



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

**Executive and Finance Committee Meeting
October 8, 2020, 8:30 a.m. – 9:45 a.m.**

Zoom Meeting Link: <https://zoom.us/j/98357207824>

Call to Order and Electronic Meeting Introduction Jeff Stapel

Roll Call Joan Hollen

Approval of Minutes: July 9, 2020 and September 30, 2020 (vote required) Jeff Stapel

Finance Report: Jo Lee Loveland Link

- Budget Update
- Line of Credit
- Fiscal Monitoring
- Accounting Function and Options
- SVWDB Year End June 30, 2020 Audit Report

WIOA Operations: Sharon Johnson

- Eligible Training Provider (ETP) New Provider or Program and Recertification (vote required)
- ETP Empowering Health Education Application Site Visit and Follow Up (vote required)
- One Stop Operator (OSO) Status
- Operations Performance 1st Quarter
- Center Staffing

Move to Closed Session Jeff Stapel

Motion to move to Closed Session following Closed Meeting Procedures in accordance with § 2.2-3711 A. 1. Of the Code of Virginia which is called for the purpose of discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Return to Open Session Jeff Stapel

Other Business:

- SVWDB Board Meeting Dates 2020-2021 Joan Hollen

Public Input (Rules and Guidelines Attached) Jeff Stapel

Adjournment Jeff Stapel

**Next SVWDB Executive and Finance Committee Meeting
Date: January 14, 2021, 8:30 a.m.
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.

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

TDD: VA Relay Center: 711 or 800.828.1120

a proud partner of the American Job Center Network

This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award 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. Department of Labor.



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

**Executive and Finance Committee Meeting
July 9, 2020, 8:30 a.m. – 9:45 a.m.**

Zoom Meeting Link:

<https://zoom.us/j/98393971694?pwd=RzcwMUIyY1ZqOIBrTWw0U2xTcDhkUT09>

Call to Order and Meeting Introduction: Chair Stapel called the meeting to order at 8:35 a.m. and read the introduction to electronic meetings.

Roll Call: The roll was called and a quorum was present.

SVWDB Executive Committee Roll Call	Present	Absent
Jeff Stapel	x	
Wes Dove	x	
Jo Lee Loveland Link	x	
Jeanian Clark	x	
Amy Judd	x	
John Downey		x
Chris Pope	x	
Robin Sullenberger	x	

SVWDB Staff Present: Sharon Johnson, Tristan Meadows, Cathi Michie and Joan Hollen

Approval of Minutes: Executive Committee meeting minutes for January 23, 2020, April 29, 2020, May 28, 2020 and June 9, 2020 were presented for approval.

Motion by Wes Dove to approve the minutes of the January 23, 2020, April 29, 2020, May 28, 2020 and June 9, 2020 Executive Committee meetings as presented. Second by Robin Sullenberger. The motion passed unanimously by roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey				X
Chris Pope	X			
Robin Sullenberger	X			

SVWDB Operations

Organization Chart – Roles and Responsibilities: Sharon Johnson reported that SVWDB was approved to deliver Adult, Dislocated Worker and Youth WIOA Title I services. The new organization chart was presented and reviewed. Ten new staff members were hired and began work on July 1st. Onboarding and staff training was provided on July 1-3 and July 6-7. Front line staff are working to enroll new participants and assist current enrolled job seekers.

Tristan Meadows is the Workforce Services Director overseeing the Programs Operations Unit, Workforce Equity Manager and Wagner Peyser Outreach and Engagement Specialist. Vanessa Santiago, former Winchester Center Manager, has been hired as the Workforce Equity Manager. Vanessa will be located at the Winchester center and will be working to develop a new model to serve underrepresented populations and translating web site and outreach materials into Spanish. Vanessa will work closely with Adult Education to enroll populations with barriers to employment. John Jacobs has been hired as the Wagner Peyser Outreach and Engagement Specialist to support the Wagner Peyser contract with VEC. John formerly worked for the VEC and has experience working with Wagner Peyser.

