

**Meeting Agenda for:**  
**Central Virginia Workforce Development Board**  
**October 10, 2023**  
**3:00 - 4:30 p.m.**  
**at**  
**The Lynchburg Regional Business Alliance**  
**300 Lucado Place**  
**Lynchburg, VA 24504**

1. **Roll Call** .....*Traci Blido, CVWDB Executive Director*
2. **Call to Order and Introductions of guests, new members**.....*Nat Marshall, Board Chair*
3. **Public Comment**
4. **Vote to allow electronic participation**
5. **Presentation** – *Dr. R. Todd Blake (Exec. Dir.) & Monica Link (Dir. Life Skills Institute) of Park View Community Mission will brief the board on our partnership*
6. **Approval of July 19, 2023 Minutes**.....*Nat Marshall*
7. **Director’s Report** ..... *Traci Blido*
8. **Finance Report**.....*Sandy Dobyys, CVPDC Finance Director*
9. **Approve a transfer of funds from DW to Adult**..... *Sandy Dobyys, CVPDC Finance Director*
10. **Approve vendor contract for Youth Outreach & Marketing Development Grant**...*Tim Saunders*
11. **Approve a revised contract w/ HumanKind**.....*Traci Blido*
12. **One-Stop Center/Operations Report** ..... *Keith Cook, Director of Workforce Operations*
13. **Committee Reports:**
  - a. Youth – Acting Chair, Sierria Phillips, Southern Air
  - b. DEI – Christian Wiscovitch, DARS
  - c. Operations & Performance – Andy Crawford, ACSW, Director, Bedford County
  - d. Finance – Ron Lovelace, CPA
  - e. Executive – Nat Marshall, BWXT
14. **Adjournment** ..... Next Meeting is Tuesday, Jan. 9, 2023 at 3:00 p.m.

*Note: This meeting will be recorded for public viewing and posted at <https://www.vcwcentralregion.com/>.*



CENTRAL REGION

## Central Virginia Workforce Development Area VII

*Serving the City of Lynchburg, and Counties of Amherst, Appomattox, Bedford, and Campbell*

### Workforce Development Board Meeting

July 19, 2023

3:00 p.m. at

The Lynchburg Regional Business Alliance

Lynchburg, VA 24504

#### **Draft – until the board approves.**

**Members Present:** Nat Marshall – Chair, Sierria Phillips –Vice Chair, Carrie White, Dana Hogan, David Sage, Michael Hertzler, Jason Shockley, Scott Francis, Alisha Meador, Sterling Wilder, John Redding, Cheryl Giggetts, Gary Campbell (virtual), Ron Lovelace, Kimberly McIvor, Contessa Broadus (alternate for Luke Saechao, virtual).

**Members Absent, Excused:** Rich Russo, Robbie Morrison, Robert Johnson, Samuel Pinn, John Capps, Bryan Lyttle, Lauren Anderson, Dorothy White, Christian Wiscovitch, Charles Mann, Sam Penn, Sr., Cheryl Toler, Sonya Todd, Anthony Cardoza, Travis Griffin, Christine Kennedy, Andy Crawford.

**Chief Elected Officials:** John Hinkle - CLEO Chair, Jon Hardie, Drew Wade.

**Staff Present:** Traci Blido, Alec Brebner, Keith Cook, Lori Cumbo, Tonya Hengeli, Sandy Dobyns, Tim Saunders, Shantel Crews, Kirsten Trautman.

**Others Present:** Sharon Dunham, Maryssa Vaughan, Annette Bennett, Tori Gilmartin.

#### **1. Call to Order & Roll Call**

Nat Marshall called the meeting to order and welcomed everyone. Traci Blido took a roll call for everyone present and not present.

#### **2. Public Comment**

Nat Marshall opened the floor for public comment and, when hearing none, he moved to the next item on the agenda.

#### **3. Approval of April 11, 2023, Minutes**

After asking if anyone had any comments or questions about the meeting minutes, Nat entertained a motion to approve the previous meeting minutes. Mike Hertzler made the

motion and Scott Francis seconded it. The full board approved the motion by consensus to approve the minutes as presented.

#### **4. Special Presentations from New Board Members**

##### **a. David Sage, Virginia Technical Institute (VTI)**

David Sage, Executive Director of Virginia Technical Institute, briefed the board on what VTI does and about its programs in the trades and manufacturing. He is excited to get more involved with the Workforce Development Board and is currently supporting the workforce system as an Eligible Training Provider.

