



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

**Board of Directors and Chief Elected Officials Meeting  
July 11, 2019, 10:00 a.m. – 12:00 p.m. JMU Ice House Room 117  
127 W. Bruce Street, Harrisonburg, VA**

**Call to Order and Welcome**

- Roll Call

Jeff Stapel  
Joan Hollen

**Prior Meeting Minutes**

- April 11, 2019 Board Minutes (vote required)

Jeff Stapel

**WIOA Operations**

- Dashboards – PY 2019 YTD, Jan-June 2019
- Center Updates
- Communications and Outreach Report

Jeff Stapel  
Melanie Blosser

Joan Hollen

**WIOA Governance and Administration**

- Update on Chief Elected Officials Consortium Agreement
- City Council, Board of Supervisors, Hearing Schedule, Challenges or Concerns
- Local Plan Update
- Board Member Compliance Submission

Jeff Stapel  
Joan Hollen

**Committee Reports**

- Executive Committee
  - Operations Policies
- Finance Committee
  - Financial Statements
  - PY2020 Budget

Jeff Stapel  
Jo Lee Loveland Link and Cathi Michie

**Valley to Virginia (V2V) Advisory Council Meeting**

- AAI Grant Status Update
- V2V Advisory Council
- Hershey Boot Camp No.2 Update

Jeff Stapel  
Debby Hopkins

**Board Member Questionnaire Results: I want to know more about the Virginia Career Works Centers.**

**Panel Discussion: A Day in a Virginia Career Works Center**

Panelists: Melanie Blosser, John Jacobs, Amy Judd, John Jackson, Kathy Kalisz, Bonnie Zampino

Jeff Stapel

**Other Business**

Jeff Stapel

**Public Input (Rules and Guidelines attached)**

Jeff Stapel

**Adjournment**

Jeff Stapel

**Next SVWDB Board Meeting: Thursday, October 10, 10:00 a.m. – noon, Location TBD**

### **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 during the Public Input period.
- 2) Individuals should stand when recognized by the Chairman of the Board; speak their name, organization (if applicable) and input topic.
- 3) Individuals should direct input to the Chairman of the Board.
- 4) Individuals are limited to no more than five (5) 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's discretion, the number of speakers may be limited in order to make effective use of Board member's time and to allow an opportunity for input on multiple topics to be heard by the Board.
- 7) All citizens are strongly encouraged to put their comments in writing to the Board prior to the meeting for inclusion in the Board materials. Such written comments should be submitted to the SVWDB office the Monday prior to the Board meeting.



*Building partnerships to create workforce opportunities that cultivate business,  
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**Board of Directors Meeting  
April 11, 2019, 10:00 a.m. – 12:00 p.m.  
JMU Ice House Room 117  
127 W. Bruce Street, Harrisonburg, VA**

**Call to Order and Welcome**

Vice-Chair Brown called the meeting to order at 10:00 a.m. The roll was called. A quorum of the Board was present.

**Private Sector Members Present:** Kim Wilbur (for Annette Medlin), Brian Brown, Cara Major, Jo Lee Loveland Link, Julie Suijk, Kip Brannon, Mary Staubus, Pat Ohleger, Sharon Baroncelli, Steve Douty, Wes Dove

**Public Sector Members Present:** Amy Judd, Bill Pence (for Jeanian Clark), Gary Keener, John Jackson, John Jacobs, Kai Degner, Katy Parrish, Kevin Hutton, Lorne Seay, Tony Milionta

**Chief Elected Officials Present:** Sal Romero (City of Harrisonburg), Rachel Moore (City of Buena Vista), Morgan Phenix (Page County)

**Guests Present:** Emily West, Kathy Kalisz, Jimmy Price, Chris Pope, Magaly Quinones Guzman, Vashon Canty, Eric Kennedy, Gabrielle Wenos, Tristan Meadows, Juanita Spurlock, Medalyn Diaz, Toyosi Afisy, Kevin Coffman, Kevin Ratliff, Samantha Greenfield, Bonnie Zampino, Hali Wilkerson, Debbie Melvin, Cathy Hamilton, Coral Barnes

**SVWDB Staff Present:** Sharon Johnson, Cathi Michie, Loretta Snow, Debbie Berry, Debby Hopkins, Matt Green, Joan Hollen

**Prior Meeting Minutes**

There were two corrections to the January 10, 2019 minutes. Under Chief Elected Officials/ Alternates Present, Sal Romero's name was spelled incorrectly and John Jacobs was listed twice in the attendance log. The errors were corrected. Motion by John Jacobs to approve the minutes from the January 10, 2019 Board of Directors meeting as corrected. Second by Pat Ohleger. Motion passed unanimously.

**WIOA Operations**

**Touch Point Dashboards:** The PY 2019 year-to-date dashboards were discussed. Traffic at all centers has increased over the same period last year. We are now tracking touch points, including social media, web traffic, outreach, and center traffic, to align our metrics with metrics being reported to Congress by the National Association of Workforce Boards (NAWB). Sharon Johnson noted that tracking metrics through dashboards is important to effectively show our services through numbers due to impending funding cuts. The monthly January-March 2019 dashboards and training reports were reviewed.

**Center Updates:** Melanie Blosser reported that the centers are fully staffed with the exception of the Center Manager position at the Harrisonburg Center, which was recently posted. Outreach services are being provided in Page County at the Luray Library every Wednesday and to the Rockbridge County area at Byers Technical Institute and Dabney S. Lancaster Community College several days a week. The Harrisonburg Center has been reconfigured and VEC will be moving into the space vacated by Skyline Literacy. Skyline Literacy is moving to a smaller space within the center. Center staff are holding workshops, job fairs, and conducting outreach to high school students.

**Communications and Outreach Report:** The Communications and Outreach report was presented. The new web site [www.vcwvalley.com](http://www.vcwvalley.com) went live at the end of December and January was the first month of web statistics for the new site.

**Workforce Center Staff Recognition:** Sharon Johnson recognized Title I workforce center staff for the Adult, Dislocated Worker, and Youth programs. Center staff are the heart, soul, and guts of workforce service delivery at Virginia Career Works Centers. Center staff works with program participants, addresses the needs of walk in traffic, works with employers, and conducts outreach for center programs. They coordinate activities with community partners, school systems, state agencies, businesses, and board staff to serve participants. Last year, they delivered outstanding performance exceeding Title I goals across all three programs. The Board recognized each Title I center staff member with a certificate of appreciation for their work that changes lives and makes a difference in our communities.

#### **WIOA Governance and Administration**

**Chief Elected Officials Consortium Agreement Update:** The Chief Elected Officials Consortium Agreement is being updated by an attorney with experience in local government law to address the statutes that local governments consider when signing such an agreement. When the update is complete, the agreement will be sent to the Chief Elected Officials of each member jurisdiction for approval.

**Local Plan Update:** At the end of the second year of the four year plan, the LWDA IV Local Plan was updated in conjunction with Chief Elected Officials and placed for public comment. No public comment was received and the updated plan was submitted to the Governor for approval.

**Board Input Questionnaire Results:** A questionnaire was developed and distributed to Board members to determine areas of board governance the directors would like to learn more about. A summary of the top 2 to 3 responses to each survey question was provided. The information received through the survey will be used to design board meeting topics for the next year.

#### **Executive Committee Report**

**Operations Policies:** Vice-Chair Brian Brown reported that the Executive Committee approved updates to the OP 12-12 Youth Policy to allow more flexibility in serving youth and the OP 14-01 Incentives Policy to remove incentives for adults and dislocated workers and focus all available funding for incentives on youth.

**Eligible Training Provider Programs and Recertification:** Sharon Johnson reported that the Executive Committee approved two new training programs at LFCC, CompTIA Network and CompTIA Security. Four Training Providers whose programs met all state requirements for completers and credential attainment were recertified.

**Go Virginia Update:** Sharon Johnson reported that the SVWDB presented an abstract of a GO Virginia proposal to the Region 8 Go Virginia Council that would be a transformational workforce development initiative if approved. The Region 2 Go Virginia Council (Roanoke) has provisionally approved their involvement in the grant application, which would make the application a competitive statewide application that would need approval by Region 8, Region 2 and the state Go Virginia Board. The grant application amount will be contingent on the ability to leverage matching funds.

#### **Finance Committee Report**

**Financial Statements:** Financial statements as of February 28, 2019 were reviewed. Strong current and total net assets were reported. Adjustments were made to the budgets to provide funding for outreach and center staff training, to adjust personnel expenses, and increase Incumbent Worker Training funds. Funding allocated for the purchase of new computers, center moving expenses, and professional services were reallocated in the budget and a request will be made to move \$75,000 from the Dislocated Worker program to the Adult program.

A question was asked about how much of the 68% program expenditures are for personnel. Within the program amount, 45% of the WIOA budget goes to personnel of the service provider as agreed to within their contract, 2% of the balance goes to operating expenditures and the remaining 53% goes to direct participant expenses. A suggestion was made to focus on showing outcomes of those served. A story was shared about a participant with a disability that was given an opportunity to get a CDL license giving her the potential to earn a \$50,000 to \$60,000 annual salary.

**Economic Interest Disclosure Statements for Board Members:** Board members that have not returned their Economic Interest Disclosure Statements were reminded of the deadline to submit statements.

**RFP to Procure Auditor for 2019:** Finance Committee Chair Loveland-Link provided an overview of the RFP process to procure an auditor. The SVWDB has had the same auditor for 20 years and the committee thought it would be good practice to receive and consider proposals for audit services. The Auditor Selection Committee received six proposals to provide audit services to the SVWDB. The proposals were narrowed to three and interviews were conducted. The RFP selection process went well and the process was well documented. Following interviews, the committee recommended Robinson, Farmer, Cox and Associates as the choice for SVWDB auditor.