Scott Carlson has been hired as the Employer Network Director for the northern region. Scott will continue to work jointly with employers as the Network Director and Apprenticeship Coordinator with the AAI grant until the grant ends June 2021. Kaystyle Madden, former Harrisonburg Center Manager, is the Employer Network Director for the central/southern region. Kaystyle has led the Harrisonburg Business Solutions Team and worked with employers in the central/southern region. Bonnie Zampino, a previous Winchester Center Manager, has been hired as Provider Network Director. Bonnie will be developing a network of community based organizations to provide support to job seekers with barriers.

The Program Coordinator is Debbie Berry. Debbie will retain her part time status and will provide hotline support, training and mentoring for front line staff. Debby will oversee WIOA eligibility and obligations as a liaison between coaches and the finance department.

There will be one Job Seeker Coach, Hali Wilkerson, and one Life and Career Coach, Coressa Hubbard, in Winchester. Juanita Spurlock will be the Life and Career Coach serving Harrisonburg and Fishersville. Kara Rill will be the Job Seeker Coach working between Harrisonburg and Fishersville. Sharon Agnor will be the Job Seeker Coach in Fishersville.

All new hires have a six-month probationary period. Tristan and Debbie Berry will provide extra support for the day-to-day operations and Tristan will work in Winchester one day a week.

Under the new service model, the receptionist position at the centers was not funded. A Senior Community Service Employment Program (SCSEP) volunteer will assist in the resource room and we will monitor whether we need to fill the receptionist position.

SVWDB Staff Office Space: Sharon Johnson reported that the lease on the SVWDB offices at the Ice House expires on 12/31/20. Matchbox Realty required notification by the end of June, if the five year lease was going to be renewed. Matchbox was notified that SVWDB would not be renewing the lease. Board staff will be working in one of the three workforce centers or working remotely. It will be good synergy to have board administrative staff working in centers with operational staff. Details are being finalized on remote work and telework policies. We have until December 31st to vacate the Ice House office space.

Economic Equity Grant Update (Network2Work): Staff continues to work on Network2Work implementation. Discussions continue with Ridge Schuyler on organization and software development. Governor Northam is developing a press release on Network2Work to announce that the state is contracting with Ridge Schuyler from Piedmont Valley Community College to help pilot Network2Work implementation in four workforce development areas; Shenandoah Valley, the Richmond region, and Hampton Roads/Norfolk/Newport News, as well as expand the Charlottesville Network2Work program.

Jobs for the Future (JFF) Apprenticeship Expansion and Modernization Fund: Sharon Johnson reported that the JFF grant is an avenue to gather ideas for our youth programming and registered apprenticeship for opportunity youth. We have been discussing the Network2Work model with JFF. JFF and the National Association of Workforce Boards are interested in the Network2Work model. We provide a monthly update on our work to implement Network2Work and gain recognition and feedback at the national level.

Grant Application Update: SVWDB partnered with lead applicant New River Mount Rogers Workforce Development Board on a re-entry grant. No word on the grant award has been received.

SVWDB was the lead on a Youth Registered Apprenticeship grant application in partnership with the Western Virginia, New River Mount Rogers, Southwest Virginia, and West Piedmont Workforce Development Boards. SVWDB was disappointed to learn the grant was not awarded. The Norfolk Shipyard also applied for the grant and was not awarded.

Workforce Center Operations

End of Contract Transition with Goodwill: Sharon Johnson reported that the end of year transition from the Goodwill contract is complete and the contract closeout was completed in June. The transition included file monitoring, file transition, file follow up, and asset, and inventory transition. Tristan and Debbie helped with the file transition and Cathi and Matt took the lead on asset management. There were some issues with files in Winchester making it apparent that staff had been given no assistance in putting participant files together. Staff is working to be sure that nobody is wait listed for enrollment.

Center Reopening to the Public: The Harrisonburg center reopened on July 14 with reduced hours and by appointment only. In person or virtual appointments are being offered by VEC and Title I staff. Staff has been working closely with VEC to work out the protocols and procedures for reopening to the public. VEC has provided two security guards at the Harrisonburg center. Procedures and protocols are being monitored and adjusted as necessary to achieve a safe and efficient reopening.

