



*Building partnerships to create workforce opportunities that cultivate business,  
grow jobs, develop people, and build community.*

**Board of Directors Retreat**

**Thursday, November 16, 2023, 10:00 a.m. – 2:00 p.m.**

**Harrisonburg City Hall, Rooms 11 & 12, 409 South Main Street, Harrisonburg, VA**

**Call to Order (10:00 – 10:10)**

- Roll Call
- Quorum Status (Board and Executive Committee)

Jeff Stapel  
Sharon Johnson

**WIOA Business (10:10 – 11:00)**

- Board Minutes April 20, 2023 **(Vote Required)**
- Executive Committee Minutes April 20, 2023 **(Vote Required)**
- Status of WIOA Funding
  - Notice of Current Year Allocations
  - Federal Shutdown
  - Budget 2024 - 2025

Jeff Stapel

Sharon Johnson

- Finance Department Changes
- Workforce Centers Status Update: Winchester  
Harrisonburg  
Fishersville

Tristan Walters  
Chris Hurley

- Business Closures and Rapid Response
- Officer Elections **(Vote Required)**
- Finance Committee
- Workforce System Committee
- Conflict of Interest
  - Decision Brief and Policy **(Vote Required)**
  - Board Member Form
- Board Meeting Dates 2024

Jeff Stapel

**Network to Work (N2W) (11:00 – 12:00)**

- N2W State Funding and Agency Update
- State of the Program and Vision Moving Forward
  - Review of July Kick-off Goals
  - Challenges
  - Current progress
  - Budget for Services
  - Successes
  - Vision

Jeff Stapel  
Sharon Johnson  
Tristan Walters

**Break and Lunch (12:00 – 12:30)**

**N2W Board Discussion (12:30 – 1:15)**

Sharon Johnson, Tristan Walters

- Board N2W Implementation Recommendations
- Board N2W Vision and Involvement

**Workforce Initiatives to Support Employers (1:15 – 1:30)**

Sharon Johnson, Tristan Walters

- On-the-job Training
- Work Experiences
- Apprenticeships

**State Workforce Plan Stakeholder Input Session – Friday, 12/1 (1:30)**

Sharon Johnson

**Other Business (1:50)**

Jeff Stapel

**Adjournment (2:00)**

Jeff Stapel

## **Public Input Rules and Guidelines**

- 1) Citizens desiring to speak during the public input period must sign in on the Public Input Sign-in sheet to provide information which includes printed name, organization (if applicable) and input topic. This will allow for citizens to be recognized by the Chairman of the Board or Consortium during the Public Input period.
- 2) Individuals should stand when recognized by the Chairman of the Board or Consortium; speak their name, organization (if applicable) and input topic.
- 3) Individuals should direct input to the Chairman of the Board or Consortium.
- 4) Individuals are limited to no more than three (3) minutes. The time limit applies per individual and not per topic. Individual input to address multiple topics is limited to five minutes.
- 5) Individuals representing a group of citizens are limited to five (5) minutes; members comprising the group represented forfeit their individual time to speak.
- 6) When there are multiple individuals requesting time for public input on a single topic and the input is the same, at the Chairman of the Board or Consortium's discretion, the number of speakers may be limited in order to make effective use of Board or Consortium member's time and to allow an opportunity for input on multiple topics to be heard by the Board or Consortium.
- 7) All citizens are strongly encouraged to put their comments in writing to the Board or Consortium prior to the meeting for inclusion in the meeting materials. Such written comments should be submitted to the SVWDB office the Monday prior to the Board or Consortium meeting.

**Virginia Career Works – Shenandoah Valley Region is an Equal Opportunity/Program**  
**Auxiliary aids and services are available upon request to individuals with disabilities**

**TDD: VA Relay Center: 711 or 800.828.1120**

*a proud partner of the American Job Center Network*

This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System.



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Board of Directors and Elected Officials Consortium Meeting  
Thursday, July 20, 2023, 10:00 a.m. – 12:00 p.m.

Harrisonburg City Hall, Council Chambers, 409 South Main Street, Harrisonburg, VA

**Welcome and Call to Order:** Chair Jeff Stapel called the meeting to order at 10:00AM. Sharon Johnson called the roll for the meeting. There was a quorum present for the Board but not for the Consortium.  
*Roll Call Sheet Attached*

**Staff Present:** Sharon Johnson, Tristan Walters, Evan Robertson, Stephanie Branner, Tara Bishop, Kaystyle Madden, Paula Woods

**Consent Agenda:** Jeff and Sharon introduced the Consent Agenda to the Board. There was not a quorum of the Consortium present, so approval for the April 20, 2023 and January 19, 2023 minutes was deferred to the next meeting. There was a quorum of the Board present. Christopher Hurley made the motion to accept the minutes as presented and Mike Crider provided the second. There was no further discussion and the motion passed unanimously. The Budget Comparison Report, Business Services Report, and Program Waiver for Career and Follow Up Services were also presented in the Consent Agenda. There were no questions from the Board regarding the items presented.