Motion by Wes Dove to accept the recommendation of the Finance Committee to accept Robinson, Farmer, Cox and Associates as the auditor for the SVWDB. Second by John Jacobs. Motion passed unanimously.

**Tax Form 990:** The 2017 Form 990 for fiscal year end June 30, 2018 was approved by the Executive Committee and presented to the board.

**Valley to Virginia (V2V) Advisory Council Meeting:** Debby Hopkins opened the V2V Advisory Council meeting with an update on V2V grant metrics. The grant has currently sponsored 780 apprentices working with 83 company sponsors, surpassing the goal of 600 apprentices. Twenty-one of the 83 company sponsors are new to registered apprenticeship. RA occupations have been expanded to include Industrial Manufacturing Technicians. The SVWDB and SVP are working with WHSV on the InDemand campaign that highlights apprenticeship occupations where possible.

Debby Hopkins has been presenting at various national conferences on Registered Apprenticeship and the Boot Camp model. Conference attendees want to know how to work with one-stops to help companies find talent.

**Hershey Model Next Steps:** Following the success of the first Hershey Boot Camp, SVWDB and Hershey are planning a second Boot Camp in June. The boot camp will consist of preparation classes taught by Hershey instructors, an assessment conducted by SVWDB staff, and a paid orientation and work experience at Hershey. Successful completers of the Boot Camp will be employed by Hershey through a temporary agency with a potential for full time employment with Hershey as an Industrial Manufacturing Technician Apprentice earning more than \$19.00/hr. SVWDB has developed an extensive outreach campaign to promote the Boot Camp with a goal of 45 hires for the Hershey Company.

**Riddleberger Brothers Inc. Recognition:** In January 2019, Riddleberger Brothers, Inc. (RBI) was recognized by the Virginia Department of Labor and Industry for 72 years as an Apprenticeship Sponsor. RBI President, Daniel Blosser, spoke about the benefits of registered apprenticeship to employees and the employer. For the company, having the best and most well-trained employees providing quality workmanship increases productivity and builds a good reputation. Employees benefit from training and job growth opportunities that equate to higher wages. Investing in their employees through Registered Apprenticeship shows the employees that RBI cares about them which helps with recruiting and retention. Helping the employees grow in turn helps the company grow.

**Other Business:** Kevin Hutton, director of Massanutten Technical Center, shared information on the Youth Apprenticeship signing for six MTC students that will be employed as apprentices with local employers following graduation. MTC is working with LSC Communications to develop a Boot Camp based on the Hershey Boot Camp model. The Boot Camp is focused on high school seniors and students will be excused from school to participate in the Boot Camp.

**Public Input:** There was no request for public input.

**Adjournment:** There being no further business to come before the Board, the meeting adjourned at 11:45 a.m.

Respectfully submitted,  
Joan Hollen

***Next SVWDB Board Meeting: July 11, 10:00 a.m. – noon, Location TBD***

Year to Date Program Dashboard  
Program Year July 1, 2018 - June 30, 2019

Winchester Workforce Center				
PROGRAM INFORMATION JULY 1, 2018 - June 30, 2019				
Participant Metrics	Adult	Dislocated Worker	Youth	Totals
Carryover from Previous Program Year	30	13	9	52
Enrollments	22	8	18	48
In Training*	10	0	0	10
Credential Earned	25	17	3	45
Placed in Employment	23	13	8	44
Youth in Work Experience			42	42
Median Placement Wage	\$11.43	\$15.36	\$11.25	
Center Traffic Count				4270
Outreach				113

Harrisonburg Workforce Center				
PROGRAM INFORMATION JULY 1, 2018 - June 30, 2019				
Participant Metrics	Adult	Dislocated Worker	Youth	Totals
Carryover from Previous Program Year	53	5	44	102
Enrollments	36	0	29	65
In Training*	11	2	8	21
Credential Earned	36	2	17	55
Placed in Employment	26	3	19	48
Youth in Work Experience			18	18
Median Placement Wage	\$11.00	\$20.00	\$10.71	
Center Traffic Count				8347
Outreach				1907

Total all Centers				
PROGRAM INFORMATION JULY 1, 2018 - June 30, 2019				
Participant Metrics	Adult	Dislocated Worker	Youth	Totals
Carryover from Previous Program Year	165	39	90	294
Enrollments	79	14	58	151
In Training*	39	5	13	57
Credential Earned	92	22	34	148
Placed in Employment	74	21	44	139
Youth in Work Experience			85	85
Median Placement Wage	\$13.33	\$15.68	\$10.98	
Center Traffic Count				13225
Outreach				2066

Page Workforce Center				
PROGRAM INFORMATION JULY 1, 2018 - June 30, 2019				
Participant Metrics	Adult	Dislocated Worker	Youth	Totals
Carryover from Previous Program Year	19	2	13	34
Enrollments	2	1	2	5
In Training*	2	0	0	2
Credential Earned	4	0	6	10
Placed in Employment	7	0	8	15
Youth in Work Experience			5	5
Median Placement Wage	\$15.24	\$12.00	\$10.50	
Center Traffic Count				273
Outreach				167

Fishersville/Rockbridge Workforce Center				
PROGRAM INFORMATION JULY 1, 2018 - June 30, 2019				
Participant Metrics YTD	Adult	Dislocated Worker	Youth	Totals
Carryover from Previous Program Year	63	19	24	106
Enrollments	19	5	9	33
In Training*	16	3	5	24
Credential Earned	27	3	8	38
Placed in Employment	18	5	9	32
Youth in Work Experience			20	20
Median Placement Wage	\$15.39	\$16.00	\$11.87	
Center Traffic Count				335
Outreach				411

\*Training numbers are clients that are currently in training.

## Communications & Outreach Program Report July 2019

### **2nd Quarter 2019 Highlights**

The following communications and outreach tasks were accomplished:

- Promoted apprenticeship signings and manufacturing boot camps via blog posts, social media, and advertising.
- Published and shared content on social media highlighting training opportunities, job fairs, success stories, workforce staff activities and accomplishments, as well as partner programs and registered apprenticeship information.
- Posted nine blog articles.
- Completed a Q2 newsletter.
- Issued a press release about the Hershey Boot Camp. Eleven media stories featured or mentioned SVWDB or its Virginia Career Works Centers.
- Created website and social media advertising content for the Hershey Boot Camp.

**Goals and focus for next reporting period:** Build website and Center traffic through use of Google tools. Continue steady growth of media coverage, as well social media and email newsletter channels.

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### **Media**

One press release was issued during this period. Media coverage during the 2nd quarter included:

- [InDemand: Plumbing](#), WHSV, April 3, 2019
- [Sen. Tim Kaine to visit Valley, Southwest Virginia, Central Virginia on three-day swing](#), Augusta Free Press, April 22, 2019
- [Hershey Boot Camp Returns in June](#), Augusta Free Press, April 23, 2019
- [Sen. Kaine meets with community leaders, discusses workforce needs](#), WHSV, April 25, 2019
- [Sen. Kaine Visits the Valley to Discuss Workforce Development](#), NBC 29, April 25, 2019
- [Employer Expo set for May 23](#), The Winchester Star, April 30, 2019
- [InDemand: Cyber Security Engineering](#), WHSV, May 6, 2019
- [InDemand: Diesel Technician](#), WHSV, May 14, 2019
- [InDemand: Chef Occupation](#), WHSV, May 28, 2019
- [InDemand Jobs: Licensed Practical Nurse](#), WHSV, June 11, 2019
- [InDemand: Network Engineer](#), WHSV, June 25, 2019

**Goals and focus for next reporting period:** Grow media awareness for workforce initiatives and success stories throughout the region.

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## **Email**

Email outreach for Q2 included:

- Promoted the Hershey Boot Camp to the SVWDB lists.
- Q2 email newsletter was distributed with above average engagement at 32.0% open rate, 4.8% click rate. This compares favorably with the industry average of a 24.2% open rate, 3.4% click rate.
- Added newsletter signup and archive to website.

**Goals and focus for next reporting period:** Grow the email list and use of the newsletter.

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## **Social Media**

Steady organic growth of followers/engagement continued across VCWSV social media channels during this reporting period. Highlights include:

- Facebook Likes increased 15.6% during the reporting period.
- LinkedIn followers has increased 4.3% with an average engagement of 6.62% this period.
- Center announcements and recognition of staff had the greatest reach and engagement during this period.
- There were 3,311 Google searches for Virginia Career Works – Shenandoah Valley during the Q2 reporting period. Of those searches, 2.66k viewed information via the search listing and 1.26k on maps. Of all actions taken, 116 visited vcwvalley.com, 60 requested directions, and 40 placed a call.

**Goals and focus for next reporting period:** Continue work on converting more searches via Google products like maps and knowledge panel.

