



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

**SVWDB Board of Directors Meeting  
Thursday, July 9, 2020, 10:00 a.m. – 12:00 p.m.**

**Zoom Meeting**

**Link:** <https://zoom.us/j/97076554761?pwd=bng2Z0tJb1FuSmFXem91OFZlQlNidz09>

**Call to Order and Meeting Introduction**

- Roll Call

Jeff Stapel  
Joan Hollen

**Approval of Minutes**

- Board Minutes – July 11, 2019 and October 10, 2019 **(Vote Required)**

Jeff Stapel

**Committee Reports**

- Executive Committee
  - Eligible Training Provider Recertification
  - WIOA Program Changes
  - SVWDB Organization Chart
  - Workforce Center Reopening
- Finance Committee
  - Financial Statements
  - FY 2021 Budget **(Vote Required)**

Jeff Stapel

Jo Lee Loveland Link

**Special Presentation – SVWDB State of the Workforce Report**

- Report Introduction
- State of the Workforce Presentation
- Closing Remarks

Debby Hopkins  
Kristopher Subler, TPMA  
Debby Hopkins

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

- AAI Grant Status Update

Debby Hopkins

**Other Business**

Jeff Stapel

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

Jeff Stapel

**Adjournment**

Jeff Stapel

***Next SVWDB Board Meeting: October 8, 2020, 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 SVWIB office the Monday prior to the Board meeting.



*Building partnerships to create workforce opportunities that cultivate business,  
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**Joint Meeting of the SVWD Board of Directors and Chief Elected Officials  
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**

Chair Jeff Stapel 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:** Annette Medlin, Brian Brown, Cara Major, Jeff Stapel, Jo Lee Loveland Link, Kip Brannon, Pam Snyder, Robin Sullenberger, Samuel Insana, Steve Douty, Wes Dove

**Public Sector Members Present:** Amy Judd, Jeanian Clark, Gary Keener, Clay Stein (for Jackson Green), Jay Langston, John Downey, John Jackson, John Jacobs, Kai Degner, Robert Goldsmith, Tony Milionta

**Chief Elected Officials Present:** Morgan Phenix, Page County; Greg Hitchin, City of Waynesboro

**Guests Present:** Shasta Robertson, Jenny Wright, Morgan Lamere, Kathy Kalisz, Lauren Fernstein, Magaly Quinones-Guzman, Selyna Velez, India Slade, Bonnie Zampino, Samantha Greenfield, Kaystyle Madden.

**SVWDB Staff Present:** Cathi Michie, Debbie Berry, Debby Hopkins, Joan Hollen, Sean McCusty

**Prior Meeting Minutes:** The minutes from the April 11, 2019 SVWDB Board of Directors meeting were presented.

Motion by Brian Brown to approve the minutes of April 11, 2019 as presented. Second by Jo Lee Loveland Link. Motion unanimously approved.

**WIOA Operations**

**Touch Point Dashboards:** Melanie Blosser reviewed the PY 2018-19 year end Dashboards. The centers are now tracking services in addition to WIOA enrollment. These services include core services and job search. Chair Stapel stated that we need to track a broader view of our services to show our value and how we impact people's lives.

**Center Updates:**

All centers are fully staffed and the new resource room coordinator in Harrisonburg is bilingual. Outreach provided at the Page County library has been successful and is now a permanent event on Wednesdays. Outreach to Rockbridge County at Byers Technical Institute has been successful.

**Communications and Outreach Report:** The Communications and Outreach report was included in the meeting packet. Hershey Boot Camp promotions caused a spike in web traffic. The web site will be updated to include the contacts of all center partner staff.

**VCCS Restructuring:** Robin Sullenberger reported on restructuring in the Virginia Community College System, which will make WIOA administration more interactive and provide more flexibility in program administration.

**WIOA Governance and Administration**

**Chief Elected Officials Consortium Agreement Update:** The Chief Elected Officials Consortium Agreement revision has been completed and the agreement sent to the Chief Elected Officials of each member jurisdiction for approval. SVWDB staff will be attending public hearings and meetings to provide information on SVWDB and answer questions about the Chief Elected Officials Consortium Agreement. Seven local government meetings have been scheduled to date.

**Local Plan Update:** The Local Plan update was reviewed by the VCCS and one deficiency was found. Strategies to address pipeline gap issues and aging population issues were unclear or incompletely addressed. The deficiencies were addressed and the Local Plan was resubmitted to the Governor for approval.

**SVWDB Board Member Certification:** The SVWDB is required to certify the Board of Directors every two years. The Board Certification documents were included in the meeting packet. SVWDB met all requirements for board membership representation. The Certification will be submitted to the state as presented.

**Executive Committee Report**

**Called Meeting:** The Executive Committee and Finance Committee held a called meeting on June 28, 2019 to conduct a budget review in preparation for developing the FY 2020 budgets.

**Operations Policies:**

The Executive Committee approved the following policy updates. Updates were made to policy terminology and to align the policies with current regulations and practices.

- OP 12-09 Work Based Learning (formerly On the Job Training)
- OP 12-11 Unlikely to Return to Work
- OP 16-01 Self Sufficiency
- OP 15-03 Conflict of Interest
- OP 15-01 Outreach and Tagline

**Finance Committee Report**

Finance Committee Chair Jo Lee Loveland reported that the Executive Committee approved the proposed FY 2020 budget which ensures programs will meet program objectives while reserving adequate carryover funds for FY 2021. In other Finance Committee business, the annual audit has been set for September 23 and the committee recommended John Jacobs to fill a vacancy on the Finance Committee. Mr. Jacobs was approved by the Executive Committee to serve on the Finance Committee.

**Financial Statements:** As of May 31, 2019 expenditures were at 67% program, 28% personnel, 3% operations and 2% travel. Budget verses actual expenditures showed WIOA 75% expended and the American Apprenticeship Initiative grant 83% expended, The CPID grant is 16% expended and the Rebranding grant 100% expended. CPID expenditures are low due to Academies that are planned but have not yet taken place. Goodwill expenditures as of May 31, 2019 show an impressive 50% program, 47% personnel, 2% operation and 1% travel expenditures.

Cathi Michie reviewed WIOA PY2017 year two of two budget verses actual expenditures which expired June 30, 2019 with a 98.59% expenditure rate. WIOA PY2018 year one of two funding, which expires on June 30, 2020, shows a 10.81% expenditure rate. The Statement of Financial Expenditures as of May 31, 2019 shows the SVWDB in good financial position.

**PY 2020 Budget:** The proposed PY 2020 Budget was presented and discussed.

SVWDB staff has been proactive in seeking additional funding sources in light of upcoming WIOA budget cuts. The following efforts to secure additional funding to align resources have been undertaken:

- A contract has been secured with Lord Fairfax Community College to provide consulting services on a G3 grant.
- A Workforce Services Expansion to Increase Economic Equity Grant application has been submitted to VCCS, in partnership with the Virginia Career Works - Piedmont Region, to support outreach and service delivery approaches for workforce training and job placement support programs for out-of-work subpopulations.
- SVWDB is a partner with five other Workforce Development Boards in Virginia to secure funding through the Appalachian Regional Commission to coordinate all available resources to develop a talent pipeline in our five ARC communities (Rockbridge, Buena Vista, Lexington, Bath and Highland). If awarded, the grant will provide a part time navigator and business services representative in ARC communities to implement the grant program.
- Virginia received a State Registered Apprenticeship Expansion Grant of \$1.6 million, which will increase promotion of Registered Apprenticeship in the state.

Motion by John Jacobs to approve the proposed PY2020 budget. Second by Pam Snyder. Motion unanimously approved.

**Valley to Virginia (V2V) Advisory Council Meeting:** The V2V Council convened and the agenda and minutes from the previous meeting were presented. An update on V2V grant metrics shows 871 apprentices have been registered through 83 company sponsors to date. Debby Hopkins reported that the Hershey Boot Camp received local media coverage and was showcased nationally in the Society for Human Resources Management Spring 2019 *HR Magazine*.

An RFP for proposals to update the 2016 Shenandoah Valley Manufacturing Study resulted in three proposals being received. SVWDB staff will review the proposals and award the contract, which includes employer surveys, employer focus groups in the northern, central and southern regions to obtain real-time information on the state of manufacturing, and a Workforce Summit to report the findings in the study.

V2V policy addendums were discussed. The policy addendums need to be in place to guide the operations of the V2V grant to align with the approved, established SVWDB policies. Instead of having two sets of policies, one for the board and one for the V2V grant, policy addendums were developed to define how the grant is operationalized and aligned with SVWDB policies. Addendums were developed for the Incentive, Incumbent Worker Training, Individual Training Account and Supportive Services policies. It was the consensus of the Council to approve the policy addendums.

Chair Stapel noted that Registered Apprenticeship is transformative and can be sustained by companies. It is changing lives and getting more people into the manufacturing pipeline. This information needs to be shared with others as often as possible.