**Budget Development PY 2023:** Evan Robertson, Finance Director, presented on the Budget Development Decision Brief. Evan explained that since we were in the new program year, the budget is still in development. Some items under review include discretionary grant management/use and personnel. Appropriately leveraging funds will be key moving forward. Another factor in creating the budget is incorporating the 14% reduction to WIOA funding for our area. This accounts for a \$245,000 deficit. Stephanie is working with program staff to account for current obligations and commitments. This does not leave much funding for additional training services outside of what has already been obligated, however Paula Woods, Program Manager, is continuing to work with Lori Strumpf as the Workforce Consultant to identify service opportunities to serve participants. This will be a complete shift in how we administer WIOA programs since further cuts are expected. Virginia as a state was cut 8% this year, and no additional state funds or grant opportunities are anticipated. With all this information taken into consideration, the Finance Director requested that the Board accept the status of the current budget for program year ending June 30, 2024 as incomplete via vote, with the understanding that the budget will be complete and presented in a future meeting. Jo Lee Loveland Link made the motion to accept the budget as presented pending further budget development and John Downey provided the second. There was no further discussion and the motion passed unanimously. In addition to the budget cuts applied to the state, Sharon Johnson provided an update on further cuts being proposed at the federal level. There is a proposed cut of 50% to Title I. It would be eliminating the Youth Program and the SCSEP Program. A vote is expected over the next month but the movement is in the early stages and expected to change over the course of its existence.

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**Eligible Training Provider List:** Over the past 2 years, recertification of the Eligible Training Provider list has been on hold pending state review and the development of new processes/procedures. The SVWDB recently received guidance that the state was not to the point that they could take over the entire process and requested assistance from the local areas to clean up the provider list, obtain new applications, and review the performance measures to the best of our knowledge. We were able to complete all the required information except the performance metrics, but Sharon Johnson was able to provide provisional approval to the providers who completed all the necessary steps. This approval was required before June 30<sup>th</sup>, but we would like to bring it to the Board's attention and conduct a formal vote agreeing with this provisional approval. The motion was made by Cindy Bolan to accept the provisional approval to recertify all active programs on the training provider list until the Board can thoroughly evaluate performance, including most recent data. Jo Lee Loveland Link provided the second, and the motion passed unanimously. There were three abstentions: Jeanian Clark, John Downey, and Sandy Rinker.

**Workforce Center Volunteer:** Provided in the meeting packet was a job description for a Workforce Center Volunteer. The centers have recently lost the Security Guards that were in place throughout the pandemic. The guards were serving in the same capacity as a greeter, and without them, we are looking into new solutions as to how to address that gap. We are looking for interns, a work experience, or volunteers.

**One Stop Operator Report:** One Stop Operator Lori Strumpf, with Strumpf Associates, presented the One Stop Operator report to the Board. This included the quarterly traffic report for each center, updates on the reopening status of the Fishersville Center, and status of both the Harrisonburg and Winchester Centers as well. Lori also spoke to the data collection efforts being made to compile meaningful information from all center partners, to include physical foot traffic and virtual services.

**Skill Builder Presentation:** Sharon Johnson introduced Vici Garber, Adult Education Regional Specialist, Kaystyle Madden, SVWDB Employer Network Director and Paula Woods, SVWDB Program Manager, to present on a recent initiative to work with returning citizens to prepare and assist them with obtaining employment. The program is called Skill Builder, and the basic design consists of paid, on-site training with a partnering employer to prepare individuals for employment. The participants received guaranteed interviews from the partnering employer and there was potential for the activity to continue through an OJT. The participants were recruited from Drug Court and Probation and Parole, and enrolled in WIOA. They were assessed and then placed in the Work Experience with Friendship Industries Vici and Kaystyle worked with the participants during the first few weeks of the program on work readiness skills and preparation for the on-site work. Massanutten Technical Center was a partner and provided job related technical instruction. The instruction was hosted on-site at Friendship Industries. At the same time, the participants were supported by their Career Coaches and Work Based Learning Navigator. There were 5 participants enrolled in Skill Builder with 3 successfully completing. Two of the completers accepted positions at Friendship Industries, while the other opted to explore a different opportunity.