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## **Website**

New content published:

- Calendar, staff, and document updates.
- Boot Camp information page created.
- Newsletter sign-up and newsletter archive added to website.
- [Success Stories: Harrisonburg Center Client on Path to Success in Competitive Field](#)
- [Regional Partnership Highlighted in National HR Magazine](#)
- [Virginia Career Works – Winchester Center Featured in The Winchester Star](#)
- [Virginia Career Works Center Staff Recognized](#)
- [Apprenticeship Signing Event at Massanutten Technical Center](#)
- [Hershey Manufacturing Book Camp Returns in June](#)
- [Triplett Tech Participates in SkillsUSA National Signing Day](#)



## Website Analytics – APRIL 2019

### ✓ ANALYTICS



Traffic up by: **71%**  
04/01/2019 to 04/30/2019

#### OVERVIEW

Pageviews

**3.1K**

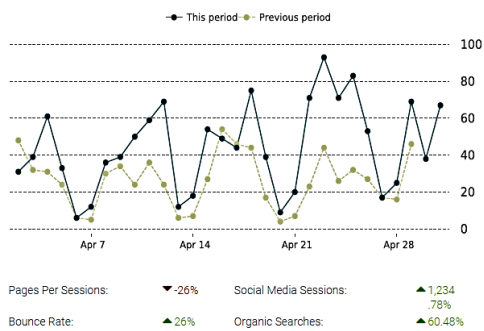
▲ 23%

Session duration

**0.2K**

▼ -29%

#### SESSIONS



Referrers	Sessions
google	436
(direct)	425
m.facebook.com	155
t.co	76
govirginia.org	35

Pages	Sessions
/	954
/hershey-boot-camp/	442
/contact/	391
/jobseekers/	201
/about/	122

## MAY 2019

### ✓ ANALYTICS



Traffic down by: **31%**  
05/01/2019 to 05/31/2019

#### OVERVIEW

Sessions

**0.9K**

▼ -31%

Pageviews

**2.3K**

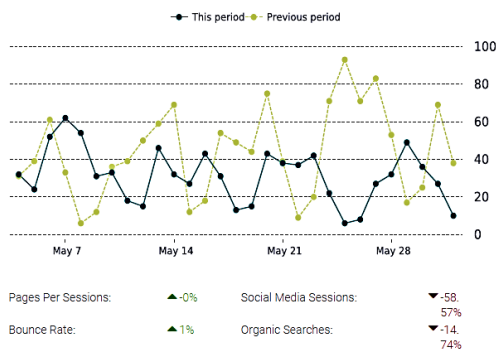
▼ -31%

Session duration

**0.2K**

▼ -3%

#### SESSIONS



Referrers	Sessions
google	389
(direct)	368
t.co	68
m.facebook.com	36
bing	31

Pages	Sessions
/	734
/contact/	281
/hershey-boot-camp/	190
/jobseekers/	129
/about/	94

## JUNE 2019

### ✓ ANALYTICS



Traffic up by: **7%**  
06/01/2019 to 06/30/2019

#### OVERVIEW

Sessions

**0.9K**  
▲ 7%

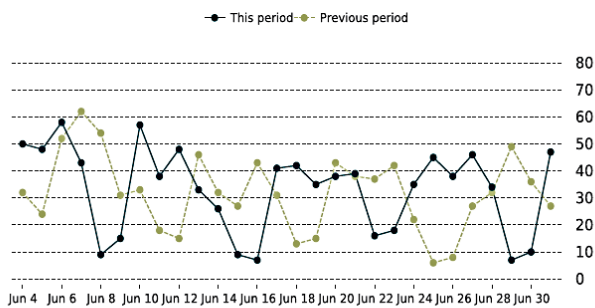
Pageviews

**2.8K**  
▲ 29%

Session duration

**0.2K**  
▲ 19%

#### SESSIONS



Pages Per Sessions:

▲ 20%

Social Media Sessions:

▼ -68.25%

Bounce Rate:

▼ -15%

Organic Searches:

▲ 21.60%

Referrers	Sessions
google	471
(direct)	292
lexingtonva.gov	67
us10.campaign-archive.com	32
bing	25

Pages	Sessions
/	933
/contact/	369
/jobseekers/	189
/about/	117
/resources/	111

**NOTE:** Website traffic likely showed a significant bump in traffic in April/May because of heavy promotion of the Hershey Boot Camp.

**Goals and focus for next reporting period:** Promote and drive more traffic to specific parts of the website through social media posts and links.

Public Meeting Schedule for Chief Elected Officials Consortium Agreement Consideration

Locality	Date of Board/ Council Meeting	Time	Location
Waynesboro City	7/8/2019	7:00 p.m.	500 W. Main Street, Waynesboro, VA
Staunton City	7/11/19 or 8/8/19	6:30 p.m. work session, 7:30 council meeting	116 W. Beverly St. Staunton, VA
Clarke County	7/16/2019	6:30 p.m. Public Hearing	101 Chalmer Court Suite B, Berryville VA
Rockbridge County	7/22/2019	6:00 p.m.	150 S. Main Street, Lexington, VA
Harrisonburg City	7/23/2019	7:00 p.m.	490 S. Main Street, Harrisonburg, VA
Lexington City	8/15/2019	8:00 p.m. meeting (possible public hearing)	300 E. Washington St. Lexington, VA
Shenandoah County	8/27/2019	7:00 p.m. Public Hearing	600 N. Main Street #102, Woodstock, VA
Buena Vista City			
Bath County			
Highland County			
Augusta County			
Rockingham County			
Page County			
Warren County			
Winchester City			
Frederick County			

**Shenandoah Valley Workforce Development Board (LWDA 4) Submitted to VCCS 6/12/19**

Actions to address Local Plan Modification Review deficiencies outlined in LWDA 4 Local Plan Modification Response Letter, Attachment A.

**Deficiencies**

***a. Changes in labor market and economic conditions (VWL 16-01, Change 1, Page 14)***

**1. The following elements were unclear or incompletely addressed; provide additional clarity/depth in the description.**

- a. Identification of strategy to assist with pipeline gap issues**
- b. Identification of strategy to assist with the aging population**

**a. Identification of strategy to assist with pipeline gap issues**

The SVWDB facilitates the development of talent pipelines that support in demand sectors where skill gaps exist through training assistance to qualified WIOA participants using approved Education and Training Providers (ETP). The following are identified skills gap occupations where education and training is provided through the ETP: Licenses Practical and Licensed Vocational Nurses, Certified Nurse Aide, Certified Medication Aid, Certified Clinical Medical Assistant, Registered Nurse, Dental Assistant, Registered Medical Assistant, Phlebotomy, Medical Billing and Coding, Medical Terminology, Pharmacy Tech, Patient Services Representative, Electricity, Industrial Maintenance, and Welding.

The Valley to Virginia American Apprenticeship Initiative grant supports registered apprenticeships in the following manufacturing occupations with talent pipeline gaps: Electrical Technician, Electrical-Instrument Representative, Electrician, Electrician, Maintenance, Electromechanical Technician, Electronics Mechanic, Electronics Specialist, Electronics Technician, Industrial Maintenance Electrician, Industrial Engineer Technician, Industrial Manufacturing Technician, Instrument Mechanic, Instrumentation Technician, Machine Repairer, Maintenance Repair, Maintenance Machinist.


In demand occupations are featured in the InDemand Jobs Campaign, an initiative of the SVWDB, Shenandoah Valley Partnership, and local TV station WHSV, to promote in demand occupations that do not require a four year degree. InDemand occupation videos can be viewed at [www.whsv.com/indemand](http://www.whsv.com/indemand).

**b. Identification of strategy to assist with the aging population**

The Senior Community Service Employment Program (SCSEP) staff has a bi-weekly presence at Virginia Career Works Centers in LWDA4 providing services and information to the senior population. SCSEP staff participates in job fairs and employer events. Currently a SCSEP

participant is completing a work experience providing front desk support at the Virginia Career Works – Harrisonburg Center.

SVWDB is a community partner and workforce expert partnering with Bridgewater Retirement Community (BRC) on a Senior Community Needs Assessment. BRC is partnering with Valley Program for Aging Services and Holleran, an independent research and consulting firm, to conduct an in-depth community needs assessment with regard to seniors in the City of Harrisonburg, Rockingham County, and Augusta County. This project will gather demographic and health data from many sources, survey individuals who work with seniors, and survey seniors who live in these areas. SVWDB is supporting BRC's efforts to gather data and conduct the needs assessment. Based on the findings of the study, SVWDB will work with BRC to address workforce service gaps for older workers.

 <b>Commonwealth of Virginia Workforce Innovation and Opportunity Act</b>		<b>LWDA Board Name:</b> Shenandoah Valley Workforce Development Board								
		<b>Certification Period:</b> 7/1/2019 TO 6/30/2021								
<b>CERTIFICATION FORM</b> Local Workforce Development Board <b>Part I</b>		Representing the following: (Please enter a number in the appropriate category; please do not use "x" or other designation)								
		Business	VEC	Labor/ CBO/ Apprentice	Title II A/ELA Provider	Economic Development	Community College	VDARS	Career & Technical Ed	Optional/ Other
<b>Name, Title, Organization of Board Member</b>	<b>Term</b>									
<b>EXAMPLE:</b> John Doe, Chief Financial Officer, ABC Industries	7/1/19-6/30/21	1								
John Albert, Treasurer/Business Representative, IBEW Local 50/VA AFL-CIO	7/1/16-6/30/20			1						
Patrick E. Barker, Executive Director, Frederick County Economic Development Authority	7/1/17 - 6/30/21				1					
Corey Berkstresser, General Managaer, Lee Hi Vesuvius, Inc.	7/1/15-6/30/19	1								
Timothy O. Brannon, Director of Operations, Howell Metal Company	7/1/18-6/30/22	1								
Andrew T. Breeding, Human Resources Manager, Sysco	7/1/18-6/30/22	1								
Brian Brown, Market Executive, Countryside Service Company	7/1/17 to 6/30/21	1								
Steven Burnette, Human Resources Manager, Hollister Incorporated	7/1/17-6/30/21	1								
Michelle Bixler, Economic Development and Tourism, Town of Strasburg	7/1/18-6/30/22				1					
Jay Langston, Executive Director, Shenandoah Valley Partnership	7/1/19-6/30/23			1						
Carolyn J. Clark, Human Resources Manager, Berry Plastics	7/1/17-10/12/21	1								
Jeanian M. Clark, Vice President of Workforce Development, Lord Fairfax Community College	7/1/19-6/30/23					1				
Steve Douty, Owner, Green Forest Surveys	7/1/16-6/30/20	1								
Wes Dove, Human Resources Director, Blauch Brothers	7/1/17-6/30/21	1								
John Downey, President, Blue Ridge Community College	7/1/16-6/30/20					1				
Robert G. Goldsmith, President and CEO, People Incorporated of Virginia	7/1/18-6/30/22			1						
John Jacobs, Manager, Harrisonburg Office of the Virginia Employment Commission	7/1/18-6/30/22		1							
Jackson Green, Chief Operating Officer, SCSEP	7/1/18-6/30/22			1						
Tony Milionta, Human Resources Director, Friendship Industries	7/1/18-6/30/22			1						
Kevin Hutton, Director, Massanutten Technical Center	7/1/16-06/30/20							1		
Samuel Insana, President, Neuman Aluminum Impact Division	7/1/17-6/30/21	1								
Sharon Baroncelli, Shenandoah County Chamber of Commerce	7/1/18-6/30/22			1						
<b>Subtotal</b>		<b>9</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>