Eric Fitzgerald, Director of Career and Technical Education for Rockingham County Public Schools asked the Board if they have ideas on ways SVWDB can collaborate with Career and Technical Education. He welcomes collaboration with SVWDB.

**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, Director of Workforce Training Services, Goodwill Industries of the Valleys  
John Jacobs, Manager, Virginia Employment Commission, Harrisonburg and Fishersville  
Amy Judd, LFCC, Adult Basic Education Program Manager, Office of Academic and Student Affairs  
John Jackson, Counselor Manager, Department for Aging and Rehabilitative Services, (Harrisonburg/Winchester)  
Kathy Kalisz, Manager, Virginia Employment Commission, Winchester  
Bonnie Zampino, Manager, Virginia Career Works – Winchester

Melanie Blosser began the panel discussion by explaining that people coming to a Virginia Career Works Center sign in at the front desk upon entering the center. The need of the person seeking assistance is assessed and they are referred to the resources/partners with expertise to serve their need. Resources include a resource room with computers for job search and resume preparation, workshops, classes, unemployment assistance, job marketing, registration in the Virginia Workforce Connection, labor market information, and Reemployment Services and Eligibility Assessments (RESEA).

Employers are assisted through introduction to and registration in the Virginia Workforce Connection and offered recruitment assistance including job fairs and space for interviews with potential employees. The Winchester and Harrisonburg Centers have formalized Business Solutions Teams made up of center partners that invite employers to meetings to learn about their employment challenges. As follow-up, the employer receives a personalized proposal of services to support their needs.

There are two types of workforce centers, Comprehensive and Affiliate. The Shenandoah Valley region has one Certified Comprehensive Center in Harrisonburg where partners are co-located at the center or nearby. The Winchester Center is a Certified Affiliate Center and the Fishersville Center is an Affiliate Center that is not certified. Affiliate Centers have relationships with partners, but not all partners are on site or located nearby. WIOA requires partner representation from all four Titles of WIOA. It was the consensus of the panel that it takes all partners working together to serve people and businesses. Each panelist explained the services provided by their agency or organization.

**WIOA Title I:** Title I funds Adult, Dislocated Worker, and Youth programs. WIOA funding comes through the Virginia Title I Administrator, which is the VCCS to the SVWDB. SVWDB contracts with a procured service

provider, which is Goodwill Industries of the Valley, to provide Title I services. Services include Virginia Career Works (VCW) operations, resource room, and career and employment specialists providing employment services. **WIOA Title II, Adult Education and Literacy:** In the northern Valley, Title II services are provided by Lord Fairfax Community College through the Northern Shenandoah Valley Adult Education program. Services include GED, literacy and civics education. The LFCC Adult Education Program is located in the VCW – Winchester Center. In the southern Valley, Adult Education programs are provided by the Shenandoah Initiative for Adult Education (S.H.I.N.E.). S.H.I.N.E. partners with various educational organizations and the VCW Centers to provide instructional services, GED, literacy, and ESL/citizenship services.

**WIOA Title III – Wagner-Peyser Employment Program:** The Virginia Employment Commission (VEC) provides Title III employment services, which includes job search, referral and placement assistance for job seekers and recruitment services for employers, labor market information, unemployment insurance assistance and Reemployment Services and Eligibility Assessments (RESEA). VEC is co-located in all three VCW Centers in the Shenandoah Valley Region. VEC helps staff career center resource rooms.

**WIOA Title IV Vocational Rehabilitation:** Title IV provides employment programs and services that assist individuals with disabilities and the aging. The Virginia Department for Aging and Rehabilitative Services (DARS) and the Department for the Blind and Vision Impaired (DBVI) provide Title IV services. DARS and DBVI are partners of VCW Centers making and receiving referrals and participating on Business Solutions Teams. DARS is located near VCW Centers in Winchester and Harrisonburg and provides staff support at the centers. DBVI is located in the Fishersville Center.

Other required partners include the Virginia Department of Social Services (VIEW, SNAPET, TANF), Senior Community Services Employment Program (SCSEP), Carl D. Perkins Career and Technical Education, Rapid Response, National Farmworker Jobs Program (Telamon), and Jobs Corp. Magaly Quinones-Guzman from the Telamon Corporation explained that Telamon can co-enroll with WIOA to provide supportive services, translation and assistance with credential validation for refugees.

Agencies and organizations are working under the new VCW brand where the focus is on customer centered services and not the agency providing the service, John Jacobs commented on how the integration of the Virginia workforce system has shifted the partners/agencies from working in silos to now working in their own lane of expertise. Melanie Blosser commented that the agencies still have the challenge of operating under different data systems that do not communicate with each other.

**Challenges:** The following challenges were discussed.

- Center space and consistency in layout.
- State systems that are not integrated.
- Serving the hardest to serve.
- Getting businesses to engage with center partners.
- Getting the word out about available services.
- Connecting with K-12 to serve qualified youth.

**Other Business:** There was no other business.

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

**Adjournment:** There being no further business to come before the Board, the meeting adjourned at 11:55 a.m.

Respectfully submitted,  
Joan Hollen

**Next SVWDB Board Meeting: October 10, 10:00 a.m. – noon**  
**Location: Harrisonburg City Hall Council Chambers**



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

**Joint Meeting of the SVWD Board of Directors and Chief Elected Officials  
October 10, 2019, 10:00 a.m. – 12:00 p.m.  
Harrisonburg City Hall Council Chambers  
409 S. Main Street, Harrisonburg, VA**

**Call to Order and Welcome**

Chair Jeff Stapel called the meeting to order at 10:00 a.m. The roll was called. A quorum of the Board was not present.

**Private Sector Members Present:** Jeff Stapel, Jo Lee Loveland Link, Robin Sullenberger, Samuel Insana, Wes Dove

**Public Sector Members Present:** Amy Judd, Gary Keener, Clay Stein (for Jackson Green), Jay Langston, John Jackson, John Jacobs, Kai Degner, Amy Judd, Gary Keener, Katy Parrish, Sandy Rinker for Kevin Hutton, Michelle Bixler, Tony Milionta

**Chief Elected Officials Present:** Kristina Ramsey, Bev McCray, Morgan Phenix, Sam Crickenberger, Brian Shull

**Guests Present:** John Link, Seth Marsh, Tom Roberts, Jenny Wright, Shasta Robertson, Kevin Coffman, Mary Ann Gilmer, Magaly Quinones Guzman, Travis Messick, Gabrielle Wenos, Kaystyle Madden, Chris Pope, Barbara Trujillo, Debbie Melvin, Alicia Corral, Bonnie Zampino, Kristopher Stubler

**SVWDB Staff Present:** Sharon Johnson, Cathi Michie, Debbie Berry, Debby Hopkins, Joan Hollen, Sean McCusty, Tristan Meadows, Heidi King, Vanessa Robison, Matt Green

**Introduction:** Sharon Johnson introduced Tristan Meadows, the new Youth Program Manager for the SVWDB. Tristan will be developing a new youth program for the board. Tristan previously worked for Goodwill Industries of the Valleys as the Harrisonburg Center Manager.

**Prior Meeting Minutes:** Due to the lack of a quorum, the minutes from the July 11, 2019 SVWDB Board of Directors meeting were deferred to the January 9, 2020 meeting.

**Welcome:** Chair Stapel welcomed meeting attendees and shared the vision of the SVWDB. The Board is created by WIOA, which guides talent pipeline development and provides people with the resources needed to integrate into the workforce and elevate themselves economically. The mission of the board goes beyond WIOA and includes working with school systems on work based learning initiatives and providing services to support employers and people with barriers to employment. The Board is one of the only regional organizations that represents all stakeholders. Through collaboration, we have the ability to make an impact by leveraging and integrating resources and stakeholders.

The board is accepting recommendations for private sector board members and for current board members that may be interested in serving on the Executive Committee.

**Partner Presentations**

**State of the Manufacturing Workforce in the Shenandoah Valley – Apprenticeship and Work Based Learning – Thomas P. Miller and Associates (TPMA):** Sharon Johnson introduced Kristopher Subler, Project Consultant with TPMA. TPMA was selected to update *The Changing Manufacturing Workforce in the Shenandoah Valley* study to evaluate manufacturing workforce needs, registered apprenticeship and work based learning. The study will also prepare the board to pursue any future funding opportunities.

Mr. Subler provided an overview of TPMA, a multi-faceted economic and workforce development research and evaluation firm. TPMA, in partnership with Board staff, are conducting a survey and focus groups with regional manufacturers and conducting labor market data research to evaluate the state of manufacturing in the SVWDB region. The study covers the SVWDB region and is broken down into three sub regions; the northern region, the central region, and the southern region. A handout was provided with labor data showing a sub-regional breakdown of population data by age group, household demographics, industry employment and manufacturing occupation data. Preliminary findings show:

- Manufacturing is a stronghold in the Shenandoah Valley with some of the highest paying occupations with low educational requirements (high school diploma or GED and on-the-job training).
- Manufacturing employers are experiencing common challenges due to low unemployment. They have positions available for skilled talent. Employees will change jobs for a 25-cent pay increase.
- The manufacturing workforce includes an aging population and the study will evaluate how employers are preparing for the retirement of workers and knowledge transfer to younger workers.

