



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

SVWDB Chief Elected Officials Consortium Meeting
Thursday, October 28, 2021
Time: 10:00 – 11:30 a.m.
Location: Harrisonburg City Hall Council Chambers
409 S. Main Street, Harrisonburg, VA

Call to Order Morgan Phenix

Roll Call Joan Hollen

Approval of Minutes Morgan Phenix
June 21, 2019 as amended, November 14, 2019 and May 29, 2020 **(vote required)**

Adult and Dislocated Worker Waiver (vote required) Sharon Johnson
Provision of Service Waiver for Individualized Career and Follow-up Services

One Stop Operator Waiver (vote required)
Provision of Service Waiver to Provide One Stop Operator Services

WIOA Title I Youth Program Services Waiver Request (vote required) Sharon Johnson
Provision of Service for the Delivery of WIOA Title I Services

Finance Joe Kennedy

- Budget Review PY 2021 **(vote required)**
- Audit Status
- Financial Leadership Training

Election of Consortium Officers Morgan Phenix, Sharon Johnson

- Consortium Chair **(vote required)**
- Consortium Vice-Chair **(vote required)**
- Consortium Executive Committee Member **(vote required)**
- Two Board Liaisons **(vote required)**

Operations Sharon Johnson

- Virginia Career Works Centers
- Job Fairs and Employer Events
- VEC New Unemployment Insurance System
- Return to Earn Initiative Update
- Skills Academies: Building Maintenance Technician Initiative
- Job Starter: Advanced Manufacturing Training

Joan Hollen
Sharon Johnson

Other Business

- Consortium meetings; format, frequency, dates, quorums, alternates

Public Input (Rules and Guidelines attached)

Adjournment

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 Consortium during the Public Input period.
- 2) Individuals should stand when recognized by the Chairman of the Consortium; speak their name, organization (if applicable) and input topic.
- 3) Individuals should direct input to the Chairman of the Consortium.
- 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's discretion, the number of speakers may be limited in order to make effective use of Consortium member's time and to allow an opportunity for input on multiple topics to be heard by the Consortium.
- 7) All citizens are strongly encouraged to put their comments in writing to the SVWDB staff prior to the meeting for inclusion in the meeting materials. Such written comments should be submitted to the SVWDB office the Monday prior to the Board meeting.

An Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD: VA Relay Center: 711 or 800.828.1120

This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award of \$1,460,148 (#AA-33260-19-55-A-51) made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System. No costs of this product were financed by nongovernmental sources. The information contained herein does not necessarily reflect the official position of the U.S. Dept. of Labor.



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**Chief Elected Officials Consortium Meeting
June 21, 2019, 11:00 a.m. – 12:00 p.m.
Central Shenandoah Planning District Commission Conference Room
112 MacTanly Place, Staunton, Virginia**

Call to Order: Chair Morgan Phenix welcomed guests and called the meeting to order at 11:08 a.m. The roll was called and a quorum of the Consortium was present.

Members Present:

Jay Lewis, Rockbridge County

Sam Crickenberger, Alternate, Rockbridge County

Greg Hitchin, Alternate, City of Waynesboro

Carolyn Dull, Mayor, City of Staunton

Brian Shull, City of Harrisonburg

Carolyn Bragg, Chair of Board, Augusta County

Rachel Moore, Alternate, City of Buena Vista

Morgan Phenix, Chair of Board, Page County

Jeff Stapel, Chair, SVWDB

Jenna French, Alternate, Shenandoah County

Guests Present: Eric Pollitt, Town of Glasgow, Virginia

Staff Present:

Sharon Johnson, CEO, SVWDB

Cathi Michie, CFO, SVWDB

Joan Hollen, Data & Communications Specialist, SVWDB

Approval of Minutes:

The minutes of the October 19, 2018 Chief Elected Officials Consortium meeting were presented for approval. Motion by Carolyn Bragg to approve the minutes of October 18, 2018 as presented. Second by Sam Crickenberger. Motion passed unanimously.

Chief Elected Official Consortium Agreement Q & A:

Consortium members were given an opportunity to ask questions about the proposed Chief Elected Consortium Agreement.

Q. A question was asked about the public hearing requirements for Counties and why we were not aware of this requirement previously?

A. *The attorney hired to re-write the consortium agreement recognized the requirement for public hearing for counties because the agreement represents a joint exercise of power. Counties are required to adopt the agreement by ordinance which requires a public hearing.*

Q. The Consortium discussed the WIOA requirement that member local governments are responsible, on a pro rata basis in accordance with the WIOA allocation, for financial liability for any misuse of funds received by the SVWDB under WIOA. A suggestion was made that SVWDB carry insurance equal to the annual WIOA funding.

A. *The SVWDB carries \$2 million annual insurance coverage for potential liability. SVWDB WIOA funding in PY 2018 is \$1,621,682. Cathi Michie is meeting with the insurance provider to review the insurance coverage to assure coverage to address concerns of localities.*

Q. A question was asked concerning what would happen if a locality does not sign the Consortium agreement.

A. *The Governor of Virginia designates the local workforce development areas following WIOA requirements. A local government can petition the Governor of Virginia to become a Workforce Development Area or join another designated Local Workforce Development Area if that area is consistent with the areas labor market; is consistent with the areas regional economic development, and has available federal and non-federal resources necessary to effectively administer activities under provisions of WIOA. (Ref. WIOA Section 106 (b)(1)(B), Virginia Board of Workforce Development Policy 200-01, Designation of Local Workforce Development Areas)*

Bi-Annual SVWDB Board Certification:

Virginia Board for Workforce Development policy 200-04, Certification of Local Workforce Development Boards, requires the certification of Local Workforce Development boards every two years by the Governor. The Bi-Annual SVWDB Board of Directors Certification documents were presented and reviewed. Motion by Jeff Stapel to approve the Bi-Annual SVWDB Board of Directors Certification documents as presented. Second by Greg Hitchin. Motion passed unanimously.

SVWDB Update:

Funding Opportunities:

Sharon Johnson provided information on grant opportunities currently being considered by SVWDB. SVWDB is participating on sub-regional workforce and education groups to get input on sub-regional needs in workforce development.

Workforce Services Expansion to Increase Economic Equity - SVWDB will partner with the Virginia Career Works – Piedmont Region (Charlottesville region) on the grant application of up to \$500,000 to support outreach and service delivery approaches for workforce training and job placement support programs for out-of-work subpopulations. Subpopulations eligible to receive services include regional populations identified in the *Who is Out of Work in Virginia?*, individuals enrolled in social benefits programs (SNAP, TANF, Medicaid, housing support, individuals below 200% of the poverty level, returning citizens, and individuals who have substance use issues.

ARC DOL Workforce Opportunity for Rural Communities - SVWDB is partnering with the New River Mount Rogers Workforce Development Board on a grant to implement innovative approaches to provide enhanced training and support activities to dislocated workers, new entrants in the workforce, incumbent workers, and individuals affected by substance use disorder. The grant is only applicable to localities in the SVWDB region that qualify for Appalachian Region Commission grants. SVWDB is also partnering with Goodwill Industries of the Valleys through the ARC DOL WORC grant opportunity on a healthcare grant that will be modeled after the GoodCare grant.

GO Virginia - SVWDB received feedback from DHCD on the Valley Talent Collaborative grant proposal. DHCD recommends SVWDB consult with the Chief Workforce Advisor to the Governor and a WIOA Title I Administration representative regarding the duplication of Board responsibilities as identified in the GO VA abstract compared to WIOA defined Board responsibilities. The GO Virginia grant is on hold until additional information is obtained on the proposal. A suggestion was made to present the proposal to local governments during the next budget cycle to build the required local government match requests into the next budget cycle.

VCCS Restructuring:

Sharon Johnson explained that the VCCS has unified all of WIOA Title I programming within the Grants and Federal Workforce Programs division led by Assistant Vice Chancellor, Randy Stamper. Sharon indicated the restructuring is a positive change for local workforce boards.

Valley to Virginia (V2V) Registered Apprenticeship Grant: The four year, \$4 million American Apprenticeship Initiative grant is the final year of implementation. The V2V grant has enrolled more than 900 new apprentices in manufacturing and engaged more than 30 employers as new registered apprenticeship sponsors. SVWDB will provide a list of employer sponsors in their locality to Chief Elected Officials.