LWDA Board Name: Shenandoah Valley Workforce Development Board

**Commonwealth of Virginia Workforce  
Innovation and Opportunity Act**

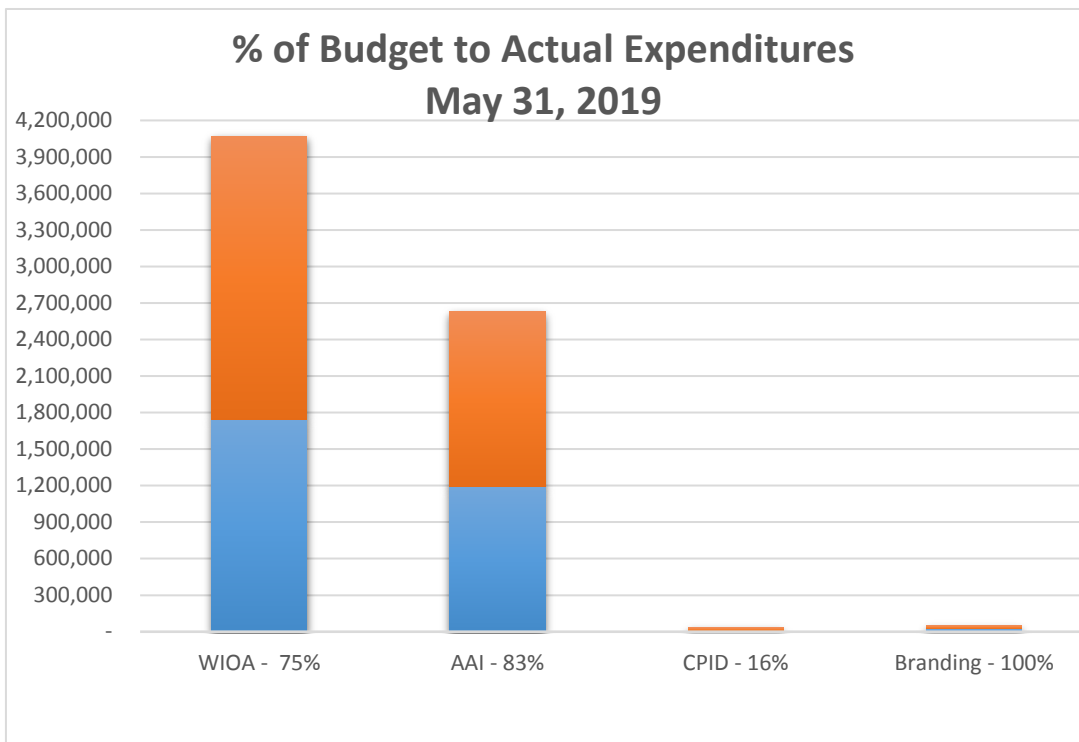
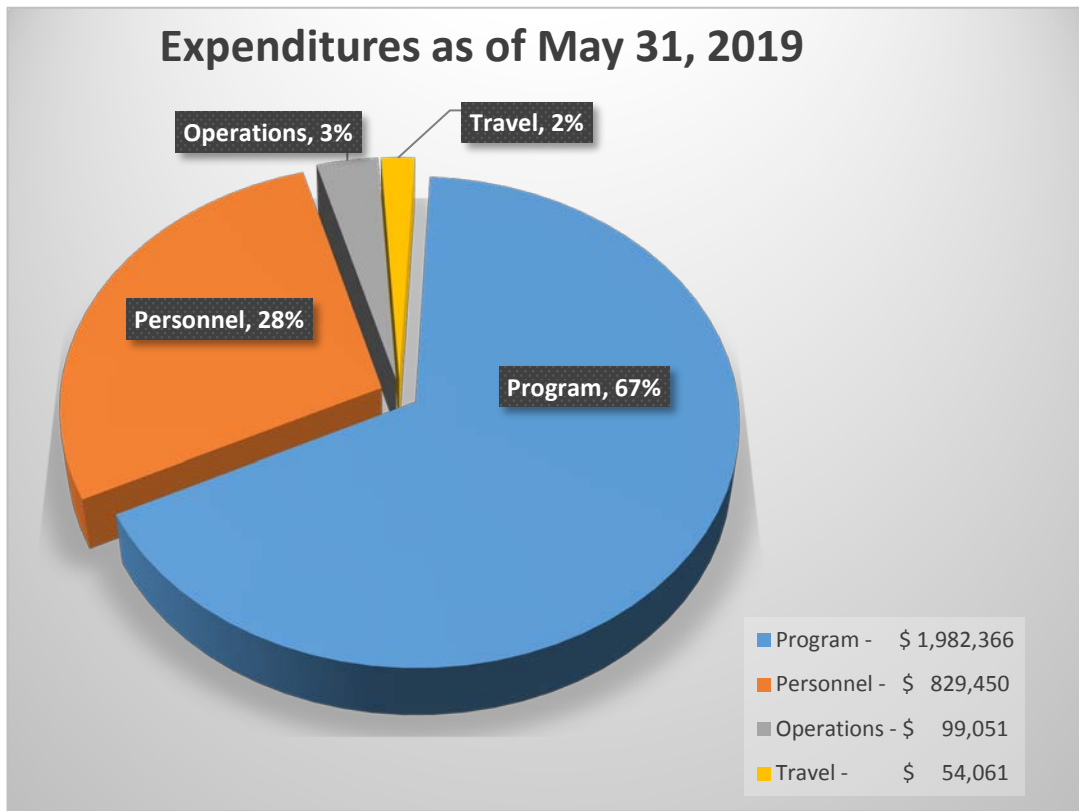
Certification Period: 7/1/2019 TO 6/30/2021

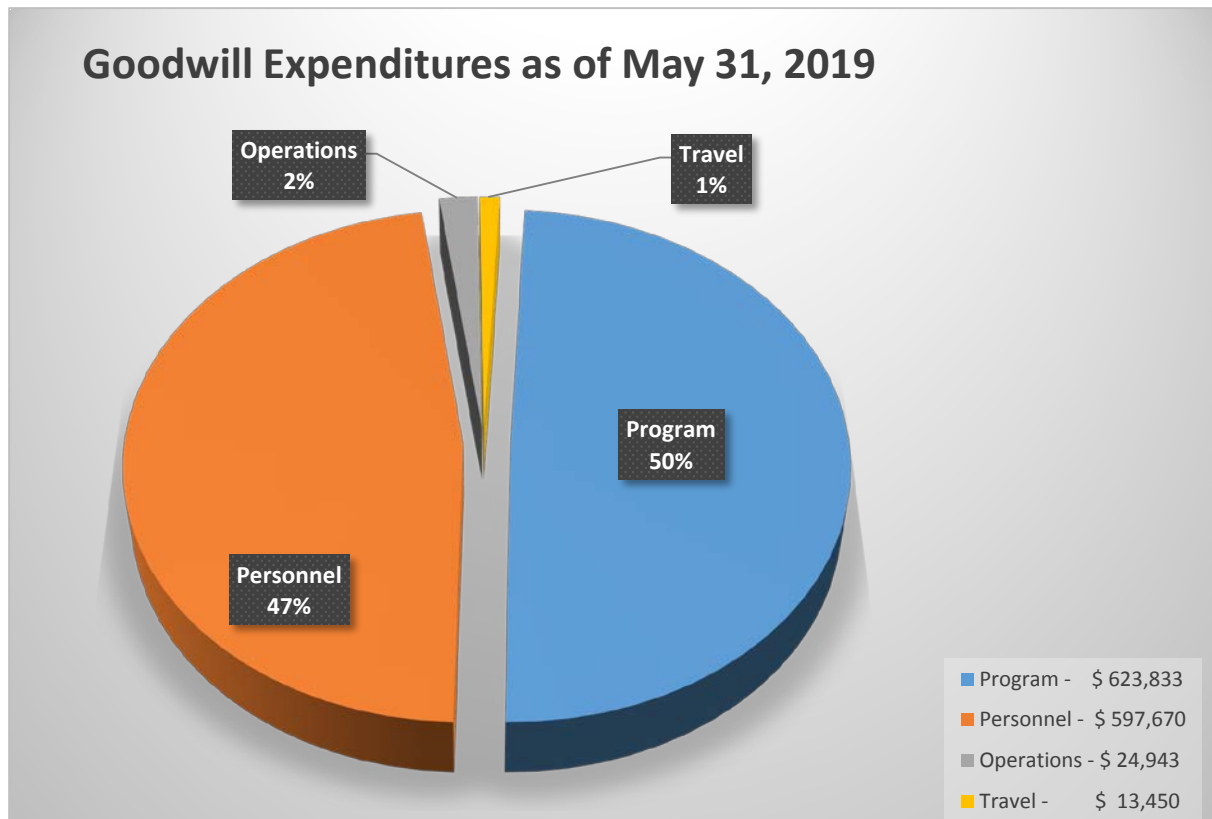
<b>CERTIFICATION FORM</b> Local Workforce Development Board <b>Part I</b>		Representing the following: (Please enter a number in the appropriate category; please do not use "x" or other designation)								
Name, Title, Organization of Board Member	Term	Business	VEC	Labor/ CBO/ Apprentice	Title II AELA Provider	Economic Development	Community College	VDARS	Career & Technical Ed	Optional/ Other
<b>EXAMPLE:</b> John Doe, Chief Financial Officer, ABC Industries	7/1/19-6/30/21	1								
Amy Judd, Regional Program Manager, Lord Fairfax Community College	7/1/19-6/30/23				1					
Gary S. Keener, Vice President, Workforce Solutions, Dabney S. Lancaster Community College	7/1/18-6/30/22						1			
Lorne Seay, Business Representative, IBEW Local 26 and Sec/Treasurer of VA AFL-CIO	7/1/19-6/30/23			1						
Jo Lee Loveland Link, President, VOLVOX, Inc.	7/1/18-6/30/22	1								
Annette Medlin, President/CEO, Greater Augusta Chamber of Commerce	7/1/17-6/30/21	1								
Katy Parish, Regional Program Manager, Waynesboro Public Schools	7/1/16- 6/30/20				1					
Lisa Grant, HR Generalist, Mohawk Industries	7/1/17-6/30/21	1								
Helene (Pat) Ohleger, Human Resources Coordinator, Munters	7/1/18-6/30/22	1								
Patricia (Pam) M. Snyder, Corporate Director of Human Resources, Comsonics	7/1/16-6/30/20	1								
Jeffrey W. Stapel, Human Resources Manager, Shickel Corporation	7/1/18-6/30/22	1								
Julie Suijk, Vice President, Human Resources, Valley Health System	7/1/17-6/30/21	1								
Robin Sullenberger, Consultant, Sullenberger Enterprises	7/1/18-6/30/22	1								
John Jackson, Unit Supervisor, DARS	7/1/17-6/30/21							1		
Kai Degner, Director of Professional Development, JMU Outreach & Engagement	7/1/2017-6/30/21			1						
Cara Major, Executive Director of HR and Support Services, Bath Community Hospital	7/1/17-6/30/21	1								
Mary Staubus, HR Payroll Specialist, Montebello Packaging	7/1/18-6/30/22	1								
<b>Subtotal</b>		10	0	2	2	0	1	1	0	0