Mr. Subler answered questions from meeting attendees. The final report will be released in January.

### **Cued-In – Seth Marsh**

Chair Stapel introduced Seth Marsh the developer of Cued-In, a web and app-based platform where career seekers research careers to discover their potential and find best-fit careers. Cued-In also enables educators to reach the future workforce and empowers employers to recruit and engage the right talent. The app is designed to connect students with career pathway information and work based learning or job opportunities provided by employers. A demonstration of the software was provided. Mr. Marsh answered questions from meeting participants. For more information visit <https://cued-in.com/>.

### **WIOA Operations**

**Touch Point Dashboards:** Center Dashboards for the month of July 2019 and PY2019 year to date were presented and reviewed. Center traffic counts have been good, particularly in Winchester where construction is obstructing the entrance to the center. Goodwill is tracking people served that are not enrolled due to the amount of time invested in assisting people who do not enroll. Those served but not enrolled are included in the Dashboard traffic count. In the current environment of low unemployment, service is directed to the hardest to serve.

Outreach in Page County and Rockbridge County is working well. In Fishersville, center traffic was 52 for the period and outreach was 201. All outreach in Rockbridge is provided at Byers Technical Institute. Of the 12 enrollments, 10 were through outreach at Byers where Virginia Career Works is provided free office space. With potential budget cuts next year it is important to evaluate the effectiveness and importance of outreach.

**Communications and Outreach Report:** The Communications and Outreach report was included in the meeting packet providing a summary of communication and outreach efforts as well as web analytics for August and September.

**Virginia Career Works – Winchester Success Story:** Bonnie Zampino, Center Manager at the Virginia Career Works – Winchester center presented a success story about the IT Academy for students with disabilities organized by the Career Pathways for Individuals with Disabilities, SVWDB and VCW staff. The Information Technology Academy provided participants with a week-long exploration of careers in Information Technology (IT). Students were able to determine interest and aptitude in the IT field and understand what types of jobs are available and what education and skills are necessary for success in an IT career. Partners assisting with the academy included the Virginia Department for Aging and Rehabilitative Services, Virginia Department for Blind and Vision Impaired, Goodwill, Lord Fairfax Community College and Shenandoah University. Seven students diagnosed with autism participated in the academy and developed relationships that continued after the academy through text and online gaming. One mother thanked Ms. Zampino in tears for the opportunity because her daughter, who was socially isolated, made friends at the academy. The mother of one participant is seeking a work experience for her daughter and one student has decided to enroll in Shenandoah University.

### **WIOA Governance and Administration**

**Chief Elected Officials Consortium Agreement Update:** Joan Hollen reported that 15 of the 16 local governments have signed the SVWDB Chief Elected Officials Consortium Agreement. Ms. Hollen will present the agreement to the Winchester City Council on October 22.



**Center Partner MOU and Infrastructure Funding Agreement:** Sharon Johnson reported that the board is responsible for executing a MOU and Infrastructure Funding Agreement (IFA) for the Virginia Career Works Centers. The VCCS provides a MOU and IFA template for developing the agreements. Under the MOU all partners are required to contribute financially to the cost of operating workforce centers based on their office square footage and shared common space square footage. These agreements take time to execute because of the numerous state agencies involved and their specific agreement requirements.

**Request for Proposals for Adult, Dislocated Worker, Youth Programs and One-Stop Operator:** The three-year Adult, Dislocated Worker, Youth and One Stop Operator contracts are ending in June 2020 and new RFPs need to be developed to advertise for these services. The SVWDB is re-evaluating its service delivery model and researching unique models for programming, especially models geared to job seekers with multiple barriers.

SVWDB staff will write the RFPs and a committee is needed to review the RFPs through the development process and to review proposals when received and reviewed for completeness. Committee members do not need to be Board members. The review process will begin in January 2020. Anyone wishing to volunteer should contact Sharon Johnson.

### **Committee Reports**

**Executive Committee Meeting:** The Executive Committee met prior to the Board meeting and conducted the following business.

### **Operations Policies:**

The Executive Committee approved the following policy updates. Updates were made to policy terminology and to align the policies with current regulations and practices.

- OP 12-01 Confidentiality
- OP 12-02 Customized Training
- OP 12-05 Grievances and Complaints
- OP 12-10 Out of Area Assistance/Relocation Services
- OP 13-01 Registration for Selective Service
- OP 13-03 Priority of Service
- OP 14-01 Incentive Policy
- OP 15-02 Whistleblower
- OP 19-01 Personal Identifying Information

**Eligible Training Provider (ETP) Certification:** ETP re-certifications for Blue Ridge Community College, Lord Fairfax Community College and Byers Technical Institute were approved by the Executive Committee. All three training providers met the completion and credential metrics required.

**Resource Development:** Sharon Johnson reported that the SVWDB received a \$500,000 Workforce Services Expansion to Increase Economic Equity grant from the Department of Labor Employment and Training Administration. The grant funding will target out-of-work populations as identified in the 2018 Weldon Cooper Center for Public Service study [Who is Out of Work in Virginia](#). SVWDB will partner with the Piedmont Workforce Development Board (PWDB) on the program, with the SVWDB serving as the lead agency, grant project manager, and fiscal agent. The grant will target people age 25-34 who are out of work, disabled, living in poverty, on social benefits, returning citizens and those suffering from substance abuse. The grant will provide an opportunity to evaluate and develop new service delivery models. Emphasis will be placed on collaboration with Departments of Social Services and incorporating successful programs such as PluggedIn and the Network2Work service delivery model. Jo Lee Loveland Link commended board staff for seeking and receiving additional resources for service delivery.

Sharon Johnson attended the Virginia Advanced Studies Strategies (VASS), The Strategies Exchange Conference, in Norfolk in September. Jeff Stapel also attended with the BRCC Career Pathways Consortium. Conference attendees were given the opportunity to submit a project proposal and both the SVWDB and BRCC Career Pathways Consortium project proposals were accepted to partner with VASS on new talent pipeline projects. The SVWDB and BRCC Career Pathways Consortium proposals were discussed.

Applying for a Go Virginia grant is still an option and Board staff will continue to work on developing a proposal for a grant application. Chair Stapel asked the board to notify board staff if opportunities for collaboration or funding arise.

**Finance Committee Report:** Finance statements as of August 31, 2019 were reviewed. Budget versus actual expenditures show WIOA 11% expended, AAI 13% expended and CPID 98% expended. The CPID grant concluded on September 30. The Statement of Financial Position shows all line items within an acceptable variance.

Chair Loveland-Link reported that the Executive Committee approved a transfer request from Dislocated Worker program funding to Adult program funding in the amount of \$200,000. This fund transfer will provide services to 45 additional adult participants. Dislocated Worker funding has been reserved in case of a major layoff. Additionally, Dislocated Workers are supplemented by Trade Act funding.

The auditor conducted the audit the week of September 23. There were no findings or concerns. The audit report will be available next month.

**Valley to Virginia (V2V) Advisory Council Meeting:** The V2V Council convened and the agenda and minutes from the previous meeting were presented. Debby Hopkins reported the Department of Labor is allowing grantees to apply for an extension to the American Apprenticeship Initiative (AAI) grant. A nine month extension will be requested for the AAI grant. The extension period will be used to focus on sustainability of the grant initiative, facilitate completions of those currently enrolled in training, provide technical assistance and co-enroll with WIOA participants.

Hershey Boot Camp efforts will be taken over by the Hershey Company. V2V staff screened 149 people to get 14 enrolled in the last Boot Camp. The Hershey Boot Camp was featured in the September issue of *Virginia Business*.

National Apprenticeship Week will take place the week of November 11-17. V2V will be promoting apprenticeship in Virginia Career Works Centers and recognizing apprenticeship initiatives and signings during National Apprenticeship Week.