**Network2Work:** SVWDB Operations Director. Tristan Walters, provided an update on the implementation status of Network2Work. Currently, the team is working to identify providers and employers to prepare the system for job seeker referrals. Connectors have also been identified and a Connector Orientation is in the works once all Providers are finalized and entered into the platform. Tristan also introduced the Network2Work staff responsible for carrying out the project. Tara Bishop is the Project Coordinator, and responsible for initial Provider Network set up as well as platform

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oversight. Shauna Cox is the Job Seeker Coach, responsible for working with all job seekers. Tristan listed several goals the team is hoping to accomplish over the next few months, including enrolling approximately 10 Job Seekers in July after the platform is built out, and 20 per month moving forward.

**Virginia Department of Workforce Development:** Sharon Johnson provided Board Members an update on the current transition to the Virginia Department of Workforce Development and Advancement (VDWDA). The agency recently released a timeline for partners transitioning to the new agency, and that information was provided to attendees. Title I and Network2Work are scheduled to move to the agency in March of 2024.

**Portal Implementation Status:** John David Smith Jr., Mayor of Winchester and also Chair of the Operations Committee for the Virginia Board of Workforce Development (VBWD), provided an update regarding the Virginia Career Works My Journey Portal. Currently the portal is on hold, and at the last meeting, members of the Operations Committee were discussing utilizing a method that is already in place vs. reinventing the wheel. Right now, the committee is going back to the drawing board to review all the options that could serve in this capacity.

**Adjournment:** The meeting was adjourned at 12:00PM and there was no request for public input.

Respectfully submitted,  
Tristan Walters

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# SVWDB Board of Directors Roll Call

Meeting Date: 7/20/2023

Present	Absent	Name	Public/Private
x		Cindy Bolan	Private
x		Bob Huch	Private
	x	Sandy Stowers	Private
	x	Steve Burnette	Private
	x	Meredith Mathis	Private
x		Michael Crider	Private
x		Randy Doyle	Private
x		Jo Lee Loveland Link	Private
	x	Elizabeth Fuchs	Private
x		Elizabeth Savage	Private
	x	Corey Sheridan	Private
x		Yolanda Shields	Private
x		Jeffrey W. Stapel	Private
x		Debby Hopkins	Private
	x	Mary Staubus	Private
	x	Victoria Zabala	Private
9	7	16 Private/Quorum 8	
	x	John Albert	Public
x		Courtney Thompson	Public
	x	Sharon Baroncelli	Public
x		Jeanian M. Clark	Public
x		John Downey	Public
	x	John Rainone	Public
x		Kevin Hutton	Public
x		John Jackson	Public
x		Sharon Hetland	Public
x		Celest Williams	Public
	x	Jay Langston	Public
x		Katy Parrish	Public
x		Chris Hurley	Public
	x	Lorne Seay	Public
9	5	14 Public/Quorum 7	



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**Executive Committee Meeting  
Thursday, July 20, 2023, 12:15 – 2:00 p.m.  
VCW Center – Harrisonburg, Large Conference Room  
160 North Mason Street, Harrisonburg, VA**

**Call to Order:** Chair Jeff Stapel called the meeting to order at 12:15PM. Sharon Johson conducted Roll Call and there was a quorum present. *Roll Call Sheet Attached*

**Staff and Guest Present:** Sharon Johnson, Evan Robertson, Tristan Walters, and Lori Strumpf.

**Board Items Requiring a Vote:** Due to a quorum at the Board Meeting, there was no additional Board business that required a vote.

**Approval of Minutes:** The minutes from the 4/20/2023 Executive Committee Meeting were presented for approval. John Downy made the motion to accept the minutes as presented, and Yolanda Shields provided the second. There was no further discussion and the motion passed unanimously.

**Decision Brief, Employee Annual Leave Maximum Carryover:** Finance Director Evan Robertson introduced a Decision Brief to the Executive Committee regarding Sharon Johnson's Annual Leave carryover. Sharon is over the maximum amount of allotted carryover by 10 hours. The Decision Brief presented is requesting approval to amend the policy in this instance and allow Sharon to carryover all of her time, including the 10 excess hours. She currently has plans to expend that time in the next month. John Downey made the motion to approve the carryover of all of Sharon's Annual Leave. Jo Lee Loveland Link provided the second, and the motion passed unanimously. There was no further discussion.

