

**Joint Meeting Agenda**

for

**Central Virginia Workforce Development Board**

**April 9, 2024**

3 – 4:30 p.m.

**At Lynchburg Regional Business Alliance**

300 Lucado Place  
Lynchburg, VA 24504

1. **Call to Order & Roll Call of CVWDB:** ..... *Nat Marshall, CVWDB Board Chair*
2. **Public Comment Period**
3. **Approval of Jan. 9, 2024 Minutes** ..... *Nat Marshall*
4. **Special Guest Appearances**..... Virginia Works Chief Deputy Director **Angela Kelly-Wiecek**  
..... Virginia Works Registered Apprenticeship Consultant **Sherie Fulcher**
5. **Director’s Report** .....*Traci Blido, Executive Director*
6. **Finance Report**.....*Sandy Dobyms, CVPDC Finance Director*
7. **One-Stop Center/Title I Report** ..... *Keith Cook, Director of Workforce Operations*
8. **Approval of CVWDB New/Updated Policies**.....*Clay Stein, Compliance and Monitoring*
  - a. Policy #110 - Assessment Policy
  - b. Policy #111 – Measurable Skill Gains
  - c. Policy #112 – 5% Youth Low Income Exception
  - d. Policy #113 – Individual Employment Plan / Individual Service Strategy Policy
  - e. Policy #114 – Participation in meetings via electronic communication
9. **Committee Reports (any applicable):**
  - a. Youth – 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
10. **Adjournment** ..... Next Meeting is Tuesday, July 9, 2024 at 3:00 p.m.

*Note: Meetings may be recorded for public viewing and posted at [vcwcentralregion.com](http://vcwcentralregion.com). Members of the CVWDB must attend in person. If unable to attend in person due to illness and when prior notice is given, members may attend virtually via link in email invite.*



# Central Virginia Workforce Development Area VII

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

## **Workforce Development Board Meeting January 9, 2024 3:00 p.m. Virtual Meeting**

**Draft – until the board approves.**

***Members Present:*** Nat Marshall – Chair, David Sage, Alisha Meador, John Redding, Anthony Cardoza, Lauren Anderson, Andy Crawford, Christine Kennedy, Sonya Todd, Dr. John Capps, Contessa Broadus, Jason Shockley, Bryan Lyttle, Dana Hogan, Tamara Rosser, Sterling Wilder, Cheryl Giggetts, Michael Hertzler, Sam Penn Sr., Christian Wiscovitch, Scott Francis, Gary Campbell, Ron Lovelace, Luke Saechao, Annette Bennett, Karen Walker, CJ Caudill, Laura Hamilton.

***Members Absent, Excused:*** Sierria Phillips –Vice Chair, Kimberly McIvor, Carrie White, Samuel Pinn.

***Staff Present:*** Traci Blido, Tim Saunders, Keith Cook, Shantel Crews, Alec Brebner, Sandy Dobyms, Kirsten Trautman, Clay Stein.

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

Nat Marshall called the meeting to order and thanked everyone for being able to attend after the last-minute change to a fully virtual meeting, due to the weather.

To allow the members attending virtually to participate, Nat entertained a motion to allow electronic participation.

Christine Kennedy made the motion to allow participation and Gary Campbell seconded the motion.

All were in favor, and the motion passed.

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

There were no public comments that were made.

### **3. Approval of Oct. 10, 2023 Minutes**

Tamara Rosser made a motion to approve the previous meeting, Oct. 10, 2023 minutes. Cheryl Giggetts seconded the motion of approval. All were in favor.

### **4. Approval of Modification of HK's contract**

Traci explained that at a previous meeting, the board approved the new Human-Kind contract. This modification is for an updated format of our Human-Kind contract, per a request from our state monitors. In addition, we were asked to create separate contracts with Human-Kind for our set-aside WIOA grants. This is so Human-Kind can see the amounts they have to work with to meet grant goals.

The request was a motion to approve the three Human-Kind contracts. Sam Penn made the motion to approve the modification and the Human-Kind contracts as proposed. Scott Francis seconded the motion for approval. All were in favor and the motion passed.