One Stop Operator RFP: No responses were received for the first One Stop Operator RFP. The RFP was released again in mid-June with proposals due by July 29. If no proposals are received through the second One Stop Operator RFP, SVWDB will request a waiver from the state to provide One Stop Operator Services. Until a One Stop Operator is formally in place, an interim plan has been implemented to provide a partner team approach to addressing One Stop operations.

Incumbent Worker Training: SVWDB has had three companies express an interest in Incumbent Worker Training. Employers are a critical part of the Network2Work model and we need to consider whether we want to budget for Incumbent Worker Training. Adult and Dislocated Worker funding can be reallocated to Incumbent Worker Training. Staff was asked to review the Incumbent Worker Training Policy to assure:

- the training is a layoff aversion strategy;
- training is designed to advance employees and backfill with entry level employees;
- there are caps in place on the amount of funding an employer can receive in a year;
- that employers are fully aware of and agreeable to submitting required documentation;
- the contract is entered into 30 days in advance of training; and
- there is some level of accountability if employers don't follow through with the training.

Wagner Peyser Implementation: The implementation of Wagner Peyser services by Title I staff has been addressed with the hiring of John Jacobs as the Wagner Peyser Outreach and Engagement Specialist. New staff members in the Centers are also working to provide Wagner Peyser services. The WP contract expires 12/31/2020.

Operational Policy Revisions: Sharon Johnson reported that Staff will be reviewing operational policies to be sure they align with the Network2Work model. Necessary revisions will be made and presented to the Executive Committee for consideration.

Eligible Training Provider Requests: Staff received and reviewed one new training provider application and two new training program applications. After staff review, program applications are considered complete and have been included for consideration.

Empowering Health Education is a new training provider requesting approval for Nurse Aide Training. Debbie Berry worked with Empowering Health Education to address Equal Opportunity requirements and provided guidance on working with people with barriers to employment to receive training. Jeanian Clark said that LFCC cannot currently provide Nurse Aide Training because of the inability to conduct required clinical experience due to COVID and questioned whether Empowering Health Education could provide clinical experience. The committee recommended the Empowering Health Education application be placed on hold to further evaluate their training program, their ability to provide clinical experience, and to visit their training facility.

Motion by Chris Pope to approve recertification of the BRCC Advanced Cyber Security + course and to place the Empowering Health Education training provider request on hold to gather more information on the training program and visit their facility. Second by Robin Sullenberger. Motion passed unanimously by roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey				X
Chris Pope	X			
Robin Sullenberger	X			

Financial Report

Finance Committee Chair Loveland Link noted that WIOA funding is based on old data and does not reflect the current levels of high unemployment. There may be a difference in how much funding we believe we need and how much funding we may actually need to support the current high numbers of unemployed. Additionally, Chair Loveland Link suggested as we enter a new era of governance by the Chief Elected Officials we may need to train the CEOs on their oversight responsibilities under the new service delivery model. This discussion could be added to the next meeting agenda or discussed offline.

May Financial Statements: Cathi Michie reported that the Finance Committee met and conducted a review of the May Financial Statements and FY21 Budget. The Finance Committee recommended approval of the May Financial Statements and FY21 Budget. Chair Stapel asked if there were any at risk areas in the May Financial Statements. Cathi Michie responded that there are no areas of risk in this fiscal year financials, but we need to be aware that the Economic Equity Initiative Grant and American Apprenticeship Initiative Grant end next fiscal year, leaving SVWDB with only WIOA funding. We will save some costs by not having the Ice House lease. We will not have other grants to support operations resulting in less money overall. We need to find a way to balance the provision of service without cutting back staff since we may have more people needing services in the current high unemployment environment.