**Network2Work Operational Discussion:** Continuing the conversation from the Board Meeting, Operations Director Tristan Walters accepted questions from the Executive Committee regarding the current implementation status and information presented. The Committee discussed potential connections and solutions to the current gap in Providers being faced for items such as Childcare and Housing. The members made a few suggestions for partners to reach out to (Housing and Redevelopment, Way2Go, New Bridges). There was also discussion around the loaner fleet that Ridge Schuyler is currently utilizing in the Charlottesville area. We are still a ways away from incorporating that model in the Valley, but have some partners in place that would be helpful in pursuing that initiative in the near future. There was also a discussion around marketing services to job seekers in the region to assist in building the referral pipeline. Staff are anticipating that a bulk of the referrals will come from Connectors, Providers, and VEC Staff. There is also the potential to market services through different methods of outreach (flyers provided during delivery services i.e. DoorDash). Tristan agreed that all are items we can try but did explain that the team wanted to stick to the Network2Work original model of grassroots referrals. After a month of standard operations, the team will reevaluate and discuss new strategies. There was also discussion around incorporating OJT and Apprenticeship in the system. Sharon Johnson and Ridge Schuyler have been in conversation with Debby Hopkins at Appteon to discuss what that would look like on the platform. There was also conversation around setting up a subcommittee to offer guidance and support when needed to the Network2Work team. During initial set up, this was not determined to be necessary, however once the program is going it would be great to have different ideas and perspectives from a subset of Board Members.

**Strategic Discussion:** Branching off of the Strategic Discussion held at the Board Meeting, Sharon Johnson provided an update on the current initiatives that she is assisting with in the region. This includes the potential for Region 8 GO Virginia funding for the Talent Pathways Initiative. Sharon is also participating in the Regional Economic Recovery Series and is hoping that could lead to partnerships and potential funding opportunities that will align with the needs of the region and the vision of the Board. There was also a request made to work with Jay Langston at the Shenandoah Valley Partnership on a potential project, and to begin setting those meetings up in January.

**Adjournment:** There was no additional discussion or request for public input. The meeting was adjourned at 2:00PM

Respectfully submitted,  
Tristan Walters



## Executive Committee Roll Call

**Meeting Date: 7/20/2023**

<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Public/Private</b>
x		Randy Doyle	Private
x		Elizabeth Savage	Private
x		Yolanda Shields	Private
x		Jo Lee Loveland Link	Private
x		Jeff Stapel	Private
<b>5</b>		<b>5 Private</b>	
	x	Jeanian M. Clark	Public
x		John Downey	Public
	x	Jay Langston	Public
x		Katy Parrish	Public
x		Chris Hurley	Public
<b>3</b>	<b>2</b>	<b>5 Public</b>	

**VIRGINIA COMMUNITY COLLEGE SYSTEM**  
Arboretum III - 300 Arboretum Place, Third Floor, Suite 200  
Richmond, Virginia 23236

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

ISSUED BY: U. S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION

PASS-THROUGH ENTITY: VIRGINIA COMMUNITY COLLEGE SYSTEM

ISSUE DATE: July 14, 2023

GRANT NUMBER: 23A55AY000030

**PY 2023 NOTICE OF OBLIGATION**

Subrecipient: Page County  
DUNS #: 138839399  
SAM Unique Entity ID: NAEGP2JRWR53

NOO No.: LWDA 4-23-01  
Effective Date: April 1, 2023  
Program Code: 1400

<u>CFDA</u>	<u>Fund Type</u>	<u>Prior Level</u>	<u>CHANGE</u>	<u>New Level</u>
17.258	Adult Programs	\$ 0	\$ 0	\$ 0
17.259	Youth Programs	\$ 0	\$ 555,219	\$ 555,219
17.278	Dislocated Worker Programs	\$ 0	\$ 0	\$ 0
	<b>Total All Programs</b>	<b>\$ 0</b>	<b>\$ 555,219</b>	<b>\$ 555,219</b>

Description: Effective April 1, 2023, in accordance with Training and Employment Guidance Letter 15-22, PY 2023 WIOA youth allotment funds are governed by all applicable provisions of WIOA and are for preparation and programmatic activities for WIOA youth program implementation on July 1, 2023.

For this subaward, the Subrecipient must adhere to: PY 23 WIOA Terms and Conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 Code of Federal Regulations (CFR) Part 200, and U.S. Department of Labor exceptions codified at 2 CFR Part 2900. Administrative costs are limited to 10% of the funds allocated. The period of availability expires June 30, 2025.