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

Traci thanked the newest members of the board who were recently approved, Laura Hamilton, Dr. Annette Bennett, Karen Walker, Tamara Rosser, and CJ Caudill. She encouraged the newest members to look into the different committees and to reach out if they would like to participate. Going through a brief overview of the past calendar year, Traci said 107 businesses were served. She also highlighted the Virginia Career Works team and all that they had been doing. They saw 3,089 walk-ins at the Center, responded to 211 individuals who went through the online orientation and asked for help. She encouraged the board to keep an eye on the Governor's budget and the General Assembly because there are some workforce development items.

#### **6. Appointment of One-Stop Certification Review Team**

Nat briefly went over the requirement to conduct a One-Stop certification during Spring 2024. He said Cheryl Giggetts participated in this effort in the past and he is willing to join her this year as well to participate in the certification process, along with board staff.

Nat Marshall entertained a motion to approve the One-Stop Certification Review team, consisting of Cheryl Giggetts, himself, Traci Blido, and Clay Stein.

Scott Francis made the motion to approve and Ron Lovelace seconded the motion. All were in favor and the motion passed.

#### **7. Review Existing Worker Training program**

Tim Saunders reminded everyone about the Existing Worker Training program, which is a reimbursement training program for employers. This program is of equal benefit to employers and employees, and they can request up to \$10,000 on training. So far, we have helped four different businesses, and a total of 22 workers to be trained. After totaling everything, Tim showed that out of the \$20,000 available, \$19,985 has been spent this program year on the different businesses. However, a company, Fostek, had reached out to us, for support in training a group of their employees. They will be sending 10 employees to receive training to assist their business with updated equipment. They requested \$2,750; however, they would be eligible for \$2,062, based on matching requirements in the policy, and will need to cover 25% of the cost. Tim was requesting to move \$2,042 to the existing workers' training budget from the travel training budget of the board's staff.

Christine Kennedy asked for clarification since the training was Jan 5-12, would they be retroactively paying for this. Tim confirmed by stating that businesses need to turn in receipts for the training and this shows what they have paid for.

Christine asked Traci if they were okay with removing this amount of money from staff's training budget.

Traci said this would be the ideal place to pull the money since she and Tim had already participated in training earlier in the year.

Tamara Rosser asked if this meant that there would be no more available training if this happened. Traci stated that they did not have any anticipated long training trips before the end of June. Tim also stated that this would be the last business they would be able to help until the next program year, unless other funding is found.

Christine Kennedy made the motion to approve the proposed transfer of funds to the Existing Workers Training Program and Gary Campbell seconded the motion. All were in favor and the motion carried.

## **8. Finance report**

Sandy Dobyns went over the WIOA funding as of 11/30/2023. She stated that they had spent all the FY22 funding and were on track to spend the FY23 budget. Currently, operational costs are lower and they should be able to carry this over to the next fiscal year. Contract balances as of 11/30/2023, show we were about half through our funding and on track through this fiscal year.

## **9. One-Stop Center/Title I Report**

Keith Cook and Shantel Crews provided a brief overview of the One-stop Center showing the difference between this program year and the past program year's numbers of people coming to the center and how many people they have been able to help. Also, they shared information about the many different classes taught by Jeff Bennett, the Work Readiness Facilitator.

## **10. Committee Reports**

### **a. Youth**

Traci mentioned that they were excited to continue working with the Alliance, the Worlds of Opportunity, and the Educators Academy. Several youth committee members are serving on the Alliance's workforce event committees too.

### **b. DEI**

Christian Wiscovitch asked that if anyone was interested in joining the DEI committee to please contact Traci and she will be able to get everything set up. They will be meeting Wednesday, Jan. 17, 2024.

### **c. Operations & Performance**

Andrew Crawford opened the floor to Keith Cook. Keith did a quick rundown on the first quarter performance of PY 2023, July – Sept. 2023.

### **d. Finance**

Ron Lovelace has no additional comments following Sandy's finance report.

### **e. Executive**

Nat mentioned that the next meeting will be on April 9 and thanked everyone for their cooperation in pivoting to meet virtually today.

## **11. Adjournment**

Nat Marshall entertained a motion for adjournment.