Hershey Boot Camp: SVWDB V2V staff assisted with the second Hershey Boot Camp to recruit employees for the Hershey Company. The target audience was high school graduates, but other job seekers participated. The boot camp had 31 participants that resulted in 24 individuals retained and working toward the opportunity of registered apprenticeship in the Industrial Manufacturing Technician program at Hershey. The boot camp included focused time in the classroom learning the basic tenets of the job, and hands-on training inside Hershey's plant in Stuart's Draft where participants trained for their specific occupation.

Next Meeting Date: The Chief Elected Officials Consortium will meet on **Friday, October 16, 2019, at 11:00 a.m.** location to be determined. Officer elections will take place at the October meeting.

Public Input: There was no public input requested at the meeting.

There being no further business to come before the Consortium, the meeting adjourned at 11:59 a.m. Motion to adjourn by Sam Crickenberger. Second by Jeff Stapel. Motion passed unanimously.

Respectfully submitted,
Joan Hollen



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**Chief Elected Officials Consortium Meeting
November 14, 2019, 1:00 p.m. – 2:30 p.m.
Harrisonburg City Hall, Room 11
409 Main Street, Harrisonburg, Virginia**

Call to Order:

Chair Morgan Phenix welcomed Consortium members and called the meeting to order at 1:05 p.m. The roll was taken. A quorum of the Consortium was not present.

Members Present:

Sam Crickenberger, Alternate, Rockbridge Co.
Casey Armstrong, Alternate, Rockingham Co.
Brian Shull, Alternate, City of Harrisonburg
Kristina Ramsey, Alternate, City of Buena Vista

Morgan Phenix, Chair of Board, Page Co.
Jeff Stapel, Chair, SVWDB
Jenna French, Alternate, Shenandoah Co.

Approval of Minutes:

The minutes of June 21, 2019 will be amended to show Brian Shull as the Alternate for the City of Harrisonburg. Approval of the June 21, 2019 minutes were deferred to the next meeting due to lack of a quorum.

Presentation of SVWDB FY18-19 Audit:

James Kelly from accounting firm RFC Certified Public Accountants presented the findings from the SVWDB FY 2018-19 Audit. The audit had the highest level of assurance on financial statements, no audit adjustments were made and no instances of non-compliance found. The audit was conducted in accordance with Office of Budget Management Uniform Guidance and received the top opinion RFC can provide.

Mr. Kelly reviewed the audit report and noted that net assets will change based on donor restrictions. In 2021, there will be a requirement to record the asset and liability of lease obligations.

It was the consensus of the Consortium to recommend approval of the audit report.

SVWDB Budget Review:

Cathi Michie presented the SVWDB FY2020 budget which was approved by the Board of Directors at the October 10, 2019 meeting. The budget FY 2020 budget totals \$3,584,400. Expenses by program were reviewed and an explanation of budget allocations by program was provided.

It was the consensus of the Consortium to recommend approval of the FY2020 SVWDB budget.

Status of the Chief Elected Officials Consortium Agreement:

The Chief Elected Officials Consortium Agreement has been signed by 15 of the region's 16 member localities. The agreement is scheduled for public hearing on November 26 in Winchester. Approval by the City of Winchester will conclude the signing process of the agreement.

Statement of Financial Interest for SVWDB Board Members Timeline

Last year, the Consortium approved the process of letting each locality determine the Statement of Financial Interest used by locality appointed SVWDB Board members. The Statement of Financial Interest is required to be kept on file by the SVWDB to facilitate compliance with the state and local government Conflict of Interests Act. SVWDB is required to have each board member sign the Statement of Financial Interest annually. Board staff will send out the Statement of Financial Interest to SVWDB Board members the first of December using the form identified by the local government represented by the board member.

SVWDB Partner Memorandum of Understanding:

Sharon Johnson provided background information on the Partner MOU. In order to assure compliance and consistency, the VCCS provided a MOU template to Workforce Development Boards to implement a MOU with required workforce system partners. Virginia opted to include local Departments of Social Services as a required partner in the MOU, requiring the local DSS offices in closest proximity to a Virginia Career Works Center to sign the MOU. Local DSS offices closest to a Comprehensive Virginia Career Works Center are also required to participate financially in the infrastructure funding agreement (IFA). Due to the time to work out the details of the IFA and complexity of getting local DSS offices on board with this new requirement, SVWDB is behind in the MOU approval process. Due to the delay in submitting the MOU and IFA, SVWDB staff is sending a letter to the VCCS with a plan to fully execute the MOU and IFA.

The following is a recap of progress toward engaging required local DSS Offices in the MOU process:

- The Winchester DSS office is closest to the Virginia Career Works – Winchester Center and is required to sign the MOU. The Winchester DSS Director sent the MOU to the Winchester City Attorney for review and guidance on signing the MOU. The Winchester DSS is governed by a city appointed Social Services Advisory Board.
- The Harrisonburg-Rockingham Social Services District is the closest DSS to the Shenandoah Valley region's comprehensive Harrisonburg Center and must sign the MOU and contribute to the IFA for the Virginia Career Works – Harrisonburg Center. The MOU and IFA will go before the Harrisonburg-Rockingham Social Services District Board for consideration on December 5th.
- The Shenandoah Valley Department of Social Services is closest to the Virginia Career Works – Fishersville Center and is required to sign the MOU. SVWDB Board Staff will be meeting with the Shenandoah Valley DSS on December 3 to discuss the MOU.
- All DSS offices in localities where Virginia Career Works Centers are located will be required to contribute to the IFA in the future.

If there are problems with bringing all required partners on board with the MOU/IFA, the MOU outlines a plan for dispute resolution.

RFP's for Service Provision 2020-2023:

Sharon Johnson reported that the 3-year contracts for Adult, Dislocated Worker and Youth Service Provider and One-Stop Operator end on June 30, 2020. Board staff is currently evaluating the provision of services and considering how to provide services beyond traditional models. Staff is researching national models and talking to experts to determine how to provide better quality services, build capacity of those we serve, develop front line staff, and serve more of our geographic region beyond services provided through brick and mortar facilities. Board staff will be making a recommendation on service provisions to the Executive Committee and a RFP committee will be established to guide the service provider RFP process.

The RFP committee will meet in January/February to review the RFP and the RFPs will be released to solicitation in March 2020. An update regarding the procurement process for the youth, adult and dislocated worker programs, and the one stop operator will be provided to the Consortium for ongoing input.

Officer and Liaison Appointments: Consortium officer and liaison appointments were deferred to the next meeting due to lack of a quorum.

Other Business: There was no other business to come before the Consortium.

Next Meeting Date: Board staff will review pending action items and establish a future meeting date. A suggestion was made to piggy-back off of a Shenandoah Valley Partnership marketing committee meeting where many of the Consortium alternates will be in attendance.

Public Input: There was no public input requested at the meeting.

There being no further business to come before the Consortium, the meeting adjourned at 2:05 p.m.

Respectfully submitted,
Joan Hollen



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**Chief Elected Officials Consortium Meeting
Friday, May 29, 2020, 9:00 a.m.**

Zoom Meeting

<https://zoom.us/j/92621775540?pwd=eDJ2K01hUGdRSXISU0pGUUdoekpUZz09/>

Call to Order and Meeting Introduction

Chair Phenix called the meeting to order and read the following procedures for an electronic meeting.

- We are operating under a state of emergency, and the Consortium cannot meet physically because of social distancing requirements. We are holding this meeting electronically via Zoom.
- HB 29, Amendment 28, section (g), among other authority, permits the Consortium to hold this meeting.
- Notice of this meeting was provided on the Board's social media pages and on its website. The public has access to this meeting through the Zoom software.
- This meeting is being recorded and will be posted on the Board's website.
- We will have a public comment period at the end of the meeting. In order to comment, members of the public must submit an e-mail requesting the opportunity to the address jhollen@vcwvalley.com. Comments will be limited to 3 minutes per person.
- When Consortium members or staff speak, please be sure to identify yourselves in advance. One speaker at a time, please.
- All votes will be by roll call and recorded in the minutes.
- If anyone leaves the meeting early or arrives late, please announce yourselves so that the Secretary can record this in the minutes.
- Does anyone have any questions about the process?