Approved by: Randall Stamper  
Associate Vice Chancellor  
Career Education and Workforce Development  
(804) 819-4691

Date: 14-Jul-23

cc: Shenandoah Valley Workforce Development Board  
Page County Finance Department

**VIRGINIA COMMUNITY COLLEGE SYSTEM**  
**Arboretum III - 300 Arboretum Place, Third Floor, Suite 200**  
**Richmond, Virginia 23236**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

ISSUED BY: U. S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION  
PASS-THROUGH ENTITY: VIRGINIA COMMUNITY COLLEGE SYSTEM  
ISSUE DATE: November 2, 2023

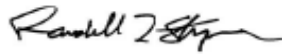
**PY 2023 NOTICE OF OBLIGATION**

Subrecipient: Page County  
DUNS #: 138839399  
SAM Unique Entity ID: NAEGP2JRWR53

NOO No.: LWDA 4-23-04  
Program Code: 1400

<u>CFDA</u>	<u>Fund Type</u>	<u>Grant Award #</u>	<u>Effective Date</u>	<u>Prior Level</u>	<u>CHANGE</u>	<u>New Level</u>	<u>Total Formula Fund</u>
17.259	Youth Programs	23A55AY000030	4/1/2023	\$555,219	\$0	\$555,219	\$555,219
17.258	Adult Programs	23A55AT000020	7/1/2023	\$87,343	\$0	\$87,343	
17.258	Adult Programs	23A55AT000020-01-01	10/1/2023	\$0	\$356,754	\$356,754	\$444,097
17.278	Dislocated Worker Programs	23A55AW000023	7/1/2023	\$91,139	\$0	\$91,139	
17.278	Dislocated Worker Programs			\$0	\$0	\$0	\$91,139
<b>Total All Programs</b>				<b>\$733,701</b>	<b>\$356,754</b>	<b>\$1,090,455</b>	<b>\$1,090,455</b>

For this subaward, the Subrecipient must adhere to: PY 23 WIOA Terms and Conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 Code of Federal Regulations (CFR) Part 200, and U.S. Department of Labor exceptions codified at 2 CFR Part 2900. Administrative costs are limited to 10% of the funds allocated. The period of availability expires June 30, 2025.

Approved by:   
\_\_\_\_\_  
Associate Vice Chancellor  
Career Education and Workforce Development  
(804) 819-4691

Date: \_\_\_\_\_ November 2, 2023

cc: Shenandoah Valley Workforce Development Board  
Page County Finance Department

**VIRGINIA COMMUNITY COLLEGE SYSTEM**  
**Arboretum III - 300 Arboretum Place, Third Floor, Suite 200**  
**Richmond, Virginia 23236**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

ISSUED BY: U. S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION  
PASS-THROUGH ENTITY: VIRGINIA COMMUNITY COLLEGE SYSTEM  
Issue Date: November 6, 2023

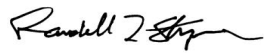
**PY 2023 NOTICE OF OBLIGATION**

Subrecipient: Page County  
DUNS #: 138839399  
SAM Unique Entity ID: NAEGP2JRWR53

NOO No.: LWDA 4-23-05  
Program Code: 1400

<u>CFDA</u>	<u>Fund Type</u>	<u>Grant Award #</u>	<u>Effective Date</u>	<u>Prior Level</u>	<u>CHANGE</u>	<u>New Level</u>	<u>Total Formula Fund</u>
17.259	Youth Programs	23A55AY000030	4/1/2023	\$555,219	\$0	\$555,219	\$555,219
17.258	Adult Programs	23A55AT000020	7/1/2023	\$87,343	\$0	\$87,343	
17.258	Adult Programs	23A55AT000020-01-01	10/1/2023	\$356,754	\$0	\$356,754	\$444,097
17.278	Dislocated Worker Programs	23A55AW000023	7/1/2023	\$91,139	\$0	\$91,139	
17.278	Dislocated Worker Programs	23A55AW000023-01-01	10/1/2023	\$0	\$331,474	\$331,474	\$422,613
<u>Total All Programs</u>				<u>\$1,090,455</u>	<u>\$331,474</u>	<u>\$1,421,929</u>	<u>\$1,421,929</u>

For this subaward, the Subrecipient must adhere to: PY 23 WIOA Terms and Conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 Code of Federal Regulations (CFR) Part 200, and U.S. Department of Labor exceptions codified at 2 CFR Part 2900. Administrative costs are limited to 10% of the funds allocated. The period of availability expires June 30, 2025.

Approved by:   
Associate Vice Chancellor  
Career Education and Workforce Development  
(804) 819-4691

Date: November 6, 2023

cc: Shenandoah Valley Workforce Development Board  
Page County Finance Department



**Board of Directors Officer Slate**  
**Officer Election to Elect Chair, Co-Vice Chair, Emeritus Chair**  
**November 16, 2023**