##### **b. Carrie White, Centra**

Carrie White, Nursing Business Strategist, shared what she does at Centra and discussed the nursing shortages and other statistics related to retention and hiring efforts. She is currently working with Virginia Career Works to explore work-based learning opportunities and OJT's.

#### **5. Director's Report**

Traci Blido began by reporting on the CLEO meeting that occurred in June where elected officials reviewed and approved applications for board members who were up for reappointment, as well as approving the Board's annual budget and contracts that begin July 1, 2023. She also reported that the executive committee met several times this quarter. The committee most recently met and reviewed HumanKind's Proposal as part of the procurement process for the operations of the Youth, Adult/DW, and One-Stop Center programming.

She announced that this year, the federal WIOA Title I funding was cut by about 20 percent, and to supplement that, she had been applying for different "set-aside" WIOA grants over the past weeks that were released by the Secretary of Labor. She said she was pleased to report that the board was successful in receiving two grants. One is a \$25,000 youth marketing grant, which would be used to produce a video series to highlight high-demand jobs. It would be geared toward middle and high schoolers, and available to parents and teachers too. Traci commended Tim Saunders for developing a well-written grant application and said he would be managing that project. The second grant awarded is a \$150,000 supplemental workforce training opportunity grant that will enhance our capacity to enroll youth, adults and dislocated workers in customized training that leads to sustainable employment in high demand jobs.

Traci then introduced Tori Gilmartin, the new Director of Talent and Workforce Development with the Lynchburg Regional Business Alliance, and briefed the board on the implementation plan that she and Tim are working with Tori and Christine Kennedy on, as part of the Regional Workforce Development Roadmap. She said the plan focuses on the two priority areas of workforce access and helping people overcome barriers to employment. The implementation plan will involve stories, a website, videos and programs to raise awareness about careers with guidance counselors, students, and parents.

Traci concluded by welcoming Appomattox County School Superintendent Dr. Annette Bennett who was in attendance. She said Dr. Bobby Johnson recommended we ask Dr. Bennett to join our board when he rolls off at the end of this year due to retirement. She also recognized Tamara Rosser, the new Executive Director at LynCAG, and said she hoped to see her return to this board officially in 2024 as well, when the CLEO meets next. She will replace Dorothy White who recently retired from LynCAG.

**6. Finance Report and Budget Approval**

Sandy Dobyns then went through the budget showing that they had gone a little over budget regarding salaries and that currently \$350,000 would be carrying over into this fiscal year. She said that center operations came in under budget. Sandy also pointed out that the PY23 funding was cut by around \$208,000. Tamara Rosser asked if they had a timeframe on the grants that Traci has spoken on. Traci responded saying that the grants would be through September 2024. Sandy stated that they are currently looking to establish this year's budget reductions. Nat Marshall entertained a motion to approve the budget as presented. Ron Lovelace made the motion to approve the budget and Cheryl Giggetts seconded the motion. The board voted to approve the motion by consensus.

**7. Approval of PY23-26 MOU and PY23 IFA**

Traci began by explaining the process of the three-year memorandum of understanding (MOU) with the partners of the Center. She explained that they were looking for approval of the budget for the shared costs for all the mandated partner organizations involved with the Workforce System and the operations that are available to the public under a shared resource arrangement. After hearing no questions, Nat entertained a motion for approval of the three-year MOU and PY23 IFA budget. Ron Lovelace made the motion to approve the MOU and IFA and Sterling Wilder seconded it. The board voted to approve the motion by consensus.

**8. Approval of HumanKind Contract**

Nat explained that the workforce board contracts with HumanKind to operate its One-Stop and Title I Youth, Adult, and Dislocated Worker programs. Nat said the board is required to give any qualified organization an opportunity to apply for the contract to operate its One-Stop and Youth, Adult and Dislocated Worker programs. The Board is required to go out to bid at least every four years. A "Request for Proposals" was issued March 24 with a deadline for submission of April 21 at 4 p.m. HumanKind submitted the only proposal and the Executive Committee scored it and discussed HumanKind's performance in recent years. The committee recommended the board approve a new four-year contract with HumanKind that includes an option to review performance annually and approve an adjusted annual budget. Gary Campbell made the motion to approve the new contract with HumanKind and Scott Francis seconded the motion. The board voted to approve the motion by consensus.