Attendance was taken by roll call:

Roll Call: SVWDB Chief Elected Officials Consortium - May 29, 2020, 9:00					
Chief Elected Official	Present	Not Present	Position	Locality	Position
Rebekah Castle	x		Alternate	Augusta	Econ Dev
Steve Morelli		x	Official	Augusta	BOS, vice chair
Ashton Harrison		x	Alternate	Bath	Co Administrator
Richard Byrd		x	Official	Bath	BOS, chair
Kristina Ramsey	x		Alternate	Buena Vista	Econ Dev
William Fitzgerald		x	Official	Buena Vista	BOS, mayor
Cathy Seal	x		Official	Clarke	BOS designee
Chris Boies		x	Alternate	Clarke	Co. Administrator

Jay Tibbs		x	Alternate	Frederick	Deputy Co. Admin.
Charles DeHaven, Jr.		x	Official	Frederick	BOS. Chair
Patrick Barker	x			Frederick	Econ Dev
Brian Shull	x		Alternate	Harrisonburg	Econ Dev
Sal Romero		x	Official	Harrisonburg	BOS, Vice Chair
Roberta Lambert		x	Alternate	Highland	Co Administrator
Kevin Wagner		x	Official	Highland	BOS, Chairman
Jim Halasz	x		Alternate	Lexington	City Manager
Morgan Phenix	x		Official	Page	BOS, chair
Liz Lewis		x	Alternate	Page	Tourism & Econ Dev
Sam Crickenberger	x		Alternate	Rockbridge	Econ Dev
Sallie Wolfe-Garrison	x		Official	Rockingham	BOS
Casey Armstrong	x		Alternate	Rockingham	Econ Dev
Jenna French	x		Alternate	Shenandoah	Econ Dev & Tourism
Dick Neese		x	Official	Shenandoah	BOS, Chair
Carolyn Dull	x		Official	Staunton	Mayor
Doug Stanley		x	Alternate	Warren	Co Administrator
Doug Parsons		x		Warren	Econ Dev
Terry Short, Jr	x		Official	Waynesboro	BOS, Mayor
Mary Price (interim)		x		Winchester	City Manager
John David Smith, Jr.		x	Official	Winchester	Mayor
Shawn Hershberger		x		Winchester	Econ Dev
Jeff Stapel	x		WDB Chair	Shickel Corp.	Private Sector

A quorum of the Consortium is present.

Adult and Dislocated Worker Waiver Request - Provision of Service Waiver for Individualized Career and Follow-up Services (vote required)

Sharon Johnson presented an outline of the Individualized Career and Follow Up Services (Adult and Dislocated Worker) waiver request. The outline includes all questions and responses in the full waiver request. The full waiver request document is over 70 pages and is available for review by Consortium members.

Individualized Career and Follow Up Services are required under WIOA. The waiver requests outlines the Individualized Career and Follow Up Services that the SVWDB plans to provide including prior experience providing these services, federal performance outcomes for the last 3 years, and qualifications of the SVWDB to provide these services.

The decision to consider applying for the waiver request has been discussed by the SVWDB Executive and Finance Committees and a decision was made to move forward with developing the waiver request to the Governor and implementation plan for SVWDB to provide Individualized Career and Follow Up Services. Factors that went into the decision to submit the waiver request are past contractor performance and turnover, reduced WIOA funding, and lack of contractor alignment with regional leadership vision and priorities.

Individualized Career and Follow Up Services have been provided by contractors through a public procurement process with five different contractors over the past ten years. The problems with contractor provided services have been consistent and include disallowed costs, low enrollments, inability to spend program funding, high turnover of front line staff, unresponsiveness to board oversight, and disregard for board leadership directives. In the past two years, there have been 33 front line staff in 9 positions for a 240% turnover rate at workforce centers.

The SVWDB has seen a 38% reduction in WIOA funding. A trend that is expected to continue. With this reduction in funding, it is critical to direct as much funding as possible to providing workforce services. The current service model has not changed in 20 years and the SVWDB wants to implement an innovative service model that provides services where individuals are located and to reach more people in remote areas of the region. To accomplish this goal, the Board needs a front line staff that is willing to implement innovative practices.

A question was asked regarding why Goodwill Industries of the Valleys (GIV), the current service provider, has such a high turnover rate for front line staff. Sharon Johnson responded that in January, she was copied on formal complaints that were lodged against GIV by front line staff indicating lack of training and support for front line staff. Some front line staff expressed their frustrations through complaints and some quit their job. When the complaints were received, the SVWDB Executive Committee took strong steps to evaluate the complaints. Sharon Johnson interviewed each front line staff member and heard consistent complaints from front line staff and across centers. Front line staff was discouraged by GIV from participating in training provided by the state and were directed to operate following the contractors guidelines. As a result of the complaints, SVWDB requested that the GIV center manager be removed from the contract. SVWDB immediately stepped in and began training front line staff and arranged Title I training to be provided by the state. SVWDB took over front line staff management in January and has been providing training, assistance and weekly meetings to support front line staff. Front line staff have turned out to be good performers and SVWDB is already seeing positive outcomes.

The Workforce Innovation and Opportunity Act (WIOA) requires competitive procurement of Adult and Dislocated Worker Services. In February 2020, a RFP for Adult and Dislocated Worker Services was developed and released that aligns with the new Network2Work service delivery model. One proposal was received from The WorkPlace. The proposal was evaluated by a team of Executive and Finance Committee members, workforce partners, and three peer workforce development boards. The proposal received a 59% out of 100% rating and was rejected due to the low evaluation score. At that time, SVWDB moved forward with developing the waiver request.

The waiver request outlines how SVWDB will deliver the 11 required services for the WIOA Adult and Dislocated Worker program. Performance metrics for the past three years are included in the waiver request to show the areas where contractor services have met, exceeded and failed to meet performance goals. However, the Executive Committee felt that performance goals and metrics were not the only indicator of a need for the waiver request. Problems with the contractor's unwillingness to innovate, evolve, adapt to changes, and meet requirements have been overarching in the decision to request the waiver for SVWDB to provide Adult and Dislocated services.

Evidence of SVWDB's qualifications to provide Adult and Dislocated Worker services include policy development and implementation and successful award and management of large federal grants such as the Shenandoah Valley Energy Partnership grant, Valley On-the-Job Training grant, and the current \$5 million American Apprenticeship Initiative grant. At the core of the SVWDB philosophy and culture is partnerships and innovation which are the foundation for the delivery of exceptional, comprehensive job seeker services. This has been an area of friction with service contractors. To further showcase the SVWDB's qualifications, a

list of program initiative awards and recognitions were included in the waiver request to show SVWDB's culture and successes have been recognized throughout the state. If the waiver request is approved, letters of support from seven workforce partners will be included in the waiver request.

Sharon Johnson explained the Network2Work service delivery model which will be implemented in July to deliver services and meet performance goals. The Network2Work model uses a resource provider network, an employer network, and a job seeker network that moves the service delivery model away from a government program model to a community based initiative that supports the unemployed to become employed, to move from low income to Asset Limited Income Constrained Employed (A.L.I.C.E.), and then to self-sufficiency/family sufficiency. It takes a community network to accomplish the goals of Network2Work.

The waiver request includes information on the fiscal impact of SVWDB providing Adult and Dislocated Worker service delivery and discusses corporate payments to the service provider that will no longer be necessary because board staff will provide these services. There is no negative fiscal impact to the grant recipient or Chief Elected Officials Consortium.

The procurement of a One Stop Operator is required by WIOA and an RFP was developed and released with a closing date of today. The One Stop Operator works across workforce centers and partners and is separate from the Adult and Dislocated Worker program. All requirements are in place for segregation of duties and firewalls. Attachments to the waivers support the segregation of duties and fire walls and include the SVWDB Fiscal Agent Agreement, Chief Elected Officials Consortium Agreement, organization chart, Segregation of Duties policy, internal controls process documentation and Conflict of Interest policy.

A chart comparing staffing under the contract service provider and staffing under the new model was presented and discussed. The former center manager responsibilities will be handled by board staff. Current center staff are in place and new center positions will be added. An organization chart showing staffing under the new service delivery model was presented. We currently have staff performing the duties of the Workforce Services Director and are just changing the title of that position. Provider Network Directors are new positions. This work was previously performed by the service contractor, but when the contractor left, the relationship with partners left with the contractor. Provider Network Directors will work with non-profit community based organizations to identify resources in the community to support job seekers such as housing, transportation, food insecurities, mental health, addictions and legal problems. Provider Network Directors will also develop volunteer networks to support job seekers. The Employer Network Directors will work with employers to identify their staffing needs and put job openings into the Network2Work app. Employer Network Directors will also work with job seekers ready for employment to assist job seekers with the final leg of training and preparation to meet the employer needs.