Sharon Johnson noted that John Jacobs understands that he is funded by Wagner Peyser funding through December 2020 and that the position will not exist after WP funding ends. We do not know if Wagner Peyser funding will be extended. Additionally, the Workforce Economic Equity Manager position is a one year pilot program and Vanessa Santiago is aware of the pilot and that funding for the position is not guaranteed following the pilot.

Chair Loveland link called attention pie charts in the financial statements that show a vast difference in the cost structure to provide services through a service provider and cost structure for SVWDB to provide services. This information will need to be pointed out to the Board. There was no further discussion or questions regarding the May Financial Statements and FY21 Budget.

Cathi Michie reported that the auditors will be sending the engagement letter next week. The letter will be sent to Chair Stapel for signature.

Motion by Jo Lee Loveland Link to approve the FY21 Budget as submitted. Second by Wes Dove. Motion passed unanimously on a roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey				X
Chris Pope	X			
Robin Sullenberger	X			

Public Input

There was no request for public input.

Adjournment:

The meeting adjourned at 9:50 a.m.

Respectfully submitted,
Joan Hollen

Next SVWDB Executive and Finance Committee Meeting
Date: October 8, 2020, 8:30 a.m.
Location: Zoom

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Auxiliary aids and services are available upon request to individuals with disabilities
TDD: VA Relay Center: 711 or 800.828.1120

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**Called Executive and Finance Committee Meeting
September 30, 2020, 12:30 p.m. – 1:30 p.m.**

Zoom Meeting Link:

<https://zoom.us/j/99647915545>

Call to Order and Meeting Introduction

Chair Stapel called the meeting to order at 12:34 p.m. and read the introduction to electronic meetings.

We are operating under a state of emergency, and the Executive Committee 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 Executive Committee 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 Executive Committee 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.

Chair Stapel asked if committee members had questions about the electronic meeting procedures. There were no questions from the committee.

Roll Call

SVWDB Executive Committee Roll Call	Present	Absent
Jeff Stapel	x	
Wes Dove	x	
Jo Lee Loveland Link	x	
Jeanian Clark	x	
Amy Judd	x	
John Downey	x	
Chris Pope	x	
Robin Sullenberger	x	

Staff Present: Sharon Johnson, Tristan Meadows and Joan Hollen

Motion by Jo Lee Loveland Link to move closed session to discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.” in accordance with § 2.2-3711 (A) (29) Code of Virginia. Second by Robin Sullenberger. Motion passed unanimously on a roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey	X			
Chris Pope	X			
Robin Sullenberger	X			

Chair Stapel invited Tristan Meadows and Joan Hollen to join the closed session.

Motion by Robin Sullenberger to reconvene to open session. Second by John Downey. Motion passed unanimously on a roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey	X			
Chris Pope	X			
Robin Sullenberger	X			

Motion by Chris Pope to certify that to the best of each member's knowledge only public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the SVWDB." Section 2.2-3712 (D). Second by Amy Judd. Motion passed unanimously on a roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey	X			
Chris Pope	X			
Robin Sullenberger	X			

Motion by Robin Sullenberger to pursue a hybrid model of accounting services. Second by John Downey. Motion passed unanimously on a roll call vote.

Executive Committee	Aye	Nay	Abstain	Absent
Jeff Stapel	X			
Wes Dove	X			
Jo Lee Loveland Link	X			
Jeanian Clark	X			
Amy Judd	X			
John Downey	X			
Chris Pope	X			
Robin Sullenberger	X			

Robin Sullenberger commended CEO Sharon Johnson for exploring solutions that were innovative. It is important that the SVWDB Board of Directors are informed that alternatives have been considered and Board staff is not just following the status quo.

Public Input:

There was no request for public input.

Adjournment:

The meeting adjourned at 1:15 p.m.