CJ Caudill made a motion to adjourn, and Annette Bennett seconded the motion for adjournment. All were in favor. The next meeting will be held April 9<sup>th</sup>, 2024. The meeting ended at 4:12 p.m.

**Summary of WIOA Funding  
As of 3/28/24**

APPROPRIATED BUDGET	3/28/2024	HumanKind operating budget remaining	REMAINING BALANCE
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**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

Administrative	90,671	26,663		64,008
Dislocated Worker Program	265,999	133,925	57,009	75,066
Adult Program	599,039	339,821	50,737	208,480
Youth Program	609,144	308,087	83,123	217,935
<b>Total WIOA Funding</b>	<b>1,564,853</b>	<b>808,496</b>	<b>190,868</b>	<b>565,489</b>

## Contract Balances as of 3/28/24

		<b>Beginning Balance</b>	<b>Program Operations Billed Or Accrued To Date</b>	<b>Outstanding Balance</b>
<b>HumanKind</b>	<b>Dislocated</b>	114,455.00	57,446.22	57,008.78
<b>HumanKind</b>	<b>Adult</b>	209,803.00	159,065.95	50,737.05
<b>HumanKind</b>	<b>Youth</b>	254,722.00	171,599.40	83,122.60
	<b>Total Obligation</b>	<b>578,980.00</b>	<b>388,111.57</b>	<b>190,868.43</b>
<b>CVPDC - fiscal agent</b>		<b>90,000.00</b>	<b>26,662.83</b>	<b>63,337.17</b>

**WIOA Source and Use of Funds  
Comparison of Budget to Actual  
ME March 2024**

SOURCES OF FUNDS

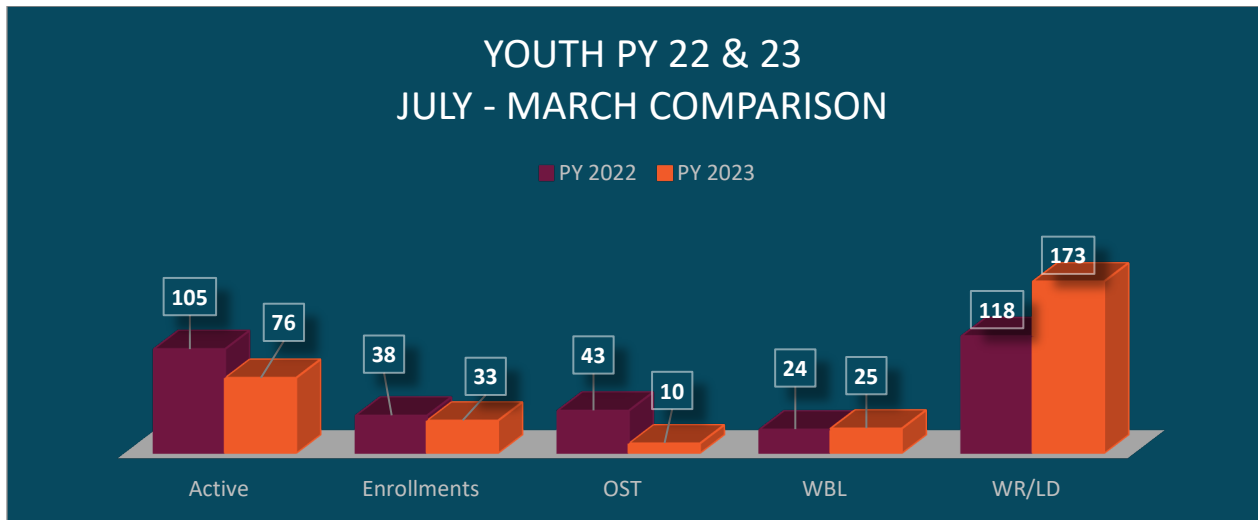
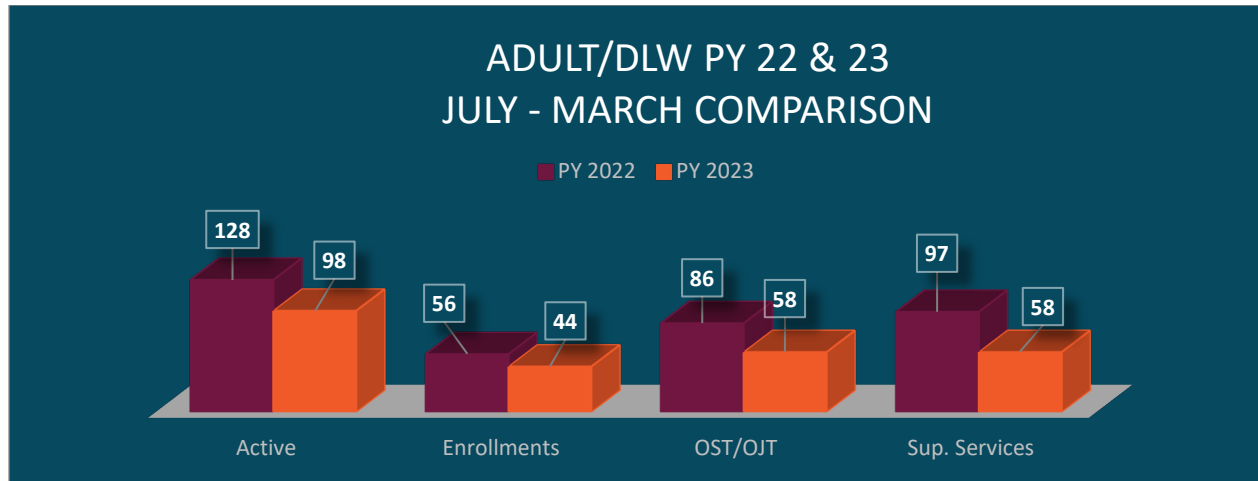
LINE ITEM