<b>Board Office</b>	<b>Nominee</b>
<b>Chair</b> Executive Committee	<b>Randy Doyle</b> Holtzman Oil and Propane Appointed by Shenandoah County
<b>Co-Vice Chair</b> Executive Committee <i>Voted into Office April 20, 2023</i>	<b>Yolanda Shields</b> YES Builds Coaching and Consulting Appointed by CEO Consortium
<b>Co-Vice Chair</b> Executive Committee	<b>Elizabeth Savage</b> Valley Health System Appointed by Frederick County
<b>Co-Treasurer</b> Finance Committee Co-Chair <i>Voted into Office April 20, 2023</i>	<b>Jo Lee Loveland Link</b> Volvox, Inc. Appointed by Frederick County
<b>Co-Treasurer</b> Finance Committee Co-Chair <i>Voted into Office April 20, 2023</i>	<b>Katy Parrish</b> Shenandoah Initiative for Adult Education (SHINE) Representing Adult Education Appointed by CEO Consortium
<b>Emeritus Chair</b>	<b>Jeff Stapel</b> Shickel Corporation (Past Chair)

**Call for Committee Members**  
**Board Retreat November 16, 2023**  
**Committee Information and Descriptions**

**General Information**

- Committees meet quarterly before each Board meeting, usually meeting a week or two before the next Board meeting. If needed, there may be called meetings.
- Committee meetings are usually virtual.
- Committees are staffed by SVWDB staff.
- Committee Chairs will provide a report at each Board meeting.
- Committee Chairs serve on the Executive Committee.
- Committees make recommendations to the Board and decisions are made by Board vote. If there is not a Board quorum, the Executive Committee has the authority to vote on behalf of the Board.
- Committee members do not have to be Board members. The Chair must be a Board member.

**Finance Committee**

The Finance Committee ensures that the staff exhibits sound fiscal management of the organization's funds. The committee provides oversight of the WIOA and grant(s) budgets and is tasked with review of financial reports. The duties of the committee are:

1. Reviews the budget of the organization on an annual basis.
2. Reviews operational budgets to ensure adequate support of program design and goals.
3. Works with staff to oversee the annual audit, including:
  - Select an independent firm to conduct an annual audit.
  - Work with staff to provide oversight to the auditor.
  - Review the annual audit.
  - Recommend approval or modification of the audit to the Executive Committee.
4. Provides guidance and makes requests regarding procedures and processes for tracking and reporting financial information.
5. Ensures the practice of internal controls on how financial data is generated, recorded, and reported.
6. Works with staff to ensure that the annual conflict of interest forms are signed by each board member.

**Workforce Delivery System Committee**

The purpose of this committee is to provide information and assist with operational and other issues relating to the workforce delivery system. This committee assists with operational and other issues relating to the provision of services to underserved and underrepresented populations. The committee may include one-stop partners and/or one stop system representatives. The operations of the one-stop centers will also be a focus of the Committee. The duties of the committee are:

1. Works with staff to lead the development, implementation, and oversight of programs, policies, and services.
2. Examines if strategies proposed in the system's strategic plan are being implemented as related to program operations.
3. Examines existing programs and services and makes recommendations for changes.
4. Provides program oversight, reviews participant and fiscal data, and monitoring (internal and external).
5. Evaluates all program goals, performance measures, and quality.
6. Oversees the implementation of new program components.
7. Reviews policies governing programs and services to be adopted by the WDB.
8. Reviews and evaluates WIOA training providers and programs on the Eligible Training Provider List (ETPL).



## Shenandoah Valley Workforce Development Board

### BOARD DECISION BRIEF Conflict of Interest Policy

**Date:** November 16, 2023

**Reference:** Revised OP 15-03 Conflict of Interest Policy for Board Approval

**Background:** This policy is to ensure that operational decisions made by the Shenandoah Valley Workforce Development Board, Inc., and the use or disposition of Board assets and resources, are made solely to benefit the Board's mission and are not influenced by any private or personal benefit to the individuals taking part in the decision making process.

**Issues:** No issues identified

**Summary:** The Chief Executive Officer and EO Officer recommend that the Board approve the policy.

**Action Needed:** A motion to approve the policy revisions presented.

**Effective Date:** November 16, 2023

## **Policy and Procedure**

<b>Title:</b>	Conflict of Interest	<b>Number:</b>	OP 15-03
<b>Effective Date:</b>	November 19, 2015	<b>Revised:</b>	11/16/2023

### **Purpose**

To provide guidance on maintaining the highest ethical standards for members of the Shenandoah Valley Workforce Development Board (SVWDB), its staff, sub-recipients, and any vendors funded under the Workforce Innovation and Opportunity Act (WIOA) and/or with any funds provided by the SVWDB.

### **References**

1. Workforce Innovation and Opportunity Act (WIOA) of 2014, (Pub. L. 113-128)
2. WIOA Final Regulations, 20 CFR Part 678 and 679
3. Virginia Conflict of Interests Act, Va. Code § 2.2-3100
4. Virginia Board of Workforce Development Policy 200-02 Establishment and Membership of LWDBs
5. 2 CFR § 200.318(c)(1); 2 CFR § 200.112
6. USDOL ETA TEGL No. 35-10

### **Background**

A Conflict of Interest Policy is required in order to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds.