The Workforce Services Unit includes a Program Coordinator and new position titles for front line staff. These individuals report to the Workforce Services Director. A segregation of duties was needed so the SVWDB was not overseeing 100% of program services. The Workforce Services Unit will report to the Chief Elected Officials. Chief Elected Officials, who know what is best for their communities, will have the authority on a year to year basis to evaluate the service model and decide if it is effective or if SVWDB needs to go back to procuring a contractor to provide center services.

A question was asked about the dividing line between the northern region and southern region. Harrisonburg and Rockingham County and localities to the south will be considered the southern region. Localities to the north of Rockingham County will be considered the northern region. This division can be modified if a locality wants to align with a different sub-region.

A question was asked about the chances of the waiver being approved by the state. Sharon Johnson stated she felt the chances were good because the state is currently evaluating the Network2Work model as a service model for Virginia. SVWDB is one of four areas that will receive assistance from the state to pilot Network2Work. In addition to the Shenandoah Valley, area's piloting Network2Work are Charlottesville and surrounding counties, Richmond, and Hampton Roads/Virginia Beach. SVWDB also received an Economic Equity Initiative grant from the state to develop a service plan using the Network2Work model. The state has hired the person that developed Network2Work to assist the pilot areas with implementation.

Motion by Sam Crickenberger to approve the Individualized Career and Follow Up Services waiver as presented and submit it to the state for consideration. Second by Carolyn Dull. There was no discussion. The motion passed unanimously on a roll call vote.

Vote Roll Call: SVWDB Chief Elected Officials Consortium - May 29, 2020, 9:00					
Individualized Career and Follow Up Service Waiver Request					
Chief Elected Official	Aye	Nay	Abstain	Absent	Locality
Rebekah Castle	x				Augusta
Kristina Ramsey	x				Buena Vista
Cathy Seal	x				Clarke
Patrick Barker	x				Frederick
Brian Shull	x				Harrisonburg
Jim Halasz	x				Lexington
Morgan Phenix	x				Page
Sam Crickenberger	x				Rockbridge
Sallie Wolfe-Garrison	x				Rockingham
Jenna French	x				Shenandoah
Carolyn Dull	x				Staunton
Terry Short, Jr	x				Waynesboro
Jeff Stapel	x				Private Sector

Youth Waiver Request (vote required)

Sharon Johnson presented and reviewed a Youth Waiver request. The Youth Waiver request does not need approval by the Title I Administrator or the Governor. Approval is only needed by the SVWDB Board, Chief Elected Officials Consortium and Grant Recipient (Page County).

Youth Services are divided into two groups, in school youth and out of school youth. WIOA changed the requirements of Youth services funding from serving 25% out of school youth and 75% in school youth to serving 75% out of school youth and 25% in school youth. Out of school youth are more challenging to serve and will require an integrated service deliver model that includes education/training, work experience and wrap around services to support those with barriers to employment. SVWDB submitted an Opportunity Youth Plan to the Governor to be included in the regions Local Plan and was recently awarded a Jobs for the Future Expanding Registered Apprenticeship for Opportunity Youth planning grant to participate in developing a national model for Opportunity Youth Registered Apprenticeship. These initiatives provide SVWDB with resources to develop youth programming to expand work based learning experiences, pre-apprenticeship and registered apprenticeship. With the reductions in WIOA youth programming funding, it will be critical to develop an effective way to serve youth and Network2Work will be essential in the delivery of youth services.

Motion by Sam Crickenberger to approve the Youth Waiver Request as presented. Second by Jim Halasz. Motion passed unanimously on a roll call vote.

Vote Roll Call: SVWDB Chief Elected Officials Consortium - May 29, 2020, 9:00						
Youth Waiver Request						
Chief Elected Official	Aye	Nay	Abstain	Absent	Locality	
Rebekah Castle	x				Augusta	
Kristina Ramsey	x				Buena Vista	
Cathy Seal	x				Clarke	
Patrick Barker				x	Frederick	
Brian Shull	x				Harrisonburg	
Jim Halasz	x				Lexington	
Morgan Phenix	x				Page	
Sam Crickenberger	x				Rockbridge	
Sallie Wolfe-Garrison	x				Rockingham	
Jenna French				x	Shenandoah	
Carolyn Dull	x				Staunton	
Terry Short, Jr	x				Waynesboro	
Jeff Stapel	x				Private Sector	

Operations: Virginia Career Works Center Reopening

Sharon Johnson reported that planning is underway for the reopening of Virginia Career Works Centers. When centers closed, board and center staff worked quickly to move workforce services to a virtual environment to provide a continuation of services while centers were closed. The Harrisonburg center, the region's comprehensive center, is scheduled to reopen on June 11. Winchester and Fishersville centers will follow based on the outcome of the Harrisonburg center reopening. Staff is working to have PPE, sanitation services and security guards in place for the reopening. The Board is following guidelines from the Governor's office in reopening and Sharon will reach out to the localities where the centers are located to see if there are any concerns locally with reopening the centers.

Public Input (Rules and Guidelines attached): There was no request for public comment.

Adjournment:

Motion by Brian Shull to adjourn the meeting. Second by Carolyn Dull. The motion passed on a unanimous roll call vote.

Vote Roll Call: SVWDB Chief Elected Officials Consortium - May 29, 2020, 9:00						
Meeting Adjournment						
Chief Elected Official	Aye	Nay	Abstain	Absent	Locality	
Rebekah Castle				x	Augusta	
Kristina Ramsey	x				Buena Vista	
Cathy Seal	x				Clarke	
Patrick Barker				x	Frederick	
Brian Shull	x				Harrisonburg	

Jim Halasz	x				Lexington
Morgan Phenix	x				Page
Sam Crickenberger	x				Rockbridge
Sallie Wolfe-Garrison	x				Rockingham
Jenna French				x	Shenandoah
Carolyn Dull	x				Staunton
Terry Short, Jr	x				Waynesboro
Jeff Stapel	x				Private Sector

Respectfully submitted,

Joan Hollen



October 4, 2021

Sharon Johnson, Executive Director
Shenandoah Valley Workforce Development Board
1076 Jefferson Highway
Staunton, Virginia 24401

Dear Dr. Johnson,

This letter is in response to the Shenandoah Valley Workforce Development Board's (SVWDB) request for approval to provide Workforce Innovation and Opportunity Act (WIOA) Individualized and Follow-Up Career Services through Program Year (PY) 2022. The VCCS team conducted its review in accordance with Virginia Board of Workforce Development (VBWD) policy #401-03, Provision of Career Services.

The review team noted that the request from Shenandoah Valley Workforce Development Board, Inc. included justification that addressed areas that were considered poor contractor performance, and the SVWDB made several key improvements including:

- Improvements in tracking obligations;
- Consistent job seeker enrollments throughout the program year and higher enrollments;
- Effective tracking of directed client funds with steady and strategic spending;
- Continuous training and support of coaching staff;
- Decreased staff turnover;
- Implementation of a regional staffing structure;
- Cost savings have been realized by not having a contractor's indirect and/or profit to pay;
- In terms of performance, the SVWDB met some of its Federal Performance Outcomes, though improvement is still needed as noted below:
 - **Adult:** Measurable Skills Gain (MSG) are below Negotiated Levels for 3 Qtrs. & Cumulative estimate.
 - **Youth:** Median Earnings 2nd Quarter after Exit and MSG values are all below Negotiated Levels for 3 Qtrs. & Cumulative estimate.

After consultation with the Governor's Secretary of Labor on the waiver request and the justification as stated above, I, as the Director of WIOA Title I Administration, am issuing this letter on behalf of the Governor's Secretary of Labor, approving the waiver request authorizing the SVWDB to provide WIOA Title I Individualized and Follow-Up Career Services for the Local Workforce Development Area served by the SVWDB, contingent upon the following conditions:

- ✓ The SVWDB must continue to maintain appropriate controls, including firewalls, and performance review processes as documented in policy, organizational charts, and position descriptions (to ensure the avoidance or appearance of any conflicts of interest by the SVWDB in the provision of career services in its own LWDA).
- ✓ The SVWDB must continue to adhere to the SVWDB Segregation of Duties Policy, the SVWDB Conflict of Interest Policy, and the SVWDB Internal Controls Process documentation.
- ✓ The SVWDB must continue to meet or exceed the required WIOA Title I performance measures on an annual basis.