**Other Business:** The 2020 SVWDB meeting dates were approved and distributed.

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

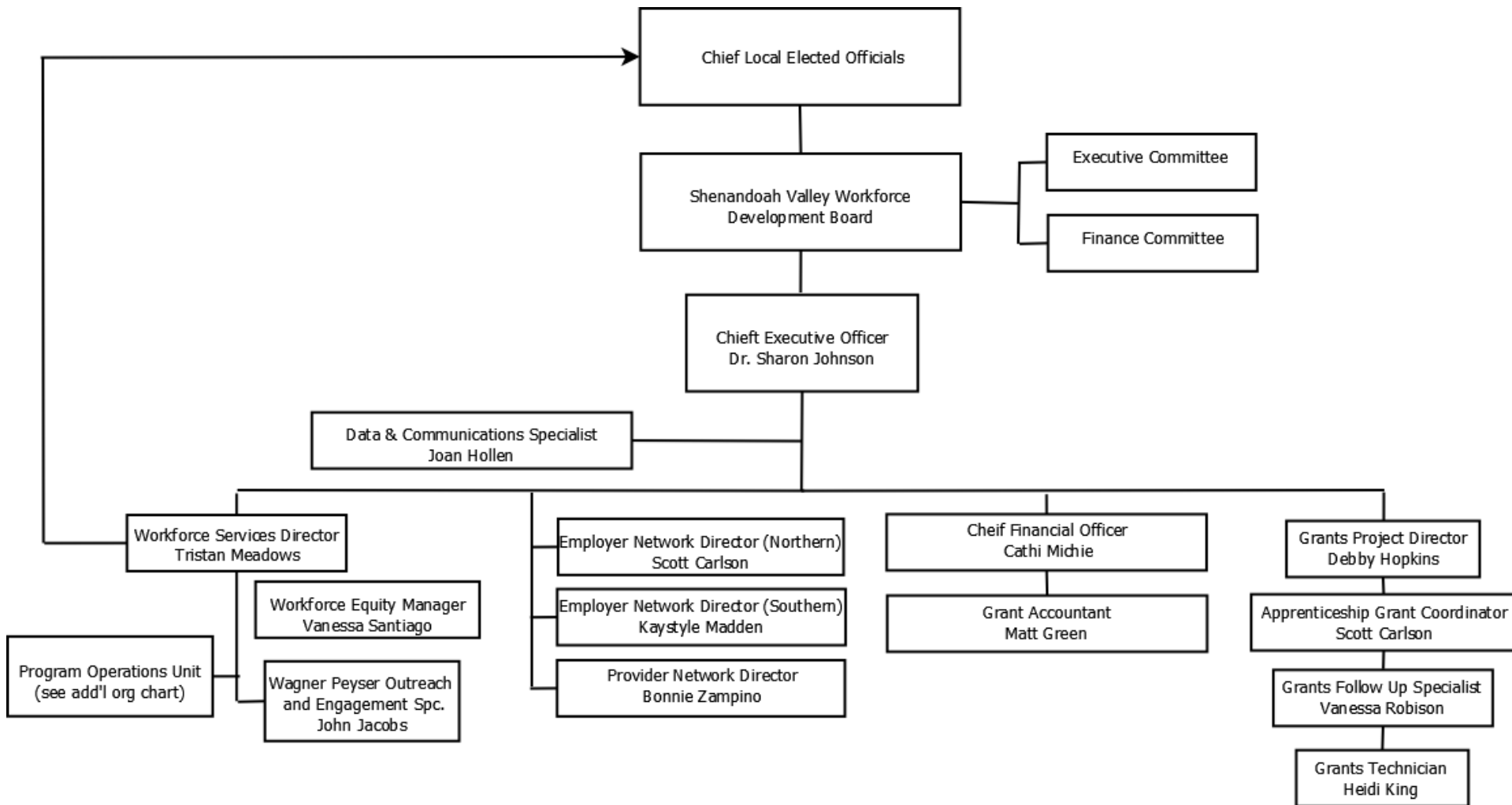
**Adjournment:** There being no further business to come before the Board, the meeting adjourned at 11:59 a.m.

Respectfully submitted,  
Joan Hollen

**Next SVWDB Board Meeting: January 9, 2020 10:00 a.m. – noon**  
**Location: TBD**

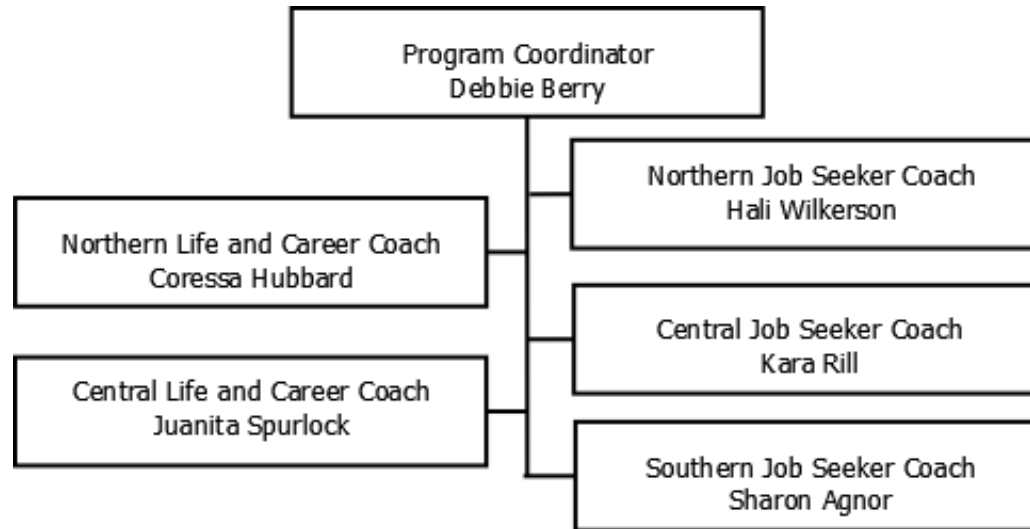


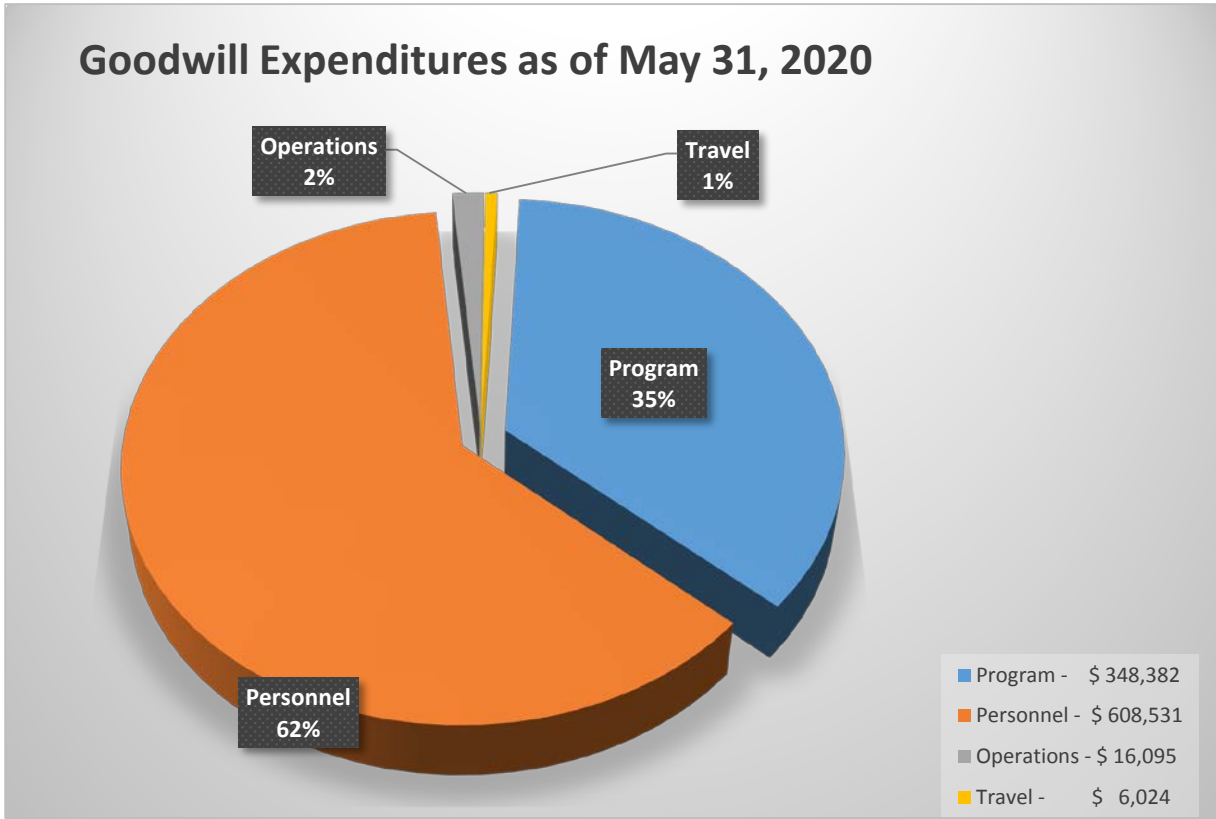
**Shenandoah Valley Workforce Development Board**  
**Shenandoah Valley Network2Work**  
**WIOA Title I Board Administrative Staff**