		<b>LWDA # IV: Shenandoah Valley Workforce Development Board</b>								
<b>Commonwealth of Virginia Workforce Innovation and Opportunity Act</b>		<b>Certification Period:</b> 7/1/2017 <b>TO</b> 6/30/2019								
<b>CERTIFICATION FORM</b> Local Workforce Development Board <b>Part II</b>		Business	VEC	Labor/ CEO/ Apprentice	Title II AELA Provider	Economic Development	Community College	VDARS	Career & Technical Ed	Optional/ Other
<b>TOTALS</b> 37		19	1	8	2	2	3	1	1	0
<b>PERCENT OF TOTAL (Business &amp; Labor Only)</b>		51%		22%						
<b>ASSURANCES</b> ➤ Business appointments include representatives from employers in the local workforce development area that reflect the employment opportunities in the area and adequately represent, to the extent possible, urban, suburban, and rural interests. ➤ Business representatives reflect the incidence of small, medium, and large businesses in the local workforce development area. ➤ Other members of the Local Board are individuals with optimum policy-making authority within the organizations, agencies, or entities they represent. ➤ Appointments reflect the demographic composition of the local labor market.										
<b>Action by the Chief Elected Official</b> Subject to the certification required by Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 200-04 (Revised July 1, 2016) of the Virginia Board for Workforce Development, the persons nominated herein have been duly appointed to the Shenandoah Valley Workforce Development Board by the Chief Local Elected Official of LWDA #IV. (Name of Local Board) (Signature of Chairman, Chief Elected Official Consortium)  Title: <u>Chair, Page County Board of Supervisors</u> Date: <u>6/21/19</u>										
<b>Action by the Governor</b> The above named Local Workforce Development Board is certified in accordance with the provisions of Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 200-04 (Revised July 1, 2016) of the Virginia Board for Workforce Development. (Signature of the Governor or designee) (Date)										



**Shenandoah Valley Workforce Development Board, Inc.**  
**As of May 31, 2019**





SVWDB  
WIOA Expenditures  
As of 05.31.19

PY2017 - Year 2 of 2 Funding - Expires at 06.30.19

PY2018 - Year 1 of 2 Funding - Expires at 06.30.20

Element	Target	Actual	Difference	Expenditure Rate	Target	Actual	Difference	Expenditure Rate
<b>Youth Work Experience</b>								
Dollar Amt	\$ 124,528	\$ 122,217	\$ 2,311		\$ 109,610	\$ -	\$ 109,610	
Percentage	20.00%	19.63%	0.37%		20.00%	0.00%	20.00%	
<b>Adult/DLW Training</b>								
Dollar Amt	\$ 423,203	\$ 543,840	\$ (120,637)		\$ 364,586	\$ 86,940	\$ 277,646	
Percentage	40.00%	51.40%	-11.40%		40.00%	9.54%	30.46%	
<b>Overall</b>								
<b>Adult Expenditures</b>								
Program	\$ 831,762	\$ 831,762	\$ -	100.00%	\$ 488,666	\$ 97,076	\$ 391,590	19.87%
Admin	\$ 61,862	\$ 54,848	\$ 7,014	88.66%	\$ 54,296	\$ -	\$ 54,296	0.00%
	<u>\$ 893,624</u>	<u>\$ 886,610</u>	<u>\$ 7,014</u>	<u>99.22%</u>	<u>\$ 542,962</u>	<u>\$ 97,076</u>	<u>\$ 445,886</u>	<u>17.88%</u>
<b>DLW Expenditures</b>								
Program	\$ 226,247	\$ 226,247	\$ -	100.00%	\$ 422,799	\$ 45,579	\$ 377,220	10.78%
Admin	\$ 55,694	\$ 45,136	\$ 10,558	81.04%	\$ 46,978	\$ -	\$ 46,978	0.00%
	<u>\$ 281,941</u>	<u>\$ 271,383</u>	<u>\$ 10,558</u>	<u>96.26%</u>	<u>\$ 469,777</u>	<u>\$ 45,579</u>	<u>\$ 424,198</u>	<u>9.70%</u>
<b>Youth Expenditures</b>								
Program	\$ 622,641	\$ 620,330	\$ 2,311	99.63%	\$ 548,049	\$ 32,677	\$ 515,372	5.96%
Admin	\$ 69,182	\$ 62,807	\$ 6,375	90.78%	\$ 60,894	\$ -	\$ 60,894	0.00%
	<u>\$ 691,823</u>	<u>\$ 683,137</u>	<u>\$ 8,686</u>	<u>98.74%</u>	<u>\$ 608,943</u>	<u>\$ 32,677</u>	<u>\$ 576,266</u>	<u>5.37%</u>
<b>Total Expenditures</b>								
Program	\$ 1,680,649	\$ 1,678,338	\$ 2,311	99.86%	\$ 1,459,514	\$ 175,332	\$ 1,284,182	12.01%
Admin	\$ 186,739	\$ 162,791	\$ 23,948	87.18%	\$ 162,168	\$ -	\$ 162,168	0.00%
	<u>\$ 1,867,388</u>	<u>\$ 1,841,129</u>	<u>\$ 26,259</u>	<u>98.59%</u>	<u>\$ 1,621,682</u>	<u>\$ 175,332</u>	<u>\$ 1,446,350</u>	<u>10.81%</u>

**Shenandoah Valley Workforce Development Board, Inc.**  
**Statement of Financial Position**  
**As of May 31, 2019**

*Unaudited*

**Assets**

Current Assets

Cash and cash equivalents	\$	154,248
Accounts receivable		184,215
Prepaid expenditures		2,668

<b>Total Assets</b>	<b>\$</b>	<b>341,131</b>
---------------------	-----------	----------------

**Liabilities and Net Assets**

Current Liabilities

Accounts payable	\$	201,192
Accrued leave		60,933
Deferred revenue		782

Total Liabilities	\$	262,907
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Net Assets

Unrestricted	\$	232
Temporarily restricted		77,992

Total Net Assets	\$	78,224
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<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>341,131</b>
-----------------------------------------	-----------	----------------

Shenandoah Valley Workforce Development Board, Inc.  
Statement of Activities - With FY2019 Budget  
Unaudited

	For the period ended May 31, 2019			FY2019 Budget	% of Total Budget
	Unrestricted	Temporarily Restricted	Total		
<b>Changes in Net Assets</b>					
<b>Support and revenue</b>					
WIOA Grants	\$ -	\$ 1,781,505	\$ 1,781,505	\$ 2,318,720	77%
American Apprenticeship Grant	-	1,191,098	1,191,098	1,440,408	83%
Career Pathways Grant	-	6,354	6,354	30,417	21%
VA Career Works Branding	-	24,949	24,949	25,000	100%
Other revenue	-	39,014	39,014	-	0%
Satisfaction of Program Restrictions	2,964,928	(2,964,928)	-	-	0%
<b>Total Support and revenue</b>	<b>\$ 2,964,928</b>	<b>\$ 77,992</b>	<b>\$ 3,042,920</b>	<b>\$ 3,814,545</b>	<b>80%</b>