- ✓ The SVWDB must address all compliance issues effectively as reported on the annual WIOA Title I Monitoring Report issued by the Virginia Community College System (VCCS) and must not have any findings resulting in disallowed costs.
- ✓ The SVWDB must manage WIOA Title I funds effectively to avoid recapture.
- ✓ The SVWDB must participate in quarterly calls with VCCS staff to discuss progress on its performance outcomes.

The SVWDB must send a letter to the Director of WIOA Title I Administration no later than February 15, 2022, indicating if there is intent to seek approval for continuation of the waiver. The letter must include information regarding progress towards meeting performance targets for WIOA Title I services. Future approvals of waiver requests will be based on the performance by the LWDA on the above stated conditions. In addition, the SVWDB must provide the Director of WIOA Title I Administration with an updated response to the seven questions included within the template "Request for Governor's Approval for Local Workforce Development Board to Provide WIOA Individualized and Follow-up Career Services".

Upon receipt of the letter and updated responses, the Director of WIOA Title I Administration will review and consult with the Governor's Secretary of Labor to issue a determination. The results of the annual WIOA Title I monitoring review will be considered as part of the waiver continuance approval process.

Sincerely,

A handwritten signature in black ink, appearing to read "GT", is positioned above the typed name.

George Taratsas, Director
WIOA Title I Administration & Compliance

Copy: Dr. Megan Healy, Secretary of Labor, Office of the Governor
Jeff Stapel, Chair, Shenandoah Valley Workforce Development Board
Morgan Phenix, Chairman, Shenandoah Valley Chief Elected Officials Consortium



October 4, 2021

Sharon Johnson, Executive Director
Shenandoah Valley Workforce Development Board
1076 Jefferson Highway
Staunton, Virginia 24401

Dear Dr. Johnson,

This letter is in response to the Shenandoah Valley Workforce Development Board's (SVWDB) request for approval to provide Workforce Innovation and Opportunity Act (WIOA) One Stop Operator (OSO) services through Program Year (PY) 2022. The VCCS team conducted its review in accordance with Virginia Board of Workforce Development (VBWD) policy #300-02, One Stop Delivery.

The review team noted that the request from the SVWDB was predicated on the following justification, which addressed several key factors:

- First, the SVWDB released a RFP on April 28, 2021, seeking a vendor to contract with to assume the role of OSO. Proposals were due May 29, 2021, and no proposals were received;
- For the release of the OSO RFP there was an announcement on the www.vcwvalley.com/procurement web page and announcements were posted on social media (Facebook, LinkedIn, and Twitter). An announcement also was emailed directly to nine workforce contractors;
- The SVWDB leadership team, consisting of Executive and Finance Committee members and other key board members, continue to go through an organizational strategic planning process to ensure that the organization structure has the capacity, staffing, and resources to implement the strategic goals as identified through the workforce system strategic planning process and for the implementation of the Network2Work service delivery model;
- The SVWDB has confirmed it has program partner and CLEO support for the waiver request;
- In terms of performance, the SVWDB met some of its Federal Performance Outcomes, though improvement is still needed as noted below:
 - **Adult:** Measurable Skills Gain (MSG) are below Negotiated Levels for 3 Qtrs. & Cumulative estimate.
 - **Youth:** Median Earnings 2nd Quarter after Exit and MSG values are all below Negotiated Levels for 3 Qtrs. & Cumulative estimate.

After consultation with the Governor's Secretary of Labor on the waiver request and the justification as stated above, I, as the Director of WIOA Title I Administration, am issuing this letter on behalf of the Governor's Secretary of Labor, approving the waiver request authorizing the SVWDB to provide WIOA Title I One Stop Operator Services for the Local Workforce Development Area served by the SVWDB, contingent upon the following conditions:

- The SVWDB must continue to maintain appropriate controls, including adherence to segregation of duties procedures, conflict of interest protocols, and performance review processes as documented in policy and organizational charts, as approved by the LWDB.
- The SVWDB must continue to meet or exceed the required WIOA Title I performance measures on an annual basis.



- The SVWDB must participate in quarterly calls with VCCS staff to discuss progress on its performance outcomes.
- The SVWDB must address all compliance issues effectively as reported on the annual WIOA Title I Monitoring Report issued by the Virginia Community College System (VCCS) and must not have any findings resulting in disallowed costs.
- The SVWDB must manage WIOA Title I funds effectively to avoid recapture.

Thank you for your time and attention.

Sincerely,

A handwritten signature in black ink, appearing to be "GT" or "George Taratsas", written in a cursive style.

George Taratsas, Director
WIOA Title I Administration & Compliance

Copy: Dr. Megan Healy, Secretary of Labor, Office of the Governor
Jeff Stapel, Chair, Shenandoah Valley Workforce Development Board
Morgan Phenix, Chairman, Shenandoah Valley Chief Elected Officials Consortium



Shenandoah Valley Workforce Development Board, Inc. (LWDA 4)

WIOA Title I Youth Program – Local Waiver

Request

The Workforce Innovation and Opportunity Act (WIOA) requires the competitive procurement of Title I Youth Services. Procurement is not required if the local WIOA grant recipient, the Chief Elected Officials Consortium (CEO), the fiscal agent, and the Shenandoah Valley Workforce Development Board (SVWDB) agree to forgo procurement and agree to provide Title I Youth Services. Page County is the WIOA grant recipient for the SVWDB and the SVWDB is the designated fiscal agent. During the initial implementation of the Youth Program, the Executive Committee served as the Youth Committee. This has been working well and will continue through this program year while the board works to restructure.

Therefore, an additional waiver is requested for Page County as the WIOA grant recipient, the Shenandoah Valley Chief Elected Officials Consortium (CEO), and the Shenandoah Valley Workforce Development Board (LWDA 4) to provide WIOA Title I Youth Program services again for the current program year. Services will continue to be provided at the American Job Centers known as the Virginia Career Works Centers located in Harrisonburg as the comprehensive center, in Winchester as the affiliate center, and in Fishersville as a satellite location. In addition to these physical locations, the SVWDB is working to create satellite locations across the valley in order to provide remote access to individuals with transportation barriers. While administering the youth program, the SVWDB has been able to increase enrollments and provide innovative programming options, including the Building Maintenance Technician program; a cohort program developed to provide classroom training and work experience to prepare youth to enter the workforce. The SVWDB would like to broaden this initiative and continue to exceed enrollment goals. Through administering the programs, we have also developed several best practices that we would like to continue over the next program year.

Background

The Department of Labor issued the Final Rules to implement WIOA Title I services, which provides the local grant recipient, the CEO Consortium, and the Local Workforce Development Board (LWDB) flexibility to award grants or contracts for youth services in accordance with WIOA sec. 123.

As it relates to the competitive selection requirement, 20 CFR Part 681, *Youth Activities under Title I of the Workforce Innovation and Opportunity Act*, has language that addresses questions and concerns regarding procurement of WIOA Title I Youth Program services. In particular, Subpart C – *Youth Program Design, Elements, and Parameters*, Section 681.40 clarifies that competitive procurement requirements in Sec. 123 of WIOA apply only if the LWDB chooses to award grants or contracts to youth service providers to deliver some or all of the youth program elements. The 14 youth program elements are:

1. Tutoring, study skills training, and instruction leading to secondary school completions, including dropout prevention strategies;
2. Alternative secondary school offerings or dropout recovery services;
3. Paid and unpaid work experiences with an academic and occupational educational component;
4. Occupational skill training, with a focus on recognized postsecondary credentials and in-demand occupations;
5. Leadership development activities (e.g., community service, peer centered activities);
6. Supportive services;
7. Adult mentoring;
8. Follow-up services for at least 12 months after program completion;
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling;
10. Integrated education and training for a specific occupation or cluster;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market information about in-demand industry sectors and occupations;
14. Postsecondary preparation and transition activities.