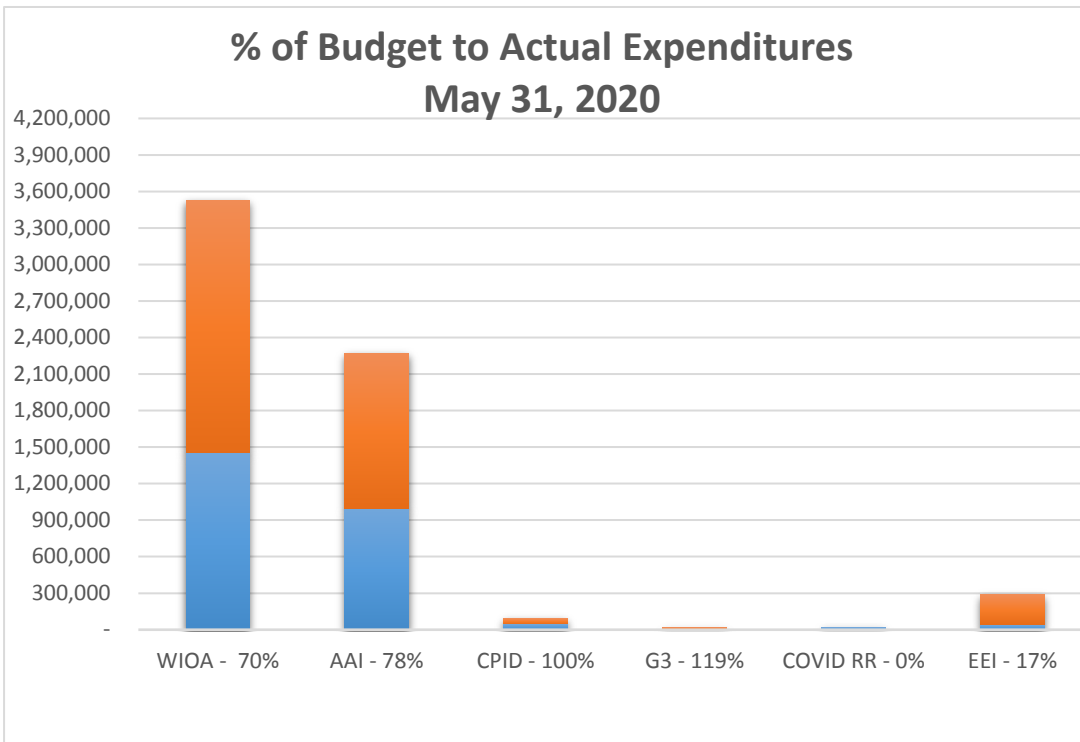
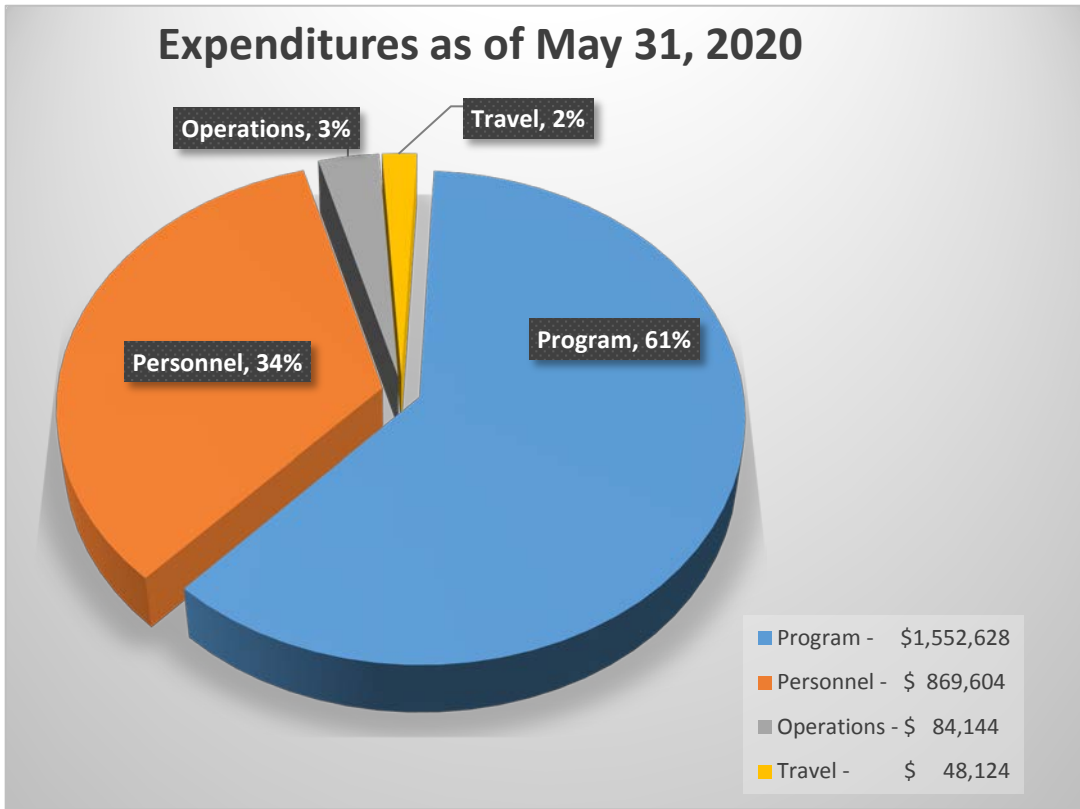


**Shenandoah Valley Workforce Development Board  
WIOA Title I Adult & Dislocated Worker Programs  
Network2Work Service Delivery Model**





**Shenandoah Valley Workforce Development Board, Inc.**  
**As of May 31, 2020**



**Shenandoah Valley Workforce Development Board, Inc.**  
**Statement of Financial Position**  
**As of May 31, 2020**

*Unaudited*

**Assets**

Current Assets

Cash and cash equivalents	\$	100,104
Accounts receivable		245,721
Prepaid expenditures		14,567

**Total Assets** \$ 360,392

**Liabilities and Net Assets**

Current Liabilities

Accounts payable	\$	100,207
Accrued leave		70,682

Total Liabilities \$ 170,889

Net Assets

Without Donor Restriction	\$	23,180
With Donor Restriction		166,323

Total Net Assets \$ 189,503

**Total Liabilities and Net Assets** \$ 360,392

**Shenandoah Valley Workforce Development Board, Inc.**  
**Statement of Activities - With Amended FY2020 Budget**  
*Unaudited*

	For the period ended May 31, 2020			Amended FY2020 Budget	% of Total Budget
	Without Donor Restriction	With Donor Restriction	Total		
<b>Changes in Net Assets</b>					
<b>Support and revenue</b>					
WIOA Grants	\$ -	\$ 1,573,138	\$ 1,573,138	\$ 2,318,720	68%
American Apprenticeship Grant	-	1,004,607	1,004,607	1,271,380	79%
G3 Planning Project	22,950	-	22,950	22,950	100%
Career Pathways Grant	-	47,400	47,400	47,400	100%
Economic Equity Grant	-	41,691	41,691	246,137	17%
COVID-19 Rapid Response Grant	-	21,583	21,583	-	0%
Other revenue	-	53,988	53,988	59,405	91%
Satisfaction of Program Restrictions	2,576,084	(2,576,084)	-	-	0%
<b>Total Support and revenue</b>	<b>\$ 2,599,034</b>	<b>\$ 166,323</b>	<b>\$ 2,765,357</b>	<b>\$ 3,965,992</b>	<b>70%</b>



## Expenses

### WIOA Grants Expenses

Administration					
Personnel	\$ 277,085	\$ -	\$ 277,085	\$ 312,670	89%
Operations	4,394	-	4,394	10,330	43%
Office Operations	21,485	-	21,485	23,180	93%
Financial	1,795	-	1,795	7,480	24%
Travel	25,816	-	25,816	26,170	99%
<b>Total Administration</b>	<b>330,575</b>	<b>-</b>	<b>330,575</b>	<b>379,830</b>	<b>87%</b>
Program Services					
Adult & Dislocated Worker contracts	588,210	-	588,210	925,000	64%
Youth contracts	381,313	-	381,313	545,000	70%
Goodwill One Stop Services	9,505	-	9,505	10,000	95%
VCW Centers (Leases, IT, etc.)	129,620	-	129,620	160,500	81%
Workforce Strategy	6,104	-	6,104	10,000	61%
Professional Services	2,030	-	2,030	20,000	10%
Purchase of new computers	171	-	171	6,000	3%
Board website, branding & outreach	11,000	-	11,000	14,500	76%
<b>Total Program Services</b>	<b>1,127,953</b>	<b>-</b>	<b>1,127,953</b>	<b>1,691,000</b>	<b>67%</b>
<b>Total WIOA Grants Expenses</b>	<b>\$ 1,458,528</b>	<b>\$ -</b>	<b>\$ 1,458,528</b>	<b>\$ 2,070,830</b>	<b>70%</b>