## Expenses

### WIOA Grants Expenses

Administration									
Personnel	\$	264,887	\$	-	\$	264,887	\$	353,960	75%
Operations		5,305		-		5,305		15,150	35%
Office Operations		22,903		-		22,903		31,050	74%
Financial		1,677		-		1,677		8,430	20%
Travel		24,868		-		24,868		29,460	84%
Total Administration		319,640		-		319,640		438,050	73%
Program Services									
Adult contracts		619,723		-		619,723		745,000	83%
Dislocated worker contracts		134,646		-		134,646		175,000	77%
Youth contracts		499,185		-		499,185		670,000	75%
Goodwill One Stop Services		6,342		-		6,342		10,000	63%
VCW Centers (Leases, IT, etc.)		137,097		-		137,097		166,300	82%
VCW Centers Move		-		-		-		6,000	0%
Incumbent Worker Training		13,342		-		13,342		95,000	14%
Professional Services		2,949		-		2,949		-	0%
Purchase of new computers		-		-		-		4,000	0%
Board website, branding & outreach		11,000		-		11,000		14,400	76%
Total Program Services		1,424,284		-		1,424,284		1,885,700	76%
Total WIOA Grants Expenses	\$	1,743,924	\$	-	\$	1,743,924	\$	2,323,750	75%

**American Apprenticeship Grant Expenses**

Administration								
Personnel	\$	560,454	\$	-	\$ 560,454	\$	603,048	93%
Operations		14,275		-	14,275		22,240	64%
Office Operations		51,688		-	51,688		52,760	98%
Financial		2,731		-	2,731		12,310	22%
Travel		28,892		-	28,892		24,050	120%
Total Administration		658,040		-	658,040		714,408	92%
Total Program Services		533,061		-	533,061		726,000	73%
<b>Total American Apprenticeship Grant</b>	<b>\$</b>	<b>1,191,101</b>	<b>\$</b>	<b>-</b>	<b>\$ 1,191,101</b>	<b>\$</b>	<b>1,440,408</b>	<b>83%</b>

**Career Pathways Grant Expenses**

Administration									
Personnel	\$	4,109	\$	-	\$	4,109	\$	16,932	24%
Operations		70		-		70		570	12%
Office Operations		388		-		388		1,890	21%
Financial		14		-		14		430	3%
Travel		301		-		301		2,520	12%
Total Administration		4,882		-		4,882		22,342	22%
Total Program Services		72		-		72		8,075	1%
Total CPID Grant Expenses	\$	4,954	\$	-	\$	4,954	\$	30,417	16%

**VA Career Works Branding**

Total Program Services	24,949	-	24,949	25,000	100%
<b>Total VA Career Works Branding</b>	<b>\$ 24,949</b>	<b>\$ -</b>	<b>\$ 24,949</b>	<b>\$ 25,000</b>	<b>100%</b>

<b>Total Expenses</b>	<b>2,964,928</b>	<b>-</b>	<b>2,964,928</b>	<b>3,819,575</b>	<b>78%</b>
<b>Change in Net Assets</b>	<b>\$ -</b>	<b>\$ 77,992</b>	<b>\$ 77,992</b>	<b>\$ (5,030)</b>	

<b>Net Assets, Beginning</b>	<b>\$ 232</b>	<b>\$ -</b>	<b>\$ 232</b>
<b>Net Assets, Ending</b>	<b>\$ 232</b>	<b>\$ 77,992</b>	<b>\$ 78,224</b>





## **FINANCE COMMITTEE DECISION BRIEF**

July 3, 2019 Meeting

**Date:** July 3, 2019

**Reference:** The Finance Committee is responsible for establishing and reviewing the annual budget each fiscal year.

**Background:** The Finance Committee met on July 3, 2019, to review the budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as proposed by CFO and the CEO. The Finance Committee reviewed the original proposed budget to ensure programs will meet program objectives whilst reserving adequate carryover monies to the fiscal year beginning July 1, 2020, and ending June 30, 2021.

**Summary:** The Finance Committee recommends the approval of the budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

**Action Needed:** A motion to approve the fiscal year budget as presented.

**Shenandoah Valley Workforce Development Board, Inc.**  
**Budget for the Fiscal Year Ending June 30, 2020**

	Overall Budget			
	WIOA	AAI	CPID	Total
<b>Grant Expenses</b>				
Administration				
Personnel				
Salaries	204,310	451,320	7,320	662,950
Fringe Benefits	108,360	238,940	4,720	352,020
Total Personnel	312,670	690,260	12,040	1,014,970
Operations				
Insurance for WDB	3,090	6,810	110	10,010
Advertising for RFP & Staff	70	140	10	220
WDB Travel	200	110	10	320
Board Support	80	180	10	270
Outreach	4,810	5,190	20	10,020
Memberships	2,080	3,590	40	5,710
Total Operations	10,330	16,020	200	26,550
Office operations				
Telephone & Internet	2,140	8,120	200	10,460
IT Services	6,430	14,190	230	20,850
Supplies	3,550	5,910	110	9,570
Miscellaneous	40	70	10	120
Rent Expense	10,560	23,310	380	34,250
Postage	460	890	20	1,370
Total office operations	23,180	52,490	950	76,620
Financial				
Accounting software/training	1,080	2,390	40	3,510
Outsource payroll and taxes	1,310	1,890	20	3,220
Audit	5,090	11,240	180	16,510
Total financial	7,480	15,520	240	23,240
Travel	26,170	34,200	650	61,020
Total Administration	379,830	808,490	14,080	1,202,400
Program Services	1,691,000	671,000	20,000	2,382,000
Total	<b>2,070,830</b>	<b>1,479,490</b>	<b>34,080</b>	<b>3,584,400</b>
True Program Costs	1,873,115	1,404,400	33,510	3,311,025
True Admin Costs	197,715	75,090	570	273,375
	2,070,830	1,479,490	34,080	3,584,400
	10%	5%	2%	8%

- - - -

**Shenandoah Valley Workforce Development Board,  
Budget for the Fiscal Year Ending June 30, 2020**

	Overall Budget		
	Total Direct	Total Indirect	Total
<b>Grant Expenses</b>			
Administration			
Personnel			
Salaries	534,100	128,850	662,950
Fringe Benefits	283,600	68,420	352,020
Total Personnel	817,700	197,270	1,014,970
Operations			
Insurance for WDB	-	10,010	10,010
Advertising for RFP & Staff	-	220	220
WDB Travel	150	170	320
Board Support	-	270	270
Outreach	9,000	1,020	10,020
Memberships	2,200	3,510	5,710
Total Operations	11,350	15,200	26,550
Office operations			
Telephone & Internet	3,670	6,790	10,460
IT Services	-	20,850	20,850
Supplies	4,550	5,020	9,570
Miscellaneous	-	120	120
Rent Expense	-	34,250	34,250
Postage	200	1,170	1,370
Total office operations	8,420	68,200	76,620
Financial			
Accounting software/training	-	3,510	3,510
Outsource payroll and taxes	2,200	1,020	3,220
Audit	-	16,510	16,510
Total financial	2,200	21,040	23,240
Travel	47,500	13,520	61,020
Total Administration	887,170	315,230	1,202,400

**Estimated ID Rate: 39%**

Shenandoah Valley Workforce Development Board, Inc.  
Budget for the Fiscal Year Ending June 30, 2020

WIOA Grants Expenses	FY2019 Budget	WIOA Budget		
		Indirect Exp	Direct Exp	FY2020 Budget
Administration				
Personnel				
Salaries	234,260	39,710	164,600	204,310
Fringe Benefits	119,700	21,060	87,300	108,360
Total Personnel	353,960	60,770	251,900	312,670
Operations				
Insurance for WDB	3,440	3,090	-	3,090
Advertising for RFP & Staff	80	70	-	70
WDB Travel	410	50	150	200
Board Support	560	80	-	80
Outreach	9,240	310	4,500	4,810
Memberships	1,420	1,080	1,000	2,080
Total Operations	15,150	4,680	5,650	10,330
Office operations				
Telephone & Internet	2,500	2,090	50	2,140
IT Services	8,700	6,430	-	6,430
Supplies	6,340	1,550	2,000	3,550
Miscellaneous	40	40	-	40
Occupancy	12,950	10,560	-	10,560
Postage	520	360	100	460
Total office operations	31,050	21,030	2,150	23,180
Financial				
Accounting software/training	920	1,080	-	1,080
Outsource payroll and taxes	1,630	310	1,000	1,310
Audit	5,880	5,090	-	5,090
Total financial	8,430	6,480	1,000	7,480
Travel	29,460	4,170	22,000	26,170
Total Administration	438,050	97,130	282,700	379,830
Program Services				
Adult & Dislocated Worker contracts	920,000	-	925,000	925,000
Youth contracts	670,000	-	545,000	545,000
Goodwill One Stop Services	10,000	-	10,000	10,000
VCW Centers (Leases, IT, etc.)	166,300	-	160,500	160,500
VCW Centers Move	6,000	-	-	-
Workforce Strategy	95,000	-	10,000	10,000
Professional Services	-	-	20,000	20,000
Purchase of new computers	4,000	-	6,000	6,000
Board website, branding & outreach	14,400	-	14,500	14,500
	1,885,700	-	1,691,000	1,691,000
Total Program Services	1,885,700	-	1,691,000	1,691,000
<b>Total WIOA Grant Expenses</b>	<b>2,323,750</b>	<b>97,130</b>	<b>1,973,700</b>	<b>2,070,830</b>
Budgeted ID Rate		39%		
Total Budgeted ID Rate		39%		
Difference		-		

Shenandoah Valley Workforce Development Board, Inc.  
Budget for the Fiscal Year Ending June 30, 2020