Grantees, sub-recipients, and vendors funded under the Workforce Innovation and Opportunity Act (WIOA), whether in whole or in part, must abide by the Workforce Innovation and Opportunity Act of 2014, the WIOA Guidance, all applicable Code of Federal Regulations (CFR), and any Commonwealth of Virginia WIOA policies regarding conflict of interest.

### **Policy**

Conflict of interest, actual or perceived, will not be tolerated. Any duality of interest or actual or perceived conflict of interest on the part of any SVWDB Board members, staff, and vendors shall be disclosed to the Chair of SVWDB or the Chief Executive Officer and made a matter of record when the interest becomes a matter of Board action. A member must publicly declare that a possible conflict of interest exists before the agenda item in question is introduced. A member must disclose the nature of the conflict. The person chairing the meeting will then acknowledge the declaration. Members involved in an acknowledged conflict of interest must refrain from all discussion and abstain from all voting relative to the affected agenda item. The meeting minutes shall reflect that a disclosure was made and the abstention from voting and the discussion.

The conflict of interest policy shall be reviewed annually at a meeting of the Board to provide information and guidance to the members. Any new members of the Board shall be advised of the policy upon entering the duties of their office.

### **Definitions**

“Conflict of Interest” refers to the conflict between the public obligation and the private interests of the persons or entities identified in the Purpose Section of this Policy.

“Member” refers to a member of SVWDB unless otherwise specified.



"Employee" refers to an employee of the SVWDB unless otherwise specified.

"Financial interest" includes possible disadvantages to a competitor of the business or nonprofit entity that the member represents.

"Gratuities, favors, and anything of monetary value" is defined as anything in excess of \$200 annually from any entity. In addition, no matter the value, acceptance is acceptable of an item that is equally offered to all attendees at a conference or an event because no one individual Board member will be unduly influenced.

## **Requirements**

1. No individual in a decision-making capacity shall engage in any activity, including participation in selecting, awarding, or administering a subgrant or contract supported by the organization's funds if a conflict of interest (actual, implied, or apparent) would be involved.
2. A Board member must neither cast a vote on nor participate in any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his immediate family. The U.S. Department of Labor's Final Rule defines "participate in a decision-making capacity" as discussing an issue and influencing, or trying to influence, other SVWDB members or staff to take a position for or against an issue.
3. A conflict of interest under paragraphs 1 and 2 would arise when:
  - An individual, i.e., employee, officer, or agent,
  - Any member of the individual's immediate family (partners, spouse, children, or siblings),
  - The individual's partner or
  - An organization that employs or is about to employ an individual (individual has received a job offer from the organization) who has financial or other interests, either through ownership or employment, and participates in the selection or award of funding for that organization or firm.
4. Members of the Board will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The Board may set minimum rules where the gift is an unsolicited item of nominal intrinsic value.
5. Neither membership on the Board nor the receipt of WIOA funds to provide training or other services shall be construed to violate the Act's or Regulations' conflict of interest provisions.
6. Members shall not be financially interested in any contract they made in their official capacity or any contract created by the SVWDB. If a member has a remote interest in a contract, that member shall disclose such interest to the SVWDB Chair so that the interest can be noted in the official records; shall not influence or try to influence another member to enter into the contract or not enter into the contract; and shall not vote concerning whether the SVWDB should enter into the contract.
7. Each employee will follow Virginia laws and regulations regarding financial disclosure and conflict of interest.
8. Each vendor will follow Virginia laws and regulations regarding financial disclosure and conflict of interest.
9. When the SVWDB Chief Executive Officer (CEO) determines that they should not make a governmental decision because s/he has a disqualifying interest in that decision, the SVWDB Chief Executive Officer shall disclose their determination and disqualifying interest in writing to the chairperson of the SVWDB in addition to following any state requirements.
10. When an employee (other than the SVWDB CEO) or a consultant determines that they should not make a governmental decision because they have a disqualifying interest in that decision, that person shall disclose their determination and disqualifying interest in writing to the SVWDB CEO.