**American Apprenticeship Grant Expenses**

Administration							
Personnel	\$	517,907	\$	-	\$ 517,907	\$ 690,260	75%
Operations		9,015		-	9,015	16,020	56%
Office Operations		38,351		-	38,351	52,490	73%
Financial		2,192		-	2,192	15,520	14%
Travel		20,625		-	20,625	34,200	60%
Total Administration		588,090		-	588,090	808,490	73%
Total Program Services		409,422		-	409,422	462,890	88%
<b>Total American Apprenticeship Grant</b>	<b>\$</b>	<b>997,512</b>	<b>\$</b>	<b>-</b>	<b>\$ 997,512</b>	<b>\$ 1,271,380</b>	<b>78%</b>

**Career Pathways Grant Expenses**

Administration							
Personnel	\$	28,056	\$	-	\$ 28,056	\$ 27,830	101%
Operations		558		-	558	809	69%
Office Operations		2,612		-	2,612	2,380	110%
Financial		113		-	113	176	64%
Travel		800		-	800	952	84%
Total Administration		32,139		-	32,139	32,147	100%
Total Program Services		15,253		-	15,253	15,253	100%
<b>Total CPID Grant Expenses</b>	<b>\$</b>	<b>47,392</b>	<b>\$</b>	<b>-</b>	<b>\$ 47,392</b>	<b>\$ 47,400</b>	<b>100%</b>

**G3 Planning Project**

Administration									
Personnel	\$	8,860	\$	-	\$	8,860	\$	5,000	177%
Operations		11		-		11		110	10%
Office Operations		305		-		305		2,380	13%
Financial		2		-		2		100	2%
Travel		207		-		207		310	67%
Total Administration		9,385		-		9,385		7,900	119%
Total Program Services		-		-		-		-	0%
<b>Total G3 Planning Project Expenses</b>	<b>\$</b>	<b>9,385</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>9,385</b>	<b>\$</b>	<b>7,900</b>	<b>119%</b>

**Economic Equity Grant**

Administration									
Personnel	\$	37,696	\$	-	\$	37,696	\$	80,780	47%
Operations		578		-		578		1,310	44%
Office Operations		2,615		-		2,615		5,845	45%
Financial		118		-		118		1,800	7%
Travel		676		-		676		5,362	13%
Total Administration		41,683		-		41,683		95,097	44%
Total Program Services		-		-		-		151,040	0%
<b>Total Economic Equity Grant Expenses</b>	<b>\$</b>	<b>41,683</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>41,683</b>	<b>\$</b>	<b>246,137</b>	<b>17%</b>

**COVID-19 Rapid Response Grant**

Total Program Services	21,584	-	21,584	-	0%
<b>Total COVID-19 RR Grant Expenses</b>	<b>\$ 21,584</b>	<b>\$ -</b>	<b>\$ 21,584</b>	<b>\$ -</b>	<b>0%</b>

<b>Total Expenses</b>	<b>2,576,084</b>	<b>-</b>	<b>2,576,084</b>	<b>3,643,647</b>	<b>71%</b>
<b>Change in Net Assets</b>	<b>\$ 22,950</b>	<b>\$ 166,323</b>	<b>\$ 189,273</b>	<b>\$ 322,345</b>	

<b>Net Assets, Beginning</b>	<b>\$ 230</b>	<b>\$ -</b>	<b>\$ 230</b>
<b>Net Assets, Ending</b>	<b>\$ 23,180</b>	<b>\$ 166,323</b>	<b>\$ 189,503</b>

SVWDB  
WIOA Expenditures  
As of 05.31.20

*PY2018 Year 2 of 2 Funding - Expires at 06.30.20*

*PY2019 Year 1 of 2 Funding - Expires at 06.30.21*

Element	Target	Actual	Difference	Expenditure Rate	Target	Actual	Difference	Expenditure Rate
<b>Adult/DLW Training</b>								
Dollar Amt	\$ 365,869	\$ 382,552	\$ (16,683)		\$ 170,751	\$ 3,497	\$ 167,253	
Percentage	40.00%	41.82%	-1.82%		40.00%	0.66%	39.34%	
<b>Youth Work Experience</b>								
Dollar Amt	\$ 110,004	\$ 133,107	\$ (23,103)		\$ 91,671	\$ 5,610	\$ 86,061	
Percentage	20.00%	24.20%	-4.20%		20.00%	1.22%	18.78%	
<b>Overall</b>								
<b>Adult Expenditures**</b>								
Program	\$ 690,122	\$ 712,598	\$ (22,476)	103.26%	\$ 407,943	\$ -	\$ 407,943	0.00%
Admin	\$ 54,458	\$ 28,803	\$ 25,655	52.89%	\$ 45,327	\$ -	\$ 45,327	0.00%
	\$ 744,580	\$ 741,400	\$ 3,180	99.57%	\$ 453,270	\$ -	\$ 453,270	0.00%
<b>DLW Expenditures**</b>								
Program	\$ 224,551	\$ 232,101	\$ (7,550)	103.36%	\$ 445,810	\$ -	\$ 445,810	0.00%
Admin	\$ 47,172	\$ 16,411	\$ 30,761	34.79%	\$ 49,534	\$ -	\$ 49,534	0.00%
	\$ 271,723	\$ 248,512	\$ 23,211	91.46%	\$ 495,344	\$ -	\$ 495,344	0.00%
<b>Youth Expenditures</b>								
Program	\$ 550,021	\$ 582,723	\$ (32,703)	105.95%	\$ 458,355	\$ 25,487	\$ 432,868	5.56%
Admin	\$ 61,113	\$ 28,411	\$ 32,703	46.49%	\$ 50,928	\$ -	\$ 50,928	0.00%
	\$ 611,134	\$ 611,134	\$ -	100.00%	\$ 509,283	\$ 25,487	\$ 483,796	5.00%
<b>Total Expenditures</b>								
Program	\$ 1,464,693	\$ 1,527,421	\$ (62,728)	104.28%	\$ 1,312,107	\$ 25,487	\$ 1,286,620	1.94%
Admin	\$ 162,744	\$ 73,625	\$ 89,119	45.24%	\$ 145,790	\$ -	\$ 145,790	0.00%
	\$ 1,627,437	\$ 1,601,046	\$ 26,391	98.38%	\$ 1,457,897	\$ 25,487	\$ 1,432,410	1.75%

\*\* - Includes \$200,000 transfer request from DW to Adult

SVWDB Full FY2021 Budget

Grant Expenses	WIOA	AAI	EEI	Wagner Peyser	JFF	Rapid Response	Total	
Administration								
Personnel								
Salaries	466,910	262,170	58,950	150,060	-	-	938,090	
Fringe Benefits	256,660	144,070	32,370	82,490	-	-	515,590	
Total Personnel	723,570	406,240	91,320	232,550	-	-	1,453,680	45%
Operations								
Insurance for WDB	4,730	4,960	1,830	-	-	-	11,520	
Advertising for RFP & Staff	360	60	10	40	-	-	470	
WDB Travel	240	40	10	30	-	-	320	
Board Support	140	70	20	50	-	-	280	
Outreach	7,310	1,420	280	1,010	-	-	10,020	
Memberships	2,930	2,240	260	520	-	-	5,950	
Total Operations	15,710	8,790	2,410	1,650	-	-	28,560	
Office operations								
Telephone & Internet	11,060	5,580	920	1,630	-	-	19,190	
IT Services	9,780	6,550	1,800	2,450	-	-	20,580	
Supplies	6,940	4,110	513	690	-	-	12,253	
Miscellaneous	70	40	20	20	-	-	150	
Rent Expense	13,000	11,560	3,920	1,370	-	-	29,850	
Postage	1,500	1,350	460	-	-	-	3,310	
Total office operations	42,350	29,190	7,633	6,160	-	-	85,333	
Financial								
Accounting software/training	1,850	1,940	720	-	-	-	4,510	
Outsource payroll and taxes	2,920	1,640	160	-	-	-	4,720	
Legal	6,170	6,460	2,380	-	-	-	15,010	
Audit	12,400	7,760	2,860	-	-	-	23,020	
Total financial	23,340	17,800	6,120	-	-	-	47,260	5%
Travel	19,060	7,580	4,899	4,271	-	-	35,810	1%
Total Administration	824,030	469,600	112,382	244,631	-	-	1,650,643	
Program Services	1,088,000	195,000	297,900	-	10,000	7,500	1,598,400	49%
Total	1,912,030	664,600	410,282	244,631	10,000	7,500	3,249,043	
Direct Program Costs	1,698,080	498,500	357,051	211,311	10,000	7,500	2,782,442	
Indirect Program Costs	92,930	46,970	8,980	33,320	-	-	182,200	
Direct Admin Costs	55,100	50,000	18,731	-	-	-	123,831	
Indirect Admin Costs	65,920	69,130	25,520	-	-	-	160,570	
	1,912,030	664,600	410,282	244,631	10,000	7,500	3,249,043	
Admin %	6%	18%	11%	0%	0%	0%	9%	
Program %	94%	82%	89%	100%	100%	100%	91%	