Apprenticeship Grant Budget

AAI Grants Expenses	FY2019 Budget	Indirect Exp	Direct Exp	FY2020 Budget
Administration				
Personnel				
Salaries	403,481	87,720	363,600	451,320
Fringe Benefits	199,567	46,440	192,500	238,940
Total Personnel	603,048	134,160	556,100	690,260
Operations				
Insurance for WDB	5,720	6,810	-	6,810
Advertising for RFP & Staff	120	140	-	140
WDB Travel	430	110	-	110
Board Support	920	180	-	180
Outreach	12,040	690	4,500	5,190
Memberships	3,010	2,390	1,200	3,590
Total Operations	22,240	10,320	5,700	16,020
Office operations				
Telephone & Internet	4,320	4,620	3,500	8,120
IT Services	14,440	14,190	-	14,190
Supplies	14,260	3,410	2,500	5,910
Miscellaneous	60	70	-	70
Rent Expense	18,990	23,310	-	23,310
Postage	690	790	100	890
Total office operations	52,760	46,390	6,100	52,490
Financial				
Accounting software/training	1,540	2,390	-	2,390
Outsource payroll and taxes	1,050	690	1,200	1,890
Audit	9,720	11,240	-	11,240
Total financial	12,310	14,320	1,200	15,520
Travel	24,050	9,200	25,000	34,200
Total Administration	714,408	214,390	594,100	808,490
Program Services	726,000	-	671,000	671,000
	<b>1,440,408</b>	<b>214,390</b>	<b>1,265,100</b>	<b>1,479,490</b>
	<b>Budgeted ID Rate</b>	<b>39%</b>		
	<b>Total Budgeted ID Rate</b>	<b>39%</b>		
	<b>Difference</b>	<b>-</b>		

Shenandoah Valley Workforce Development Board, Inc.  
Budget for the Fiscal Year Ending June 30, 2020

Career Pathways for Individuals w/Disabilities Grant  
Budget

CPID Grant Expenses	FY2019	Indirect	Direct	Total
		FY2020 Budget	FY2020 Budget	FY2020 Budget
Administration				
Personnel				
Salaries	13,274	1,420	5,900	7,320
Fringe Benefits	3,658	920	3,800	4,720
Total Personnel	16,932	2,340	9,700	12,040
Operations				
Insurance for WDB	220	110	-	110
Advertising for RFP & Staff	10	10	-	10
WDB Travel	20	10	-	10
Board Support	40	10	-	10
Outreach	270	20	-	20
Memberships	10	40	-	40
Total Operations	570	200	-	200
Office operations				
Telephone & Internet	370	80	120	200
IT Services	540	230	-	230
Supplies	220	60	50	110
Miscellaneous	10	10	-	10
Rent Expense	710	380	-	380
Postage	40	20	-	20
Total office operations	1,890	780	170	950
Financial				
Accounting software/training	60	40	-	40
Outsource payroll and taxes	40	20	-	20
Audit	330	180	-	180
Total financial	430	240	-	240
Travel	2,520	150	500	650
Total Administration	22,342	3,710	10,370	14,080
Program Services				
Academies	8,075	-	20,000	20,000
	8,075	-	20,000	20,000
	8,075	-	20,000	20,000
Total Program Services	30,417	3,710	30,370	34,080
Budgeted ID Rate		39%		
Total Budgeted ID Rate		39%		
Difference		-		

## V2V Apprenticeship Advisory Council

### Agenda – July 11, 2019 Meeting

1. Review minutes from April 11, 2019 meeting
2. Grant performance (draft) as of 6/30/2019:

Metric	Grant Goal	Actual	% Grant Goal
# apprentices	600	871	145%
# employer sponsors	175	83	47%
# new programs	18	21	116%
# expanded occupations	37	48	130%
# completed	200	97	48%
# Target Population* (25%)	150	405	270%

\*women, minorities, veterans, individuals with disabilities, and low skilled (less than H.S.)

3. Activity Highlights since last meeting (1/10/2019)
  - a. AAI Evaluation: Participated in AAI Implementation Study Site Visit June 11-13, with Abt Associates who are evaluating best practices of 10 AAI Grantees. Site visits to WWRC, Hershey, ThermoFisher, LFCC, and MTC. Interviews 1:1 with V2V Staff & DOLI consultants, and collected significant information on the V2V Grant.
  - b. Hershey's 2<sup>nd</sup> Boot Camp, with prep classes for their new employment assessment, had 31 participants. As of today, 29 are still working as Hershey temporaries. Those hired will make \$19.57/hour and be registered as apprentices.
  - c. WWRC visits by Senator Kaine's Senior Education and Workforce Policy Advisor 4/17, and Governor Northam
  - d. NAWDP Annual Conference May 5-8 – Two presentations with the US DOL ODEP including a 4-hour pre-conference, "Systematic Approach to Inclusive Apprenticeships for Individuals with Disabilities," and a general session, "The Future of Work"
  - e. Preparations for implementation of the final year of V2V Grant. Significant funding remains to achieve increased awareness of apprenticeship and integration of RA into Virginia's workforce system and other goals.
  - f. State of the Manufacturing Workforce in the Shenandoah Valley: Apprenticeship and Work Based Learning RFP issued, responses received.
4. V2V Policy Revisions Submitted for Approval
5. Upcoming:
  - a. American Apprenticeship Initiative Grantee national meeting August 1-2, 2019.
  - b. G3 Project with LFCC
  - c. July 30, Validity Solutions webinar, "Expand Disability Hires with Inclusive Apprenticeship"

## V2V Apprenticeship Advisory Council

### Minutes from April 11, 2019 Meeting

1. Reviewed minutes from January 10, 2019 meeting
2. Reviewed V2V Grant performance as of 3/31/2019:

Metric	Grant Goal	Actual	% Grant Goal
# apprentices	600	780	130%
# employer sponsors	175	83	47%
# new programs	18	21	116%
# expanded occupations	37	47	127%
# completed	200	86	43%
# Target Population* (25%)	150	354	236%

\*women, minorities, veterans, individuals with disabilities, and low skilled (less than H.S.)

3. Reviewed Activity Highlights since last meeting (1/10/2019)
  - a. **HR Magazine:** The SVWDB's innovative work with Hershey was profiled in this national magazine's Spring 2019 edition, *"Closing the Gap – how education, training, and legislation can help bridge the skills divide,"*
  - b. WHSV TV3's In-Demand featured: Plumber, HVAC Technician, and Industrial Manufacturing Technician, Electrician, CNC Technician, and Mechatronics Technician apprenticeship are included in the new videos. Check them out at: <https://www.whsv.com/features/indemand>
  - c. Riddleberger Brothers recognized by the state apprenticeship agency.
  - d. Webinar: "Strengthen Your Talent Pipeline with Work Based Learning". The webinar provides HR certification credits. This and previous webinars are available at: <https://validityscreening.com/videos/category/webinars/>
  - e. UP Conference presentation: "creative talent development."
  - f. Youth Apprenticeship: Grant proposal submitted to form a partnership to more effectively engage for a youth talent pipeline. LFCC hosted a Youth Apprenticeship event.
  - g. Jobs for the Future: Hershey attended an invitation-only event national employers to share inclusive apprenticeship practices. Debby Hopkins also attended.
  - h. NAWB – Co-presented with the US DOL ODEP on *"Developing An Apprenticeship Inclusion Model,"* co-presented with the federal Office of Apprenticeship on *"Taking Apprenticeship to Scale,"* and recorded a promotional podcast at the event
4. Upcoming:
  - a. The SVWDB is one of 10 AAI Grantees selected for evaluation of best practices. A team from ABt associates will visit in June.
  - b. The US DOL has selected SVWDB for a success story to feature the V2V grant.
  - c. NAWDP Annual Conference, May 2019. Debby will co-present in a pre-conference, 4-hour, and a conference session with the U. S. Dept of Labor, Office of Disability Employment Policy.



## \$ by Economic Locality

Locality		AAI Grant
Other Virginia	31%	\$ 128,100
Augusta	26.2%	\$ 115,449
Rockingham	15.8%	\$ 52,775
Harrisonburg	7.6%	\$ 25,294
Winchester	4.3%	\$ 18,642
Frederick	4.7%	\$ 17,487
Shenandoah	4.6%	\$ 15,334
Rockbridge	3.3%	\$ 10,560
Waynesboro	1.7%	\$ 5,465
Warren	.7%	\$ 2,256

TOTAL	\$	391,854
SVWDB Region	\$	263,754
Total Paid (Pre-RA & RA)	\$	743,133.81

### V2V Grant Performance

GOAL	CURRENT	
600 apprentices	871	145%
175 employers	86	49%
18 new programs	21	116%
37 expanded occupations	48	130%
150 target demographic	405	270%
200 completions	97	49%