Performance and Budget

SVWDB's Title I Youth Program did not meet its performance metrics for the previous youth program year. We attribute this to the shutdowns required during COVID-19, as well as the need to "exit" a significant amount of individuals at the beginning of the program year who had not been in contact with the previous contractor. We hope that the lifting of COVID restrictions, and the practice of designating Youth Coaches and a Follow Up Specialist will result in higher performance metrics this program year. The SVWDB has maintained financial integrity while operating the Youth Program. Title I Youth Program Funding is approximately \$1,004,523 for Program Year 2021.

A focus of the SVWDB youth program last year was innovative programming. Part of that service delivery included Network2Work, a new model connecting resources to individuals, and individuals to employment. Due to software complications and lack of a clear pathway to WIOA, the SVWDB had to look at different innovative models to assist youth in the most comprehensive way possible. One of the results of this change in direction was the OSY Fast Track Work Experience Initiative. This initiative combines training providers, employers, and WIOA and non-WIOA resources together to deliver a fast track training module that can be adapted to any in demand occupation.

This initiative was piloted for the first time May through July 2021 with six (6) youth job seekers for the Building Maintenance Technician occupation. The SVWDB promoted the program to youth job seekers to gain enrollments, identified the employers offering Work Experiences to the participants, and brought both employers and training providers together to design a hands on training in order to provide all the knowledge required for participants to gain employment in the field. The program was a success, with all six youth graduating with a minimum of one job offer per participant.

SVWDB Youth Services Program Design

Youth Coaches at Virginia Career Works service sites will continue to provide the framework services for the SVWDB's Title I Youth Program. The framework services include intake, objective assessments, development of individual services strategies, case management, and supportive services. Follow up services will be provided by a designated Follow Up Specialist. Framework services will be delivered utilizing the SVWDB Youth Program and the OSY Fast Track Work Experience Initiative. Through a variety of consulting sessions, the SVWDB has also identified a preliminary youth program design, which includes several best practices to keep youth engaged from start to finish and provide the best possible service to youth job seekers.

These best practices include;

1. A minimum of monthly contact for the duration of the program, including follow up.
2. Consistent communication with all providers involved in the job seekers success.
3. Referrals being done through a 'warm hand off' and extensive follow up with each provider.
4. Providing Workplace Essential Skills to all enrolled youth job seekers.
5. Providing a relevant Work Experience to all enrolled youth job seekers.

The SVWDB Youth Program will continue to provide an asset and strength based approach to individual's age 16 to 24 that meet one of the following criteria;

1. High School Drop Out;
 - a. Within the age of compulsory school attendance, but has not attended school for at least the most recent school calendar year quarter;
2. Pregnant or parenting, including non-custodial parent;
3. With a disability;
4. Offender: youth involved in any stage of the juvenile or adult justice system;
5. Homeless or runaway;
6. Involved in any stage of the foster care system;
7. Low income and is:
 - a. The recipient of a high school diploma or its equivalent and is basic skills deficient;
 - b. The recipient of a high school diploma or its equivalent, and is an English Language Learner.

Framework services, including objective assessment administration, individual service strategy development, overall case management and follow up services will be the sole responsibility of the Shenandoah Valley Workforce Development Board. Policies, procedures and best practices for those services will be developed and monitored by the Board, and updated on a consistent basis to ensure continuous improvement.

Through the Employer Network Directors, the SVWDB will continue to work with businesses and provide support to match qualified youth with work experiences, apprenticeship opportunities, and employment – with the goal being that a majority of these work experiences are part of the OSY Work Experience Fast Track Initiative.

The SVWDB will continue to collaborate with providers such as non-profit, community and faith based organizations, and state agencies to leverage funding and resources to address youth basic needs such as childcare, transportation, housing, and training. These organizations will also assist in the provision of the 14 youth elements.

Youth Program Element	Provider
Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent;	<ul style="list-style-type: none"> • Region 6 Adult Education/SHINE • Northern Shenandoah Valley Adult Education • Skyline Literacy
Alternative secondary school services, or dropout recovery services, as appropriate;	<ul style="list-style-type: none"> • Region 6 Adult Education/SHINE • Northern Shenandoah Valley Adult Education • Skyline Literacy • Massanutten Technical Center • Valley Career and Technical Center • Lord Fairfax Community College
<p>Paid and unpaid work experience that have as a component academic and occupational education, which may include –</p> <ul style="list-style-type: none"> • Summer employment opportunities and other employment opportunities available throughout the school year; • Pre-apprenticeship programs; • Internships and job shadowing, and • On-the-job training opportunities; 	<ul style="list-style-type: none"> • Local Area Business Solutions Teams • Local Employers who's relationships and worksites are developed by the Employer Network Directors
Occupational skills training which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;	<ul style="list-style-type: none"> • SVWDB operating under the VA State Eligible Training Providers List
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	<ul style="list-style-type: none"> • Region 6 Adult Education/SHINE • Northern Shenandoah Valley Adult Education

	<ul style="list-style-type: none"> SVWDB operating under the VA State Eligible Training Providers List
Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.	<ul style="list-style-type: none"> Local providers identified by the SVWDB
Supportive services (linkages to community services): <ul style="list-style-type: none"> Transportation Child Care Housing and Accommodation for youth with disabilities Uniforms Referrals to Healthcare Educational Testing 	<ul style="list-style-type: none"> County Departments of Social Services Harrisonburg Public Transit Bright Bus County Health Departments Department of Aging and Rehabilitative Services Department for Blind and Vision Impaired Area Adult Education Testing Centers Local providers identified by the SVWDB
Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.	<ul style="list-style-type: none"> Volunteer program developed by the SVWDB
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	<ul style="list-style-type: none"> Follow Up Specialist
Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	<ul style="list-style-type: none"> Area Community Services Board's Gemeinschaft Home, Oxford House, Faithworks Inc, and other community based organizations Area ASAPs Local providers as identified by the SVWDB
Financial literacy education.	<ul style="list-style-type: none"> Area banks that provide education free of charge (BB&T, DCCU, etc.)

	<ul style="list-style-type: none"> • FDIC Financial Literacy Program • Employer Network Director
Entrepreneurial skills training.	<ul style="list-style-type: none"> • Shenandoah Valley Small Business Development Center
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	<ul style="list-style-type: none"> • Virginia Employment Commission • Business Solutions Teams • Employer Network Director • Youth Coaches
Activities that help youth prepare for and transition to postsecondary education and training.	<ul style="list-style-type: none"> • Local Community Colleges and Technical Centers • Region 6 Adult Education/SHINE • Northern Shenandoah Valley Adult Education • Skyline Literacy • Youth Coaches

Partner working agreements will be developed as needed with provider organizations for the delivery of needed services for WIOA youth. When Youth Coaches cannot access provider services to perform the 14 youth program elements, they will follow supportive services policies and guidelines to acquire and expend supportive services funds or follow procurement procedures to purchase services for youth job seekers.

Action Requested

The Shenandoah Valley Workforce Development Board would like approval from Page County, the local grant recipient, to perform Title I Youth Services for Program Year 2021.

Request:

Jeff Stapel, Chairman, Shenandoah Valley Workforce Development Board
SVWDB Fiscal Agent

Date

Approved:

Morgan Phenix, Chairman, Page County Board of Supervisors
Chairman, Shenandoah Valley Chief Elected Officials Consortium

Date

Amity Mohler, County Administrator, Page County

Date

SVWDB Program Year 2020/21 / Fiscal Year 21-22
Budget for Finance Committee and Board Review & Approval October 14 2021