SVWDB Full FY2021 Budget

SVWDB Full FY2021 Budget

Grant Expenses	Total Direct	Total Indirect	Total
Administration			
Personnel			
Salaries	809,700	128,390	938,090
Fringe Benefits	445,000	70,590	515,590
Total Personnel	1,254,700	198,980	1,453,680
Operations			
Insurance for WDB	-	11,520	11,520
Advertising for RFP & Staff	250	220	470
WDB Travel	150	170	320
Board Support	-	280	280
Outreach	4,500	5,520	10,020
Memberships	2,400	3,550	5,950
Total Operations	7,300	21,260	28,560
Office operations			
Telephone & Internet	7,280	11,910	19,190
IT Services	-	20,580	20,580
Supplies	7,223	5,030	12,253
Miscellaneous	-	150	150
Rent Expense	-	29,850	29,850
Postage	400	2,910	3,310
Total office operations	14,903	70,430	85,333
Financial			
Accounting software/training	-	4,510	4,510
Outsource payroll and taxes	3,700	1,020	4,720
Legal	-	15,010	15,010
Audit	5,000	18,020	23,020
Total financial	8,700	38,560	47,260
Travel	22,270	13,540	35,810
Total Administration	1,307,873	342,770	1,650,643

Program Services                      Indirect Rate                      27.32%

Total

SVWDB WIOA FY2021 Budget

WIOA Grants Expenses	FY2020 Budget	Admin Indirect	WIOA Admin	Adult/DW ID	Adult/DW Prog	Youth ID	Youth Prog	FY2021 Budget
<b>Administration</b>								
Personnel								
Salaries	204,310	18,410	29,600	23,490	207,500	19,110	168,800	466,910
Fringe Benefits	108,360	10,140	16,300	12,910	114,000	10,510	92,800	256,660
<b>Total Personnel</b>	<b>312,670</b>	<b>28,550</b>	<b>45,900</b>	<b>36,400</b>	<b>321,500</b>	<b>29,620</b>	<b>261,600</b>	<b>723,570</b>
Operations								
Insurance for WDB	3,090	4,730	-	-	-	-	-	4,730
Advertising for RFP & Staff	70	-	250	60	-	50	-	360
WDB Travel	200	-	150	50	-	40	-	240
Board Support	80	-	-	80	-	60	-	140
Outreach	4,810	-	-	1,550	2,250	1,260	2,250	7,310
Memberships	2,080	290	200	790	500	650	500	2,930
<b>Total Operations</b>	<b>10,330</b>	<b>5,020</b>	<b>600</b>	<b>2,530</b>	<b>2,750</b>	<b>2,060</b>	<b>2,750</b>	<b>15,710</b>
Office operations								
Telephone & Internet	2,140	1,230	-	2,510	2,400	2,040	2,880	11,060
IT Services	6,430	2,960	-	3,760	-	3,060	-	9,780
Supplies	3,550	520	500	1,060	2,000	860	2,000	6,940
Miscellaneous	40	20	-	30	-	20	-	70
Occupancy	10,560	9,190	-	2,100	-	1,710	-	13,000
Postage	460	1,200	100	-	100	-	100	1,500
<b>Total office operations</b>	<b>23,180</b>	<b>15,120</b>	<b>600</b>	<b>9,460</b>	<b>4,500</b>	<b>7,690</b>	<b>4,980</b>	<b>42,350</b>
Financial								
Accounting software/training	1,080	1,850	-	-	-	-	-	1,850
Outsource payroll and taxes	1,310	420	2,500	-	-	-	-	2,920
Legal	-	6,170	-	-	-	-	-	6,170
Audit	5,090	7,400	5,000	-	-	-	-	12,400
<b>Total financial</b>	<b>7,480</b>	<b>15,840</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,340</b>
Travel								
	26,170	1,390	500	2,850	6,000	2,320	6,000	19,060
<b>Total Administration</b>	<b>379,830</b>	<b>65,920</b>	<b>55,100</b>	<b>51,240</b>	<b>334,750</b>	<b>41,690</b>	<b>275,330</b>	<b>824,030</b>
<b>Program Services</b>								
Adult/DW Training Services	925,000	-	-	-	679,000	-	-	679,000
Youth contracts	545,000	-	-	-	-	-	-	-
Youth Services	-	-	-	-	-	-	255,000	255,000
One Stop Contract	10,000	-	-	-	25,000	-	-	25,000
VCW Centers (Leases, IT, etc.)	160,500	-	-	-	51,500	-	51,500	103,000
VCW Centers Move	-	-	-	-	-	-	-	-
Workforce Strategy	10,000	-	-	-	-	-	-	-
Professional Services	20,000	-	-	-	-	-	-	-
Purchase of new computers	6,000	-	-	-	5,000	-	5,000	10,000
Board website, branding & outrea	14,500	-	-	-	8,000	-	8,000	16,000
	1,691,000	-	-	-	768,500	-	319,500	1,088,000
<b>Total Program Services</b>	<b>1,691,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>768,500</b>	<b>-</b>	<b>319,500</b>	<b>1,088,000</b>
<b>Total WIOA Grant Expenses</b>	<b>2,070,830</b>	<b>65,920</b>	<b>55,100</b>	<b>51,240</b>	<b>1,103,250</b>	<b>41,690</b>	<b>594,830</b>	<b>1,912,030</b>



SVWDB AAI FY2021 Budget

AAI Grants Expenses	<u>FY2020 Budget</u>	<u>Admin Indirect</u>	<u>AAI Admin</u>	<u>Program ID</u>	<u>Program Direct</u>	<u>FY2021 Budget</u>
Administration						
Personnel						
Salaries	451,320	19,340	31,100	21,530	190,200	262,170
Fringe Benefits	238,940	10,640	17,100	11,830	104,500	144,070
Total Personnel	690,260	29,980	48,200	33,360	294,700	406,240
Operations						
Insurance for WDB	6,810	4,960	-	-	-	4,960
Advertising for RFP & Staff	140	-	-	60	-	60
WDB Travel	110	-	-	40	-	40
Board Support	180	-	-	70	-	70
Outreach	5,190	-	-	1,420	-	1,420
Memberships	3,590	310	-	730	1,200	2,240
Total Operations	16,020	5,270	-	2,320	1,200	8,790
Office operations						
Telephone & Internet	8,120	1,280	-	2,300	2,000	5,580
IT Services	14,190	3,100	-	3,450	-	6,550
Supplies	5,910	540	500	970	2,100	4,110
Miscellaneous	70	20	-	20	-	40
Rent Expense	23,310	9,630	-	1,930	-	11,560
Postage	890	1,250	100	-	-	1,350
Total office operations	52,490	15,820	600	8,670	4,100	29,190
Financial						
Accounting software/training	2,390	1,940	-	-	-	1,940
Outsource payroll and taxes	1,890	440	1,200	-	-	1,640
Legal	-	6,460	-	-	-	6,460
Audit	11,240	7,760	-	-	-	7,760
Total financial	15,520	16,600	1,200	-	-	17,800
Travel	34,200	1,460	-	2,620	3,500	7,580
Total Administration	808,490	69,130	50,000	46,970	303,500	469,600
Program Services	462,890	-	-	-	195,000	195,000
	<b>1,271,380</b>	<b>69,130</b>	<b>50,000</b>	<b>46,970</b>	<b>498,500</b>	<b>664,600</b>

SVWDB EEI FY2021 Budget

EEI Grants Expenses	<u>FY2020 Budget</u>	<u>Admin Indirect</u>	<u>EEI Admin</u>	<u>Program ID</u>	<u>Program Direct</u>	<u>FY2021 Budget</u>
Administration						
Personnel						
Salaries	49,800	7,150	11,500	4,100	36,200	58,950
Fringe Benefits	30,980	3,920	6,300	2,250	19,900	32,370
Total Personnel	80,780	11,070	17,800	6,350	56,100	91,320
Operations						
Insurance for WDB	850	1,830	-	-	-	1,830
Advertising for RFP & Staff	20	-	-	10	-	10
WDB Travel	20	-	-	10	-	10
Board Support	30	-	-	20	-	20
Outreach	90	-	-	280	-	280
Memberships	300	120	-	140	-	260
Total Operations	1,310	1,950	-	460	-	2,410
Office operations						
Telephone & Internet	580	480	-	440	-	920
IT Services	1,770	1,140	-	660	-	1,800
Supplies	475	200	123	190	-	513
Miscellaneous	10	10	-	10	-	20
Rent Expense	2,910	3,550	-	370	-	3,920
Postage	100	460	-	-	-	460
Total office operations	5,845	5,840	123	1,670	-	7,633
Financial						
Accounting software/training	300	720	-	-	-	720
Outsource payroll and taxes	90	160	-	-	-	160
Legal	-	2,380	-	-	-	2,380
Audit	1,410	2,860	-	-	-	2,860
Total financial	1,800	6,120	-	-	-	6,120
Travel						
	5,362	540	808	500	3,051	4,899
Total Administration	95,097	25,520	18,731	8,980	59,151	112,382
Program Services						
Piedmont Subcontract	25,000	-	-	-	118,000	118,000
Network2Work Software	25,000	-	-	-	50,000	50,000
Adult Ed Contracts	10,000	-	-	-	20,000	20,000
Supportive Services	91,040	-	-	-	109,900	109,900
	151,040	-	-	-	297,900	297,900
	<b>246,137</b>	<b>25,520</b>	<b>18,731</b>	<b>8,980</b>	<b>357,051</b>	<b>410,282</b>

