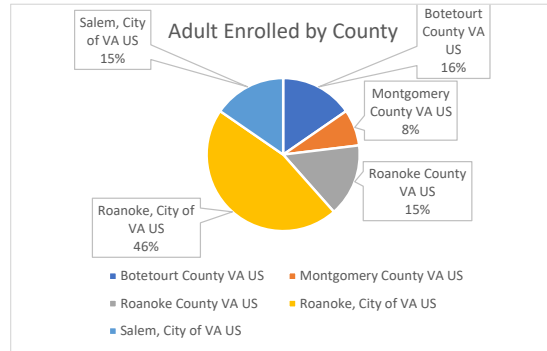
**Dislocated Worker Program
Participants by Month**

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

Carryover Participants	1
New Enrollment Goal	60
Total Participant Goal	61

% Toward New Enrollment Goal	3%
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*end of month should be 8%



N/A - none enrolled this Program Year

Adult Program

Training Participation	
Healthcare	9
Manufacturing	1
Information Technology	4
Financial Services	0
Construction	2
Transportation	0
Education	0
Culinary	0

Post-Secondary	3
OJT Placements	7
Work Experiences	5

Dislocated Worker Program

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

Post-Secondary	0
OJT Placements	0
Work Experiences	0

Adult Program Expenditures & Obligations YTD

Line Item	Budget	Actual Expenditures	Obligations	Actual + Obligated % of Budget
Occupational Skills Training	\$65,000.00	\$0.00	\$19,123.00	29%
On-the-Job Training	\$90,000.00	\$1,971.75	\$10,613.00	12%
Work Experience	\$35,000.00	\$675.00	\$675.00	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	\$3,155.56	\$9,212.49	0.00%
Certification & Credentialing	\$0.00	\$0.00	\$0.00	0%
Other Services	\$5,000.00	\$0.00	\$0.00	0%
Total	\$215,000.00	\$5,802.31	\$39,623.49	18%

*end of month should be 8%

Dislocated Worker Expenditures & Obligations YTD

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

*end of month should be 8%

Workforce Innovation and Opportunity Act (WIOA)
Title I Youth Program
Performance Report
July 2025

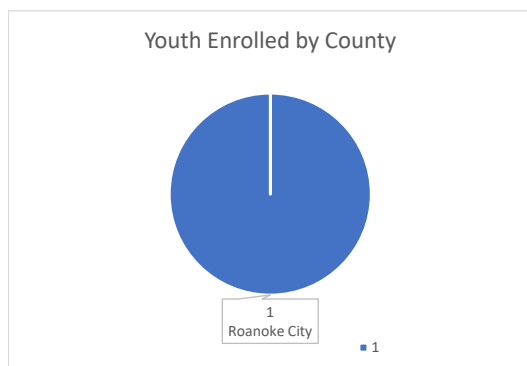
Participants by Month

Month	New	Total YTD
July	1	1
August		1
September		1
October		1
November		1
December		1
January		1
February		14
March		14
April		14
May		14
June		14

Carryover Participants	20
New Enrollment Goal	80
Total Participant Goal	100

% Toward New Enrollment Goal	18%
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**end of month should be 8%*



Youth Program

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

Post-Secondary	0
OJT Placements	0
Work Experiences	0

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	\$85,000.00	\$4,679.00	\$12,453.60	15%
Occupational Skills Training	\$0.00	\$0.00	\$1,089.00	#DIV/0!
Supportive Service	\$20,000.00	\$875.41	\$4,549.88	23%
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	\$7,500.00	\$0.00	\$0.00	0%
Career Awareness & Career Counseling	\$0.00	\$0.00	\$0.00	0%
Other Youth Services	\$15,000.00	\$0.00	\$0.00	0%
Total	\$137,500.00	\$5,554.41	\$18,092.48	13%

*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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	0%

*end of month should be 8%