11. If an employee is notified or becomes aware of a potential conflict of interest concerning a member, employee, or vendor, the employee will inform the SVWDB CEO. If the potential conflict involves an employee, the SVWDB CEO will dismiss the employee from all matters related to the potential conflict. If the potential conflict involves a member, the CEO will consult with the chairperson of the SVWDB.
12. Any member who believes a conflict of interest exists concerning another member can declare so during the appropriate meeting. Suppose the issue is challenged or disputed by the affected member. In that case, the meeting chairperson will refer the matter to the organization's counsel for final determination, and the agenda item will be tabled pending a final opinion from counsel.
13. All instances of nonparticipation due to declared conflicts of interest shall be duly recorded in the minutes of the appropriate Board or committee meeting and shall serve as documentation of compliance with this policy. Instances in which a member has chosen not to be present at a meeting where a conflict of interest might arise shall likewise be recorded in the minutes.
14. An SVWDB member must not engage in any activity that constitutes a conflict of interest by the Commonwealth of Virginia.
15. All Board members must sign, on an annual basis, the Conflict of Interest Disclosure Form attached to this policy.

### **Scenarios**

Board members are community leaders. Many are active in their communities in various capacities, including boards and committees. Being an active leader in multiple roles can create actual and apparent conflicts of interest. These can occur regularly through membership, employment, family, or business connections. Each Board member must recognize their conflict of interest, actual or apparent.

Two common scenarios are:

- A service provider member is also a voting member of a WDB. The next WDB meeting has on its agenda five training providers wanting to be on the certified training provider list to be discussed. Three of those training providers offer programs of the service provider. Therefore, this is an actual conflict. This voting member of the WDB must disclose the conflict, abstain from any discussion, **and vote** on these training providers.
- A community agency responds to the WDB's competitive process. One of the WDB members is connected to the agency through employment or Board involvement but not within the scope of the service being offered. If this is not an actual conflict, it certainly is an apparent conflict in which an agency the WDB member is affiliated with can benefit from the influence of this individual. The WDB member should disclose the conflict, abstain from discussion, **and vote**. If the conflict is not disclosed, the WDB's decision can be perceived by the community as misleading, raising how open and fair the process was.
- An example from an actual audit finding stated: "*The entity did not take any actions to separate functions, roles, or responsibilities of key staff involved in the management, award, and administration of all ETA funds; nor did it create and implement any internal controls to mitigate the 'real and apparent' conflicts.*"

Revisions:

November 16, 2023

July 11, 2019



## SHENANDOAH VALLEY WORKFORCE DEVELOPMENT BOARD

### CONFLICT OF INTEREST DISCLOSURE

Board members owe a high fiduciary duty to the organization. No Board member shall engage in any activity violating the Board's Conflict of Interest Policy as stated in this Policy OP 15-03.

\_\_\_\_\_ (Initial) I have received and read a copy of the Conflict of Interest Policy (copy attached).

\_\_\_\_\_ (Initial) Since being appointed to the Board, neither I nor, to the best of my knowledge, any member of my immediate family has engaged in any of the conduct prohibited by the Conflict of Interest Policy.

OR

\_\_\_\_\_ (Initial) Since my appointment to the Board, neither I nor, to the best of my knowledge, any member of my immediate family has engaged in any of the conduct prohibited by the Conflict of Interest Policy, except as fully disclosed below:

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Violations of the Conflict of Interest Policy may result in a request to the Chief Elected Officials Consortium that the Board member be removed and that a new appointment be made.

I certify that my above responses are accurate to the best of my knowledge.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **SVWDB Board and CEO Consortium**

### **Meeting Dates 2024**

Meetings are quarterly on the 2<sup>nd</sup> month of the quarter and  
the 3<sup>rd</sup> Thursday of the month  
10:00 a.m. – 12:00 p.m.

February 15, 2024

May 16, 2024

August 15, 2024

November 21, 2024

(Thanksgiving is November 28, 2024)

### **Executive Committee Meeting Dates 2024**

Meetings are quarterly immediately following the Board and Consortium meeting,  
12:15 – 2:00 p.m.

February 15, 2024

May 16, 2024

August 15, 2024

November 21, 2024

# CSP STRATEGIC VISION



**Make Virginia the best state to live, work, and raise a family.**

**To become best in class for youth programs, what needs to be different in Virginia?**

- **Do you have access to the data you need to make decisions?**
- **To increase youth participation in OTJ training, including RA, what needs to change?**
- **What new partnerships would support these critical changes to occur?**

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# CSP STRATEGIC VISION



**Make Virginia the best state to live, work, and raise a family.**

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**To become best in class, what needs to be different in how we attempt to serve underserved communities?**

- **Do you have access to the data you need to make decisions?**
- **To increase participation in OTJ training, including RA, what needs to change?**
- **What new partnerships would support these critical changes to occur?**

# CSP STRATEGIC VISION



**Make Virginia the best state to live, work, and raise a family.**

**To become best in class in service to businesses, what needs to be different?**

- **Do you have access to the data you need to make decisions?**
- **To increase participation in OTJ training, including RA, what needs to change?**
- **What new partnerships would support these critical changes to occur?**