	ADULT	DW	YOUTH	Other	Total
REVENUE					
Formula Funding	\$ 441,669	\$ 541,817	\$ 551,160	\$ -	\$ 1,534,646
Projected PY20/FY20 Carry-in Funds	\$ 317,387	\$ 462,579	\$ 453,363	\$ -	\$ 1,233,329
Return to Earn Grant from State of VA (VCCS Administered)				\$ 117,356	\$ 117,356
Total Funds Available	\$ 759,056	\$ 1,004,396	\$ 1,004,523	\$ 117,356	\$ 2,885,331
Recommended transfer WIOA DW to Adult	\$ 500,000	\$ (500,000)	-	-	-
Total after transfer	\$ 1,259,056	\$ 504,396	\$ 1,004,523	\$ 117,356	\$ 2,885,331
INVESTMENT AREAS					
PY20/FY21 Carry-In Obligations - Projected (Detail Below)					
Personnel Costs	\$ 695,631	\$ 219,673	\$ 305,101	\$ -	\$ 1,220,405
Operating Costs	\$ 98,520	\$ 31,112	\$ 43,211	\$ -	\$ 172,843
Direct Client Services - Tuition Assistance	\$ 285,000	\$ 90,000	\$ 125,000	\$ 117,356	\$ 617,356
- Supportive Services				\$ -	
One Stop Center Operating Costs	\$ 58,710	\$ 18,540	\$ 25,750	\$ -	\$ 103,000
Workforce Strategy	\$ 34,200	\$ 10,800	\$ 15,000	\$ -	\$ 60,000
Statutory Mandates - Budget Needed	\$ 1,172,061	\$ 370,125	\$ 514,062	\$ 117,356	\$ 2,173,604
Total Carryover to 2022-2023	\$ 86,995	\$ 134,271	\$ 490,461	\$ -	\$ 711,727
2021-22 Operations Plan "EXPAND PRODUCTS AND SERVICES" Funding in 2021-22 Budget					
Youth Curriculum - Online Google Classroom & other platforms-Staff	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
N2W Software staff support for Provider and Jobseeker Network					
Communications - New materials and process for N2W	\$ 7,000	\$ 6,000	\$ 7,000	\$ -	\$ 20,000
N2W - Develop resources to expand support services					
Total for Expand Products and Services	\$ 7,000	\$ 6,000	\$ 12,000	\$ -	\$ 25,000
2021-2022 Operations Plan "NEW PRODUCTS AND SERVICES" Funding in 2021-22 Budget					
N2W Communication Plan focused on service delivery	\$ 12,000	\$ 11,000	\$ 12,000	\$ -	\$ 35,000
Curriculum for Staff Training in essential skills and exec functioning	\$ 12,500	\$ 5,000	\$ 12,500	\$ -	\$ 30,000
Mobile Learning Van	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Employer Round Tables	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 6,000
Total for New Products and Services	\$ 27,500	\$ 16,000	\$ 32,500	\$ -	\$ 76,000
Net Total Carryover to 2022-2023	\$ 52,495	\$ 112,271	\$ 445,961	\$ -	\$ 610,727

Financial Leadership Training

SVWDB and Chief Elected Officials Consortium

The development and delivery of financial leadership training for the SVWDB and CEO Consortium members. The training purpose is to increase Board and Consortium member financial knowledge regarding their leadership role and responsibilities as a governing and oversight body under the WIOA. Prepared and presented by Lori Strumpf with STRUMPF Associates: Center for Change. **Amount: \$2,750 + travel**

Delivery Method

- Conduct 4 mini-sessions at 4 consecutive combined Board and CEO Consortium meetings, beginning on April 8th.
- Each session will be 30 minutes at a time to be scheduled, which could be at the end of each board meeting.

Potential Topics (To be refined and finalized through mutual agreement by the Company and Consultant.)

I. Ethic Responsibilities

Nonprofits rely on the public trust to do their work. That is why it is so important that nonprofits continuously earn the public's trust through their commitment to ethical principles, transparency, and accountability. Nonprofits have much liberty, depending on the funding source, in choosing how to run their operations and that applies to receiving and spending funds. Nonprofits are apt to be more closely scrutinized because of past unethical behavior of nonprofits that have made unwise decisions. There are six areas in particular where ethical issues arise in the nonprofit sector: compensation; conflicts of interest; publications and solicitation; financial integrity; investment policies; and accountability and strategic management.

Key points to cover during this mini-session include:

- Just because it is legal does not mean it is ethical.
- Fiduciary responsibilities, what a nonprofit board legally has to do, such as approving the budget, setting financial priorities, and making decisions for the organization.
- Common types of ethical dilemmas regarding financial integrity for WDBs/not for profits.

II. Resource Development

Fundraising is typically event focused. Resource development planning, on the other hand, is process focused. Resource development means the study, establishment, and implementation of additional resources or services, which will extend the capabilities of the organization to better serve customers.

Key points to cover during this mini-session include:

- Identifying and developing relationships with potential funders.
- Board and staff roles and capacity required to focus on resource development.
- Benchmark setting, ratio of WIOA funding to other funding sources.

III. Strategic Budgeting

A key component of financial sustainability is the commitment of board and staff to financial management that includes timely review of financial reports and advance planning. One way that board and staff plan for income and expenses in the future is by creating a budget. Approval of the annual budget is one of the fundamental building blocks of sound financial management.

Creating the annual budget is initially staff's responsibility, but board members (usually those on the "finance committee" and/or "executive committee") often review the proposed budget and the full board usually adopts the budget at a full board meeting. The approved budget then serves as a guide for financial activity in the months ahead. Budgets should not be "written in stone" because the financial position and/or service requirements of the nonprofit may change during the year.

Key points to cover during this mini-session include:

- Managing restricted funds.
- Setting financial goals connected to the organizational strategy.
- Planning for different revenue scenarios.
- Monitor your financial position.

IV. Organizational Operations and Budgeting/Financing Impacts

As the organization takes on operating the WIOA program and serving as the One Stop Operator, the operations of the organization are becoming more complex. The board and organizational structure is changing. One way to ensure prudent financial management is for the board of directors to understand the primary financial policies and to determine, with the Consultant's review, if additional financial policies are needed or if current financial policies need to be modified.

Key points to cover during this mini-session include:

- Review of current financial policies of the organization.
- Understanding the different/expanding funding streams.
- Distinguishing board and staff responsibilities in an expanding and complex organization.

**Shenandoah Valley Chief Elected Officials Consortium
(Consortium)**

BYLAWS

Mission Statement:

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

Adopted: October 3, 2013

Revised: October 19, 2018

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**Bylaws for the Shenandoah Valley Chief Elected Officials Consortium
Workforce Development Area IV**

Article I
IDENTITY

These bylaws are established by the Shenandoah Valley Chief Officials Consortium (Consortium) as provided in the Consortium Agreement.

Article II
PRINCIPAL OFFICE

The principal office of the Consortium shall be located within the offices of the Shenandoah Valley Workforce Development Board (SVWDB). The Consortium may establish other offices as necessary to carry out the duties of the Consortium under the Workforce Innovation and Opportunity Act (WIOA).

Article III
PURPOSE, DUTIES AND PROGRAM YEAR

The purpose and duties of the Consortium shall be consistent with those established for a Chief Elected Official (CEO) under the WIOA, and other purposes that, in accordance with public law, may be required of or permitted for the Consortium, including those outlined in the Consortium Agreement. The program year for the Consortium shall be July 1 through June 30 of the succeeding year.

ARTICLE IV
CONSORTIUM MEMBERSHIP

Section 1. Membership.

The membership of the Consortium shall be as defined in the Consortium Agreement.

I. Designation of an Alternate.

- A. The governing body of each member jurisdiction may designate an alternate for the CEO as the jurisdiction's representative to the Consortium.
- B. The Chair of the SVWDB Board may designate as alternate another member of the SVWDB Executive Committee.

II. Form of Notification. Designations of an alternate shall be in writing and on file with the Consortium.

Section 2. Term of Office.

Each member of the Consortium shall serve concurrent with his or her position as the chief elected official of the jurisdiction, or in the case of an alternate, concurrent with the position held with the jurisdiction.

Section 3. Compensation.

Members of the Consortium shall serve without compensation.

ARTICLE V
OFFICERS AND THEIR DUTIES

Section 1. Officers and Executive Committee.

- I. Officers. The officers of the Consortium shall be a Chair and Vice-Chair. Elections shall be held, initially, at the January 6, 2012 re-organization meeting of the Consortium. The initial term of office shall expire June 30, 2013. Thereafter, elections shall be held at the first regular Consortium meeting of the program year. Terms shall be for one program year.
- II. Executive Committee. The Executive Committee shall be comprised of the Chair and Vice-Chair and one additional at-large member of the Consortium selected by the Consortium. The third member shall not be from the same sub-region as the Chair or Vice Chair. The term of the third member shall coincide with the terms of the Chair and Vice Chair.

Section 2. Duties of the Chair.

The Chair shall preside at all meetings of the Consortium and the Consortium Executive Committee. The Chair shall perform such duties required by the Consortium, the Virginia Community College System (VCCS) or by the Department of Labor (DOL).

Section 3. Duties of the Vice-Chair.

The Vice-Chair shall assist the Chair in conducting Consortium business. In the Chair's absence, the Vice-Chair of the Consortium shall perform the duties of the Chair, with all the power and authority of the Chair's office. Further, the Vice-Chair of the Consortium shall have such duties as may be assigned by the Consortium.