Respectfully submitted,
Joan Hollen

Next SVWDB Executive and Finance Committee Meeting
Date: October 8, 2020, 8:30 a.m.
Location: Zoom

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Shenandoah Valley Workforce Development Board

EXECUTIVE COMMITTEE DECISION BRIEF

Date: October 5, 2020

Reference: Once it has been determined that a WIOA client is in need of training in order to secure full-time employment and has the ability to successfully participate and complete training and work in the occupation for which he or she is seeking training, the Valley Workforce Center case manager may provide the client with a list of Workforce Development Board-approved “Eligible Training Providers”. Training vendors wishing to be certified as Eligible Training Providers may submit a training provider application and a program application for each program considered by the Board. Both the training provider and program applications are examined for completeness and accuracy by Board staff and acted upon at the next Board or Executive Committee meeting. Eligible Training Provider status is subject to annual performance metric review and recertification by the Board or Executive Committee.

Purpose: The staff has received and reviewed two new training provider applications and 5 new training program applications. After staff review, program applications are considered complete and have been included for review. Please see attachment “Training Provider/Program Applications Received” for training provider and training programs to be considered for certification.

Issues: No issues.

Recommendations: The staff recommends Executive Committee review of the training information, discussion as needed, and a vote to approve or deny eligible training program status for each application. The complete program applications are available at the SVWDB Office for additional committee member review.

Action Suggested: A motion and vote to approve or deny training provider/program certification by the SVWDB.

Effective Date: October 8, 2020

Training Provider/Program Applications

Training Provider	Course	Credential
*Empowering Health Education - Front Royal	*Nurse Aide Training	VA State Certified Nurse Aide
*Star Beauty School, LLC - Winchester	*Cosmetology, Barbering, Nail Technician, Instructor Program	License

** Bold indicates new provider and new programs*



Eligible Training Provider Site Visit – Friday, August 14, 2020

Training Provider: Empowering Health Education, LLC

Address: 922 John Marshall Highway, Front Royal, VA 22630

Phone: 540-662-6464

Site Visit by: Joan Hollen and Debbie Berry, SVWDB Staff

SITE VISIT OBSERVATIONS

Training Facility Tools and Equipment: Ground floor, one level facility that is wheelchair accessible. Classroom can accommodate 20 students in a typical classroom setting and 10 student using social distancing practices. Equipment includes two hospital beds, wheel chair, two different lift systems to move immobile patients, medical supplies and numerous manikins, adult and baby, for practicing procedures.

Guidance on safe working practices in a Covid environment and PPE including masks and hand sanitizing stations are available at the training facility.

CLINICALS: Clinical experience takes place at Heritage Hall Healthcare and Rehabilitation Center, 400 West Strasburg Road, Front Royal, VA 22630. Heritage Hall provides skilled and extended care. Signed agreement between Heritage Hall and Empowering Health on file at training site was reviewed during on site visit.

<https://www.heritage-hall.org/>

CURRICULUM: Approved by the Virginia Board of Nursing

Application process:

<http://www.dhp.virginia.gov/Boards/Nursing/AbouttheBoard/EstablishingMaintainingEducationPrograms/>

Approved Nurse Aide Education Programs (other): Training materials being used are materials created by the State Board of Nursing: See Page 15 at link below.

<http://www.dhp.virginia.gov/media/dhpweb/docs/nursing/reports/ProgramLists/NurseAidePrograms.pdf>

Nursing Assistant (NA): Upon the successful completion of this 140-hour program, the student will receive a Certificate of Completion from Empowering Health Education (EHE). Graduates are then eligible to take the National Nurse Aide Assessment Program (NNAAP) license exam, to receive their Certified Nurse's Aide License (CNA) in Virginia. Approved by the Virginia State Board of Nursing. This course includes 80 hours of classroom training, 20 hours of lab, and 40 hours of clinicals. The curriculum includes communication and interpersonal skills, infection control, safety measures, emergency measures, client rights, basic nursing skills, personal care skills, individual client's needs, basic restorative services, respiratory system, cardiovascular system, cancer and care of the client when death is imminent, legal and regulatory Aspects, and other topics that relate to the Nurse Aide.

Requirements

- Be at least 18 years old
- Must provide Driver's License or State ID
- Must be able to read, write, and understand English at least on an 8th grade level.