**9. Approval of Eligible Training Providers List**

Lori Cumbo presented the Eligible Training Providers List (ETPL) to the Board. This list detailed five training providers and 79 different programs that are made available to WIOA clients for training/education. The service providers will be asked to provide performance

data directly to the state going forward, such as completion rates and other information. The five different providers are Virginia Technical Institute, Centra College of Nursing, CVCC, Susie G. Gibson, and Raspberry Hill. Mike Hertzler made a motion to approve the Eligible Training Providers List and Scott Francis seconded the motion. The board voted to approve the motion by consensus.

#### **10. One-Stop Center & Operations Report**

Keith thanked everyone and presented a year-end report of both the PY21 and PY22 metrics related One-Stop Center operations, as well as Title I enrollment and clients served. He explained that he had to eliminate two full-time positions from One-Stop and Title I operations to align with budget limitations. The center saw 6,638 visitors by the end of the PY22 and Keith is hoping these numbers will even out in the upcoming year as unemployment claimants decrease. Keith explained the work readiness activities that Jeff Bennett is currently providing through ParkView Community Mission and showed how many different classes and workshops he has been conducting in the community. Nat thanked Keith for the information.

#### **11. Committee Reports**

- a. Youth** - Traci explained that, with Dr. Bobby Johnson's retirement, there is a vacancy for Chair of the Youth Committee.
- b. DEI** - With Christian absent, Traci explained they recently had a meeting. Lori attended and explained that they meet monthly. Also, they are currently looking for interested board members who would like to join and are operating under the inclusive executive model as their framework with the effort to develop community partnerships and outreach opportunities.
- c. Operations and Performance** – no report this month.
- d. Finance** - Ron Lovelace said that they were all good regarding finance.
- e. Executive** - Nat Marshall said that the executive committee had met frequently over the last quarter as mentioned.

Traci pointed out that they forget to have a vote at the beginning of the meeting to allow for electronic participation, and asked for this motion.

David Sage made the motion and Jason Shockley seconded the motion. The board voted to approve the motion by consensus.

#### **12. Adjournment**

Sierra Phillips made the motion to adjourn the meeting and Ron Lovelace seconded the motion. The board voted to approve the motion by consensus. The meeting ended at 4:20 p.m.

**Summary of WIOA Funding  
As of 08/31/2023**

APPROPRIATED BUDGET	EXPENDITURES AS OF 08/31/2023	ENCUMBRANCES	REMAINING BALANCE
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**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

Administrative	90,671	3,491		87,180
Dislocated Worker Program	266,215	31,010	100,067	135,138
Adult Program	599,381	100,347	170,844	328,190
Youth Program	608,586	87,247	212,270	309,070
<b>Total WIOA Funding</b>	<b>1,564,853</b>	<b>222,094</b>	<b>483,181</b>	<b>859,578</b>

## Contract Balances as of 08/31/2023

		Beginning Balance	Program Operations Billed Or Accrued To Date	Outstanding Balance
HumanKind	Dislocated	114,455.00	14,387.71	100,067.29
HumanKind	Adult	209,803.00	38,959.30	170,843.70
HumanKind	Youth	254,722.00	42,451.90	212,270.10
Total Obligation		578,980.00	95,798.91	483,181.09
CVPDC - fiscal agent		90,000.00	3,491.13	86,508.87

**WIOA Source and Use of Funds  
Comparison of Budget to Actual  
ME August 2023**

**SOURCES OF FUNDS**

**LINE ITEM**

Other funding-partners  
Outreach/awareness funding  
PY23 carryover  
PY24

**Total Funding**

**Workforce Development Board**

Salary  
Benefits  
Audit  
Legal  
Outreach/awareness  
Contractual Services  
Communications Tel/post  
Ofc & equip lease  
Ofc supplies  
Travel/Training  
Furnishings & computer  
Fiscal Agent  
Miscellaneous

**Total WIB Office**

**One Stop - Workforce Center**

Rent/utilities  
IT Managed Services  
Phone  
Internet  
Resource Room Copier  
IT Equip, Softare  
General Supplies  
Staff Copier  
Outreach/awareness