ARTICLE VI
APPOINTMENT AND RESPONSIBILITIES OF CONSORTIUM LIAISON TO SVWDB

Section 1. Appointment of Consortium Liaison.

The Consortium shall elect two members to serve as Liaison to the SVWDB Board. The initial appointments shall be made at the Consortium's re-organizing meeting, January 6, 2012. Thereafter, appointments shall be made every two years at the first regular meeting of the Consortium.

Section 2. Term.

The initial term for a Consortium Liaison, ex officio, shall expire June 30, 2013. Thereafter, appointments will be made for two years, beginning on July 1 and ending June 30 on the next succeeding year.

Section 3. Term Limitation.

A Consortium Liaison shall be limited to two consecutive terms.

Section 4. Duties of Consortium Liaison.

Each Consortium Liaison shall attend all regular and special meetings of the SVWDB. A Consortium Liaison shall have voice but no vote on all matters appearing before the SVWDB.

ARTICLE VII MEETINGS

Section 1. Regular Meetings.

The Consortium shall have a minimum of two regularly scheduled meetings each program year, with the site to rotate among the jurisdictions. The program year for the Consortium shall be July 1 to June 30 of the succeeding year. The date and place of meetings for the year shall be established by the Consortium at the annual organization meeting; which shall be the first meeting of the program year after July 1. One meeting each year, other than the organization meeting, may be conducted electronically via teleconferencing, digital teleconferencing, or a combination of the two methods subject to the Virginia Freedom of Information Act.

Section 2. Notice of Regular and Committee Meetings.

Written notice of all regular and committee meetings of the Consortium shall be provided to each member a minimum of seven (7) days prior to the date called for the meeting. Such notices shall include a tentative agenda and a description of any matter(s) to be considered for vote at the regular meeting. The Chair shall prepare the agenda for the meeting. Public notice of the date, time, and place of the Consortium meetings shall be provided as required by law.

Section 3. Special Meetings.

Special meetings of the Consortium may be called by the Chair, the Executive Committee, or upon written application by at least one-fourth of members of the Consortium.

- I. Notice. Members of the Consortium shall be provided written notice of special meetings a minimum of forty-eight hours in advance of the special meeting. Such notice shall include a description of the matter(s) for which the special meeting is called.
- II. Limitations. At any special meeting, only business specified in the special meeting notice may be considered.

Section 4. Meetings Open to the Public.

- I. All meetings of the Consortium and its committees shall be open to the public. The Consortium shall make available to the public, on a regular basis through its open meetings, information regarding activities of the Consortium, including information on the SVWDB Plan, information regarding members, and minutes of Consortium meetings.
- II. Meetings or portions of meetings may be closed to the general public, as provided by law.

Section 5. Proceedings.

Proceedings shall follow parliamentary procedures.

Section 6. Voting Rights.

Members and alternates shall have full voting rights and privileges; however, only one representative from each jurisdiction shall vote on a motion before the Consortium.

Section 7. Meeting Minutes.

Minutes of the Consortium meetings shall be taken and shall be distributed for approval to all Consortium members at or before the next regular meeting of the Consortium.

Section 8. Quorum.

A quorum shall consist of one-half of member jurisdictions comprising the Workforce Development area. A quorum is required for the Consortium to transact business. A majority vote of those members present is required to approve any item placed before the body for action.

Section 9. Action by Executive Committee.

The Executive Committee shall have authority to conduct matters of routine business for the Consortium between meetings of the Consortium. The duties include working with the SVWDB, SVWDB staff, contractors, partners, and others to ensure the SVWDB Plan and other Consortium responsibilities are completed to facilitate timely transactions. A majority vote of the Executive Committee is required for approval of any item placed before the Committee for action. Action taken by the Executive Committee shall be reviewed by the Consortium at its next regularly scheduled meeting for concurrence.

ARTICLE VIII CONFLICT OF INTEREST AND CONFIDENTIALITY

Section 1. Voting and Conflict of Interest.

Section 107(h) of the WIOA prohibits a member of the Consortium from voting on a matter under consideration by the Consortium when:

- I. The matter concerns the provision of services by the member or by an entity that the member represents; or
- II. The matter would provide direct financial benefit to the member or the immediate family of the member (for purposes of these bylaws, immediate family means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandson, granddaughter, grandparent, stepparent, stepchild, or any person residing in the same household); or
- III. The matter concerns any other activity determined by the Consortium to constitute a conflict of interest as specified in the LWDA IV Plan, state and local Government Conflict of Interest Act, and as specified under VWDB Policy 200-02.

Section 2. Confidentiality.

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the Consortium. Members shall not disclose confidential information obtained in the course of or by reason of his/her membership on the Consortium to any person or entity not directly involved with the business of the Consortium. Further:

- I. No member shall use confidential information obtained in the course of or by reason of his/her membership on the Consortium in any matter with intent to obtain financial gain for the member, the member's immediate family or any business with which the member is associated.
- II. No member shall disclose confidential information obtained in the course of or by reason of his/her membership on the Consortium in any manner with the intent to obtain financial gain for any other person.

ARTICLE IX RECORDKEEPING

Section 1. Minutes and Actions of the Consortium.

The Consortium shall maintain a record of the minutes of all meetings of the Consortium and its Executive Committee.

Section 2. Miscellaneous Records.

A copy of the following records shall be maintained by the Consortium:

- I. Consortium Agreement;
- II. Bylaws and all amendments thereto;
- III. A list of the names and business addresses of the members and officers of the Consortium;
- IV. Any written reports, studies, recommendations, plans or documents approved and adopted by the Consortium.

ARTICLE X
NON-DISCRIMINATION

The Consortium shall not discriminate against any employee, agent, provider of consulting or contract services, or applicant for employment, agency, or consulting or contract services on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

ARTICLE XI
AMENDMENTS

These bylaws may be amended at any regular meeting of the Consortium with prior written notice having been given to all members of the Consortium at least seven days in advance. Approval of any amendment to the bylaws requires a simple majority vote of the members present.

Date Adopted: October 3, 2013

Bylaw Event, Modification, and Explanation

Date: 10.19.18

- Updates WIA to WIOA
- Updates SVWIB to SVWDB
- Updates Chief Local Elected Official to Chief Elected Official
- Updates Non-discrimination statement
- Updates conflict of interest requirements to align with WIOA VBWD Policy 200-02, and local and state Conflict of Interest Act



Central and Southern Region Job Fair and Events Updates

Event	# Employers	#Attendees
July Weekly Events	11	18
August Weekly Events	15	11
September Weekly Events	12	0
Simms Event 8/12	12	20
Rockbridge Event 10/5	15	14

- Hiring Events returned to the Center in mid July 2021
- Hiring Events are scheduled Tuesday/Wednesday and Thursday with an AM Session (10am-12pm) and PM Session (1pm-3PM)
- Since July we have served 36 different employers through an individual hiring event or job fair
- Page County Community Workshop – 4 attendees
- Upcoming Job Fair for Staunton, Augusta, Waynesboro area in collaboration with JVSG

Skills Academy: Building Maintenance Technician (BMT) Program

Out of School Youth – Opportunity Youth

CEO Consortium Meeting

October 28, 2021

- Development of the initiative, adaptability, scalability, and sustainability
- For the pilot, what worked and what didn't
- Initiative outcomes (to date)
- Planned and executed next steps
- What we did and what the initiative included
 - o Business engagement: Employer requested and employer driven, how employers engaged throughout the process
 - o Outreach strategies for underserved, hard to reach populations such as OSY
 - o Interviews, assessments, eligibility and ability to serve
 - o Workplace essential skills development; online, interactive and coaching provided
 - o Social network skill development and practice
 - o Establishment of work experiences by the Employer Network Director; outreach to employers, WEX design, on site agreement, liability insurance, weekly check-in and follow up, etc.
 - o Upon receipt of first WEX stipend, financial literacy training, budgeting and the opportunity to open a bank account if do not already have one
 - o WEX on site instruction provided by LFCC
 - o Work readiness training; resume development, interview coaching, mock interviews, preparation of "My Story"
 - o Community service project involvement
 - o Guaranteed job interviews and outcomes
 - o Follow up coaching with the youth job seekers and check-ins with the employers for one year