- High school diploma or GED recommended
- Must not have been convicted of any Barrier Crimes—For more information see: Guidance Document 90-55 at <http://www.dhp.virginia.gov/Boards/Nursing/PractitionerResources/GuidanceDocuments/index.html>

Student must provide:

- PPD/TB Skin test results--Can be obtained from primary care doctor or Med Express
- White or black closed toe, non-slip shoes for clinicals
- Criminal Background Check

Tuition and fees include CPR Certification, Course Outline Materials, Scrubs, State Exam Fee, Lab Fee, and Lab Kit. Lab Kit includes carry bag, stethoscope, sphygmomanometer (BP cuff), and gait belt.

Nurse Aide classes start at end of August with seven students currently registered.

TRAINING PROVIDER BACKGROUND INFORMATION

Owner/instructor: Janet Poe, MHA, BSN, RN

www.empoweringhealtheducation.org

Empowering Health Education, LLC was established to provide education for Front Royal and the surrounding area. We offer various education opportunities for people seeking gainful employment in healthcare.

We place a strong emphasis on education and the importance of providing quality care to senior and disabled populations. EHE feels providing care to these vulnerable populations is most important.

EHE was founded in 2019 by Janet Poe, MHA, BSN, RN. She has many years of experience in nursing. Most of her career has been specialized to the geriatric population. Her experience includes long term care, dementia, and hospice clients.

Mission Statement: Our mission is to inspire hope by empowering people to grow and reach their goals, while also providing our community with high quality education.

Experience/Performance Delivering Training: See attached resume.



Shenandoah Valley Workforce Development Board

EXECUTIVE COMMITTEE DECISION BRIEF Eligible Training Program Recertification

Date: October 6, 2020

Reference: Once it has been determined that a WIOA client is in need of training in order to secure full-time employment and has the ability to successfully participate and complete training and work in the occupation for which he or she is seeking training, the Valley Workforce Center case manager may provide the client with a list of Workforce Development Board-approved “Eligible Training Providers”. Training vendors wishing to be certified as Eligible Training Providers may submit a training provider application and a program application for each program considered by the Board. Both the training provider and program applications are examined for completeness and accuracy by Board staff and acted upon at the next Board or Executive Committee meeting. Eligible Training Provider status is subject to annual performance metric review and recertification by the Board or Executive Committee.

Purpose: The staff has received and reviewed 1 program recertification document. Through the recertification process, state training provider and program performance requirements must be evaluated annually and a level of performance is required to meet or exceed 50% for participant training completion rate and 65% for credential attainment. After staff review, recertification documents are considered complete. Please see attachment “Eligible Training Provider Recertification Performance Information” for a list of training providers and programs to be considered for recertification.

Issues: No Issues

Recommendations: The staff recommends Executive Committee review of the performance information, discussion as needed, and a vote to approve or deny recertification status for each application. The complete recertification packets are available at the SVWDB Office for additional committee member review.

Action Suggested: A motion and vote to approve or deny training provider and program recertification by the SVWDB.

Effective Date: October 8, 2020

**Eligible Training Provider Recertification
Performance Information for Program Year 7/1/2019-6/30/2020**

Bvers Technical Institute

<i>Program</i>	<i># Enrolled</i>	<i># Still in Training</i>	<i># Completed</i>	<i>Completers %</i>	<i># Credential Earned</i>	<i>Completers earning Credential %</i>	<i># Employed after Completion</i>	<i>% Employed after Completion</i>	Median Wage
Accelerated Welding Program	15	5	10	100%	10	100%	7	70%	17.12
Combination Pipe Welding	1	0	1	100%	1	100%	1	100%	



Board Meeting Dates 2021

Meetings are quarterly on the 2nd Thursday of the month from 10:00 a.m. until 12:00 p.m. unless otherwise noted.

January 14, 2021

April 8, 2021

July 8, 2021

October 14, 2021

Meeting Locations to be Announced

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Executive Committee Meeting Dates 2021

Executive Committee meetings are held from 8:30 a.m. until 9:45 a.m. preceding Board meetings