**Facility Total**

**Program Operations**

Salaries & benefits  
Office supplies  
Business meals  
General Insurance  
Cell phone equipment contingency  
Cell phone monthly invoice  
Postage  
Van/Car Operation  
Indirect costs

**Total program operations**

**Existing Worker Training**

**Direct Program Costs**

Tuition  
Work Experence incentives  
WEX supportive services  
OJT  
Materials - Training  
Certifications & exams  
Client Misc supportive services  
Mileage/Transportation - clients

**PY22 carryover**

**Total Direct Program Costs**

**Grand Total**

Unallocated

**Available Funding Remaining**

<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>ADMIN</u>		<u>DISLOCATED</u>		<u>ADULT</u>		<u>YOUTH</u>		<u>Total</u>	
		30,000.00		30,000.00		30,000.00		90,000.00	
		1,098.50		1,721.00		2,180.50		5,000.00	
		12,616.80		215,159.60	0.00	126,667.84		354,444.24	
90,671.00		222,500.00		352,500.00		449,738.00		1,115,409.00	
90,671.00		266,215.30		599,380.60		608,586.34		1,564,853.24	
		54,844.46	10,451.74	84,759.62	10,793.33	109,688.92	17,701.78	249,293.00	38,946.85
		14,508.78	2,169.88	22,422.66	2,365.98	29,017.56	3,843.79	65,949.00	8,379.65
								0.00	0.00
		220.00		340.00		440.00		1,000.00	0.00
		220.00		340.00		440.00		1,000.00	0.00
		2,662.00	129.09	4,114.00	324.89	5,324.00		12,100.00	453.98
		1,122.00	40.87	1,734.00	53.58	2,244.00	76.21	5,100.00	170.66
		330.00		510.00		660.00		1,500.00	0.00
		264.00		408.00		528.00		1,200.00	0.00
		1,760.00	99.44	2,720.00	220.27	3,520.00	198.90	8,000.00	518.61
		880.00	740.29	1,360.00	1,144.07	1,760.00	1,480.56	4,000.00	3,364.92
90,000.00	3,491.13							90,000.00	3,491.13
		2,200.00	329.78	3,400.00	509.66	4,400.00	659.56	10,000.00	1,499.00
90,000.00	3,491.13	79,011.24	13,961.09	122,108.28	15,411.78	158,022.48	23,960.80	449,142.00	56,824.80
		6,600.00	1,076.24	10,200.00	1,663.28	13,200.00	2,152.48	30,000.00	4,892.00
		1,980.00	271.68	3,060.00	419.88	3,960.00	900.08	9,000.00	1,591.64
		198.00	31.58	310.00	48.80	392.00	63.17	900.00	143.55
		240.00	38.99	380.00	60.24	480.00	77.97	1,100.00	177.20
		220.00	37.00	344.00	57.16	436.00	73.96	1,000.00	168.12
		524.00	809.30	809.00	2,967.45	1,047.00	2,967.45	2,380.00	6,744.20
		119.00		184.00		237.00		540.00	0.00
		780.00	124.58	1,205.00	192.52	1,560.00	249.14	3,545.00	566.24
		1,100.00		1,700.00		2,200.00		5,000.00	0.00
0.00	0.00	11,761.00	2,389.37	18,192.00	5,409.33	23,512.00	6,484.25	53,465.00	14,282.95
		101,094.00	13,034.28	179,646.00	34,079.72	219,274.00	35,924.91	500,014.00	83,038.91
		120.00		450.00	150.20	430.00		1,000.00	150.20
		24.00		90.00		86.00		200.00	0.00
		439.00		1,647.00	163.45	1,574.00		3,660.00	163.45
						1,700.00		1,700.00	0.00
		500.00		1,874.00	486.69	1,791.00	51.68	4,165.00	538.37
		24.00		90.00		86.00		200.00	0.00
		1,849.00		6,933.00	355.67	6,624.00	2,161.50	15,406.00	2,517.17
		10,405.00	1,353.43	19,073.00	3,723.57	23,157.00	4,313.81	52,635.00	9,390.81
		114,455.00	14,387.71	209,803.00	38,959.30	254,722.00	42,451.90	578,980.00	95,798.91
		20,000.00		0.00				20,000.00	0.00
		30,000.00		142,000.00	38,091.00	45,000.00	2,388.00	257,479.00	40,479.00
						38,000.00	11,961.77	49,961.77	11,961.77
						2,600.00		2,600.00	0.00
			221.88					221.88	221.88
		3,000.00		12,000.00	83.98	2,000.00		17,083.98	83.98
		2,000.00	50.00	3,500.00	95.00	1,500.00		7,145.00	145.00
				9,500.00	1,310.00	900.00		11,710.00	1,310.00
		5,000.00		23,000.00	986.19			28,986.19	986.19
		988.06		59,277.32		43,756.84		104,022.22	0.00
		40,988.06	271.88	249,277.32	40,566.17	133,756.84	14,349.77	479,210.04	55,187.82
90,000.00	3,491.13	266,215.30	31,010.05	599,380.60	100,346.58	570,013.32	87,246.72	1,580,797.04	222,094.48
671.00		0.00		0.00		38,573.02		39,244.02	
Available	87,179.87	Available	235,205.25	Available	499,034.02	Available	521,339.62	Available	1,397,946.58