SVWDB W-P FY2021 Budget

Wagner-Peyser Grants Expenses	<u>FY2020 Budget</u>	<u>Program ID</u>	<u>Program Direct</u>	<u>FY2021 Budget</u>
Administration				
Personnel				
Salaries	-	15,260	134,800	150,060
Fringe Benefits	-	8,390	74,100	82,490
Total Personnel	-	23,650	208,900	232,550
Operations				
Insurance for WDB	-	-	-	-
Advertising for RFP & Staff	-	40	-	40
WDB Travel	-	30	-	30
Board Support	-	50	-	50
Outreach	-	1,010	-	1,010
Memberships	-	520	-	520
Total Operations	-	1,650	-	1,650
Office operations				
Telephone & Internet	-	1,630	-	1,630
IT Services	-	2,450	-	2,450
Supplies	-	690	-	690
Miscellaneous	-	20	-	20
Rent Expense	-	1,370	-	1,370
Postage	-	-	-	-
Total office operations	-	6,160	-	6,160
Financial				
Accounting software/training	-	-	-	-
Outsource payroll and taxes	-	-	-	-
Legal	-	-	-	-
Audit	-	-	-	-
Total financial	-	-	-	-
Travel	-	1,860	2,411	4,271
Total Administration	-	33,320	211,311	244,631
Program Services	-	-	-	-
	-	33,320	211,311	244,631

## V2V Apprenticeship Advisory Council

### Agenda - July 9, 2020 Meeting

1. Review minutes from January 23, 2020 meeting
2. Grant performance reported for 03/31/2020:

Metric	Revised Grant Goal	03/31/2020	% Grant Goal
# apprentices	1000	1081	108%
# employer sponsors	92	93	101%
# new programs	18	24	133%
# expanded occupations	37	50	135%
# completed	250	191	76%
# Target Population*	150	521	347%

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

3. Activity Highlights since last meeting:
  - a. 81 apprenticeship registrations; MTC youth apprenticeship signing event
  - b. USDOL Evaluation Site for the AAI Grant
  - c. WWRC Pre-apprenticeship class with orientation to VCW and apprenticeship
  - d. Apprenticeship presentations/webinars:
    - i. Virginia Adult Education Conference February 20-21, three sessions: “Apprenticeship 101” and “Lessons from the Hershey Boot Camp”
    - ii. DARS LunchNLearn webinar with, over 100 participants: “Apprenticeship 101: A Guide for Workforce Practitioners”
    - iii. BRCC and DSLCC apprenticeship meetings
  - e. Sector Strategies participation: SAW Employer Education Coalition Conference, Triplett Tech HVAC employer meeting, Augusta County Tech Ed partnership meeting, and VCCS Sector Strategies Career Pathways workgroup activities
  - f. Jobs for the Future, Opportunity Youth TA Grant – coach calls, TA cohort institute
  - g. Team development of proposal for federal grant to support youth apprenticeship
  - h. Debby Hopkins selected for LEAD VIRGINIA 2020-21 class
  - i. Sean McCusty left SVWDB to join Virginia’s state apprenticeship grant staff
  - j. Scott Carlson transitioned to SVWDB Employer Network Director 7/1/2020
4. Upcoming:
  - a. USDOL Evaluation company and participant interviews
  - b. Hershey Boot Camp August 3-14, 2020
  - c. Final year of implementation for AAI grant ending 6/30/2021

## V2V Apprenticeship Advisory Council

### Minutes - January 23, 2020 Meeting

1. Review minutes from October 10, 2019 meeting
2. Grant performance reported for 09/30/2019:

Metric	Orig. Grant Goal	9/30/2019	% Grant Goal
# apprentices	600	905	150%
# employer sponsors	175	92	52%
# new programs	18	24	133%
# expanded occupations	37	50	135%
# completed	200	114	57%
# Target Population* (25%)	150	427	284%

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

3. Activity Highlights since last meeting (10/10/2019)
  - a. Obtained US. Department of Labor approval for a 9-month, no-cost extension of the V2V Grant until June 30, 2021. Primary focus is sustainability of apprenticeship in Virginia’s workforce system, co-enrollment of WIOA participants top priority.
  - b. SVWDB Consulting Project with LFCC on work-based learning as part of their planning proposal for the Governor’s G3 Initiative.
  - c. Final WHSV-TV3 ***inDemand*** segment concluding the SVP/SVWDB project.
  - d. National Apprenticeship Week activities included: ***InDemand*** segment and WWRC Podcast of Matt Campbell, WWRC MTT student now registered apprentice at ComSonics; MTC Youth Apprenticeship Signing, VCW Apprenticeship open house, social media highlighting apprentices in underrepresented populations.
  - e. *Virginia Economic Review* magazine, and Greater Augusta Regional Chamber of Commerce interviews for upcoming publications – Hershey Boot Camp.
  - f. Participated in a workshop to provide feedback for the final AAI report – top 15 grantees invited – SVWDB Ranked 3<sup>rd</sup> of all grantees (46) on # of new RAs.
  - g. Invited to join the Case Study Advisory Group for the Apprenticeship Inclusion Models (AIM) technical assistance initiative, a project funded by the USDOL ODEP.
4. Upcoming:
  - a. Virginia Adult Education Conference – February 12-21, 2020 at Hotel Madison.
  - b. National Association of Workforce Development Professionals Annual Conference, presenting with US DOL Office of Disability Employment Policy.

## **For Immediate Release**

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### **Hershey Holds its 4<sup>th</sup> Manufacturing Boot Camp** *Paid Training for manufacturing jobs August 3-14, 2020*

**Harrisonburg, VA June 29, 2020.** The Hershey Company, Stuarts Draft, Virginia, has announced its 4<sup>th</sup> Boot Camp, a two-week paid training that fast tracks job candidates to top-paying apprenticeships in entry manufacturing. This custom boot camp is designed to prepare candidates with no previous experience for Hershey's Industrial Manufacturing Technician apprenticeship program. Training is provided by Hershey experts and supported through a \$4 Million American Apprenticeship Initiative grant awarded by the U. S. Department of Labor to the Shenandoah Valley Workforce Development Board (SVWDB). The camp will be conducted in compliance with employer guidance for COVID-19 classrooms and workspaces. This innovative boot camp to apprenticeship program was recently featured in the [Virginia Business](#) magazine, [Virginia Economic Review](#), and the national [HR Magazine](#) of the Society for Human Resource Management.

The Hershey Boot Camp is geared for individuals who want to learn more about working in a food manufacturing career. Anyone with a high school diploma or GED is eligible to apply. Candidates selected to attend will be paid to participate in three days of off-site classroom instruction on manufacturing, safety, and regulatory requirements in a food manufacturing operation, what it means to be a registered apprentice, as well as 'soft' skills like teamwork, problem solving, and managing personal finances, followed by hands-on training on the production site. Boot Camp participants will gain in-depth understanding about the food manufacturing work environment and job expectations, and hear tips from former Boot Camp participants on how they achieved career success.

Boot Camp participants will be paid \$11.95 per hour to attend the Boot Camp through System One staffing firm. Successful participants will be invited to continue working on 2<sup>nd</sup> or 3<sup>rd</sup> shift to build a performance track record and will have priority consideration for direct entry into Hershey's manufacturing apprenticeship program at current wages of \$21.19 per hour.

Applications will be accepted through July 13, 2020. To begin the application process: [TEXT "APPLY"](#) to **540.435.7679** or visit [www.vcwvalley.com/hershey-boot-camp](http://www.vcwvalley.com/hershey-boot-camp). For more information about the program, contact Debby Hopkins, Chief Workforce Officer & Program Director at the Shenandoah Valley Workforce Development Board at [dhopkins@vcwvalley.com](mailto:dhopkins@vcwvalley.com).

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*An Equal Opportunity Employer/Program. Auxiliary Aids and services are available upon request to individuals with disabilities. "This workforce program is funded by a \$4 Million American Apprenticeship Initiative grant awarded by the U. S. Department of Labor's Employment & Training Administration. 100% of first week instruction costs are paid by Federal money; second week by Hershey. Hershey will pay participant wages. This product was created by the recipient and does not necessarily reflect the official position of the U. S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."*