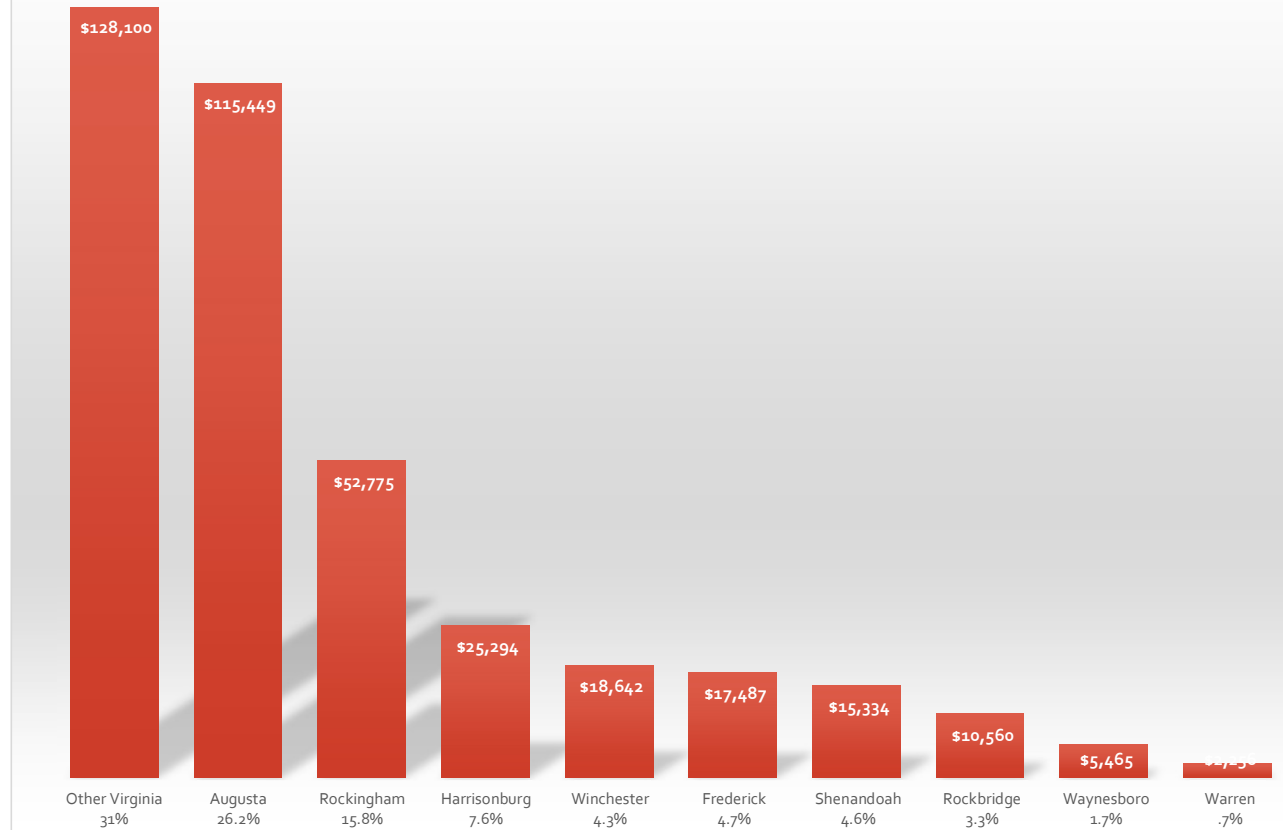
229 pre-apprentices at WWRC, BRCC, LFCC, VCTC, MTC,  
Byers Technical, Design Electric, Hershey Boot Camp

34 apprentice occupations

Related Instruction provided by:

MTC, VCTC, LFCC, DSLCC, BRCC, CATEC, NCCER,  
ToolingU, BR Tech College WV, Penn Foster, In House

## V2V American Apprenticeship Grant Paid to Businesses by Locality as of 6/30/2019



## Policy and Procedures

Title	Incentive Policy – Grant Addendum	Number	OP-14-01
Effective Date	May 1, 2018	Revisions	July 11, 2019

### *V2V Policy Differences as compared to SVWDB Policy:*

#### **Purpose**

To establish guidelines for provision of incentives using funds from the V2V Grant.

#### **Policy**

Incentives may be provided to individuals enrolled in the V2V Grant to encourage successful participation in program activities and to recognize training and/or achievement of goals in the program goals without a client Individual Services Strategy or Virginia Workforce Connection system entry. Incentives will be in the form of a check, gift card, or a material item; under no circumstances may a participant be given cash.

#### **Procedure**

**1) Programmatic Goals eligible for incentive payments to individuals may include:**

- a. Successful completion of training program as evidenced by the Virginia Department of Labor and Industry Division of Registered Apprenticeship (DOLI), trainer, or the company sponsor.
- b. Successful completion of work-based learning experiences, including boot camp or other pre-apprenticeship program, up to one incentive payment per month.
- c. Attainment of a credential as evidenced by trainer or copy of credential.
- d. Securing employment as evidenced by the Employer.
- e. Becoming a registered apprentice as evidenced by DOLI and/or the employer
- f. Completion of a registered apprenticeship program as evidenced by DOLI.

**2) Documentation:**

- a. V2V staff will document participant goal achievement and include in participant file. This documentation is justification for the incentive payment.
- b. V2V staff must maintain an Incentive Tracking Log with participant signature acknowledging incentive receipt and V2V staff signature upon presentation.

**3) Incentive Awards are limited to \$2000 per participant.**

#### **Waivers**

A waiver to the above policy and limitations may be approved on a case-by-case basis.

## Policy and Procedures

Title	Incumbent Worker Training Policy – Grant Addendum	Number	OP-14-02
Effective Date	May 1, 2018	Revisions	July 11, 2019

### *V2V Policy Differences as compared to SVWDB Policy:*

#### **Purpose**

To establish guidelines for the use of V2V Grant funding to support registered apprenticeship training for incumbent workers who are enrolled in the V2V Grant. The Employer and the participant must meet all V2V grant eligibility and enrollment requirements.

#### **Policy**

V2V Grant funding will support training for enrolled participants according to the VDOLI approved Related Technical Instruction (RTI) for the Employer's registered apprenticeship program, plus any assessments (TABE, CRC, etc.) and any remedial training deemed necessary by the employer, instructors, or V2V staff. SVWDB requirements and procedures solely related to WIOA compliance are not applicable to this V2V policy.

#### **Procedure**

##### **1) Eligibility:**

- a. Training funds will only cover costs associated with an individual eligible to participate and enrolled in the V2V Grant.
- b. V2V Staff will consider all other funding sources, including Vocational Rehabilitation, TANF, PELL Grants, WIOA ITAs, and GI Bill, to leverage funding.
- c. Occupational training must be included on the Employer's related technical instruction curriculum for their apprentices in that occupation. Remedial, soft skills, or supplemental training as it pertains to specific apprentices is not required to be itemized on the RTI.
- d. The V2V grant will not provide funding for programs previously funded by the V2V grant which were not successfully completed.

##### **2) Costs Eligible and Not Eligible for Training Reimbursement: *no changes***

##### **3) Cost Limitations and Match:**

- a. Up to 100% of the eligible training costs for each V2V participant will be paid to the training provider or reimbursed to the employer as approved by the V2V Program Director according to grant priorities and available funding.
- b. The fiscal cap for training will be \$15,000 per participant; however, a company cap may be applied in lieu of a participant cap to ease administrative processing for reimbursement of in-house apprenticeship training expenses.

**4) Documentation.**

- a. Each V2V Grant participant file must contain the Virginia DOLI apprenticeship registration forms and approved Related Technical Instruction curriculum.
- b. Each employer file must contain an executed Employer Agreement for any reimbursement of training expense to occur.
- c. The employer or training provider must submit an Application for Grant Funds prior to the onset of training. Upon approval, V2V staff will issue a Commitment Letter specifying the amount of V2V grant funding approved and procedures for direct payment to the training provider, or to obtain reimbursement for eligible training expenses.
- d. For employer reimbursements, the employer must request reimbursement of eligible training expenses including the invoice from the training provider identifying the participant(s) and specific training provided, along with proof of payment of that invoice.
- e. All training payments from the V2V Grant must be approved by the V2V Program Director.

**Waivers**

A waiver to the above policy and limitations may be requested on a case-by-case basis.

## Policy and Procedures

Title	Individual Training Accounts (ITA) – Grant Addendum	Number	OP-12-07
Effective Date	May 1, 2018	Revisions	July 11, 2019

### *V2V Policy Differences as compared to SVWDB Policy:*

#### **Purpose**

To establish guidelines for V2V grant participants to obtain skills to become gainfully employed and to become a registered apprentice using funds from the V2V Grant.

#### **Policy**

V2V grant participants will be enrolled in training programs that align with registered apprenticeship curriculum (RTI) or preparedness for employment and apprenticeship without a need-based assessment, labor market analysis, IEP or eligible training provider (ETP) requirement, or an ITA process. The training must support the purposes of the V2V American Apprenticeship Initiative grant and be aligned with the approved V2V Grant Occupations. Costs associated with assessments (including TABE, CRC, or other similar assessments) along with books and other training materials, will be considered a training expense and not a supportive service.

#### **Procedure**

##### **1) Eligibility:**

- a. Training funds are limited to individuals enrolled in the V2V Grant.
- b. V2V Staff will consider all other funding sources, including Vocational Rehabilitation, TANF, PELL Grants, WIOA ITAs, and GI Bill, to leverage funding.
- c. Occupational training will apply to RTI or preparedness for employment and apprenticeship, and will include, but is not limited to, ETPs.
- d. The V2V grant will not provide funding for programs previously funded by the V2V grant but not successfully completed.

##### **2) Cost Limitation:**

- a. Training cost per participant is limited to \$15,000 within a fiscal year. Grant funds cannot be used to pay participant wages. There is no combined cap for training and supportive services provided to a V2V grant participant.

#### **Waivers**

A waiver to the above policy and limitations may be approved on a case-by-case basis.

## Policy and Procedures

Title	Supportive Services – Grant Addendum	Number	OP-12-08
Effective Date	May 1, 2018	Revisions	July 11, 2019

### *V2V Policy Differences as compared to SVWDB Policy*

#### **Purpose**

To establish guidelines for provision of supportive services using funds from the V2V Grant.

#### **Policy**

Participants enrolled in the V2V Grant may receive supportive services without a need-based analysis or justification as required in WIOA programs and defined in the SVWDB Policy.

“Service provider” and “program operators” are determined to be V2V Grant staff for purposes of administering this policy.

**1) Travel Allowance:**

- a. Reimbursement will be at the then current Internal Revenue Service issued standard mileage rate for business travel for actual mileage driven.

**2) Child Care: *no changes***

**3) Assistance with Training Uniforms, Work Attire, Books, and Related Tools:**

- a. The maximum assistance will be \$500 for training uniforms, safety shoes, and/or appropriate work attire, and \$2000 for training/work-related tools or supplies.

**4) Other:**

- a. Supportive services may include auto repairs, gas cards, work site accommodations, or other supportive services as approved on a case-by-case basis.

**5) Limitations:**

- a. As specified above, otherwise in the Supportive Services Policy OP 12-08. Funding of training and supportive services will not have a combined fiscal year cap.

#### **Waivers**

A waiver to the above policy and limitations may be requested on a case-by-case basis.