Attachment 1

2023 Request for Proposals Cover Sheet  
**Central Virginia Workforce Development Board**  
Workforce Innovation and Opportunity Act Program

Please include as the cover to the proposal submission

By my signature below, I attest that I have read the Request For Proposal (RFP) for the program above, and that to the best of my knowledge and belief, all information in this application is true and correct, that the applicant understands and accepts all requirements and procedures stated therein, that the document has been duly authorized by the governing body of the applicant, and that the applicant will comply with all program guidelines terms, conditions and regulations if funding is awarded.

<b>Organization:</b> (Legal Name and Address):	<b>Authorized Signatory:</b>
Name Parker Productions	Name Jonathan Parker
Address PO Box 601 Hurt, Virginia 24563	Title President and Owner
Email: jonathan@parker.productions	Signature 
Phone 434.944.0347	Date 9.22.23

## **CENTRAL VIRGINIA WORKFORCE DEVELOPMENT BOARD VIDEO PRODUCTION SERVICES**

### Organization Information

Parker Productions is a full-service video production company, specializing in creating content for economic development, tourism, education, healthcare and non-profit sectors.

The company has extensive experience in capturing testimonials—with studio grade lighting, audio and camera gear—along with B-Roll and drone footage. Parker Productions can bring any vision to life, from social media videos to feature-length documentaries.

Owner and Creative Director Jonathan Parker brings experience in print journalism, marketing and video production to conduct interviews and craft impactful stories. He works alongside a talented team of videographers to capture content that compels, informs and inspires.

### References

Megan Lucas, CEO and Chief Economic Development Officer  
Lynchburg Regional Business Alliance  
434.845.5966 | [MeganLucas@lynchburgregion.org](mailto:MeganLucas@lynchburgregion.org)

Jamie Gillespie, Business Investment Manager  
Southern Virginia Regional Alliance  
434.766.6706 | [Jamie.Gillepsie@ialr.org](mailto:Jamie.Gillepsie@ialr.org)

Lori Merricks, Director of Marketing and Communications  
Danville Regional Foundation  
434.799.2176 | [Lmerricks@drfonline.org](mailto:Lmerricks@drfonline.org)

Laura Ashworth, Marketing and Research Mananager  
City of Danville Office of Economic Development and Tourism  
434.793.1753 | [Laura.Ashworth@discoverdanville.com](mailto:Laura.Ashworth@discoverdanville.com)

## Description of Services

- Film on location at various employers and public/private school campuses in Lynchburg and the counties of Amherst, Appomattox, Bedford, and Campbell.
- Provide two cameras for interviews, lighting and audio packages and a three-member team for set building.
- Provide drone video footage and aerial photography from important sites across the region as determined by client and vendor.
- Provide gallery of still images from locations across the region that coincide with interviews and b-roll captured with usage rights (for print, online and social).
- Provide all raw 4K video files, unless lower resolution requested by client.
- Provide creative and professional guidance to ensure a high-quality product is produced during each shoot.
- Work cooperatively with CVWDB staff, workforce development partners, and interview subjects.
- Provide at least 80 hours of video production services between November 1, 2023 and June 30, 2024.
- Adhere to a production schedule developed by CVWDB staff, with consideration for the vendor's existing schedule and limitations.
- If awarded the project, Parker Productions would be available to begin the project in November with the goal of wrapping production by December 31, 2023, if filming can be scheduled with employers and school campuses.
- Provide all copyright, clearance, and usage rights (broadcast and digital) to all raw/unedited video captured for the contracted project to the Central Virginia Workforce Development Board for use in current and future video projects.

## Budget

**\$20,800** | (8) - 10-hour production days - includes three member team for setup and filming and production equipment (two BlackMagic Cinema cameras, professional lighting package, grip equipment, audio mixer and mics, gimble and wireless follow focus for b-roll, DJI Mavic Pro 3 for drone footage and Sony a7 III camera for still photography). Team members fill a variety of roles on set for efficiency, including a FAA certified drone operator and a still photographer. Note: *Production days include setup time at each location, along with travel between locations.*

**\$1,200** | Footage transfers from production (\$1,000) + hard drive for client (\$200)

**Total project cost - \$22,000**



## Central Virginia Workforce Development Board

### **Agreement for Provision of Workforce Innovation and Opportunity Act (WIOA) Title I Services for One-Stop System Operator, Youth, Adult and Dislocated Worker Services: Contract Number 01 PY21- Contract Continuation: Year-3 of 3**

This agreement ("Agreement") is entered into this 1st day of July 2022, by and between **Presbyterian Homes & Family Services, Inc., dba HumanKind** (also referred to as "contractor", "Program Operator", "Operator", "One Stop System Operator", "HumanKind", "Service Provider", "Successful Bidder", "proposer" or "successful proposer") and the **Central Virginia Workforce Development Board** (also referred to as "CENTRAL VIRGINIA WDB", "Board" or "CVWDB").

WITNESSETH that the contractor and CENTRAL VIRGINIA WDB, in consideration of the mutual covenants, promises and agreements contained herein, agree as follows:

**Scope of Contract:** The contractor shall provide WIOA Title I Services for One Stop System Operator, Dislocated Worker, Youth and Adult Worker Services in Virginia's Central Virginia as set forth in these contract documents and as otherwise directed by the CENTRAL VIRGINIA WDB.

**Period of Contract:** July 1, 2022 through June 30, 2023. Renewable annually based on performance and funding availability.

**Funding Available for One Stop Operator, Youth, Adult and Dislocated Worker Program Operations:**

Subject to Federal WIOA funds being made available, not to exceed **\$ 699,247.00** for the third year of the contract period, unless subsequently amended under the provisions contained within these contract documents. The amount or availability of funding for the remaining part of the contract period has not been determined as of the time of this Agreement. Payments will be on a reimbursement basis with submission of supporting documentation. A separate budget sheet shall be maintained and may be modified through mutual agreement of the parties without effect on the contract. In addition to Program Operations, additional funds managed by the CENTRAL VIRGINIA WDB for Direct Program Costs are available in the following amounts: **Dislocated Worker: \$40,000.00 Adult: \$220,000.00 Youth: \$210,000.00**. Notwithstanding anything in this Agreement to the contrary, in the event funds are unavailable, the CENTRAL VIRGINIA WDB has the option to terminate this agreement at its sole discretion.

**Contract Document:** This Agreement shall also be referred to as the Contract Document and shall consist of this signed cover sheet, and the following attachments:

1. Attachment 1: Operational Framework and Expectations including the Terms and Conditions
2. RFP
3. Proposal submitted from HumanKind

Any amendments to this Agreement shall be in writing and executed by both the contractor and CENTRAL VIRGINIA WDB.

**Scope of Agreement:** The contractor shall provide WIOA Title I Services for One Stop System Operator, Youth, Adult and Dislocated Worker Services in accordance with applicable federal and state WIOA policies, CENTRAL VIRGINIA WDB Policies and other direction as communicated by the CENTRAL VIRGINIA WDB.

*Intentionally Left Blank*

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

***For the contractor:***

A handwritten signature in black ink, appearing to read 'Stan Southworth', written over a horizontal line.

***Stan Southworth, CEO  
Presbyterian Homes & Family Services, Inc.,  
dba HumanKind***

***For the CENTRAL VIRGINIA WDB:***

A handwritten signature in purple ink, appearing to read 'Traci Blido', written over a horizontal line.

***Traci Blido, Executive Director  
Central Virginia Workforce  
Development Board***