	<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>	
Other funding-partners			30,000.00		30,000.00		30,000.00		90,000.00	
Outreach/awareness funding			1,098.50		1,721.00		2,180.50		5,000.00	
PY23 carryover			12,400.80		214,817.60	0.00	127,225.84		354,444.24	
PY24	90,671.00		222,500.00		352,500.00		449,738.00		1,115,409.00	
<b>Total Funding</b>	<b>90,671.00</b>		<b>265,999.30</b>		<b>599,038.60</b>		<b>609,144.34</b>		<b>1,564,853.24</b>	
<b>Workforce Development Board</b>										
Salary			44,844.46	29,326.62	64,489.62	29,130.59	109,688.92	43,683.39	219,023.00	102,140.60
Benefits			14,508.78	5,303.22	22,422.66	5,284.10	29,017.56	7,849.66	65,949.00	18,436.98
Monitoring - subcontracted				956.77		3,914.07		3,827.09	0.00	8,697.93
Audit									0.00	0.00
Legal			220.00		340.00		440.00		1,000.00	0.00
Outreach/awareness			220.00		340.00		440.00		1,000.00	0.00
Contractual Services			2,662.00	1,593.57	4,114.00	3,534.60	5,324.00	4,126.23	12,100.00	9,254.40
Communications Tel/post			1,122.00		1,734.00	254.58	2,244.00	159.00	5,100.00	413.58
Ofc & equip lease			330.00		510.00		660.00		1,500.00	0.00
Ofc supplies			264.00		408.00		528.00		1,200.00	0.00
Travel/Training			1,760.00	533.14	2,720.00	3,226.19	3,520.00	2,359.04	8,000.00	6,118.37
Furnishings & computer			880.00	809.30	1,360.00	2,967.45	1,760.00	2,967.45	4,000.00	6,744.20
Fiscal Agent	90,000.00	26,662.83							90,000.00	26,662.83
Miscellaneous			2,200.00	390.72	3,400.00	773.96	4,400.00	903.32	10,000.00	2,068.00
<b>Total WIB Office</b>	<b>90,000.00</b>	<b>26,662.83</b>	<b>69,011.24</b>	<b>38,913.34</b>	<b>101,838.28</b>	<b>49,085.54</b>	<b>158,022.48</b>	<b>65,875.18</b>	<b>418,872.00</b>	<b>180,536.89</b>
<b>One Stop - Workforce Center</b>										
Rent/utilities			6,600.00	2,690.60	10,200.00	5,527.96	13,200.00	6,457.44	30,000.00	14,676.00
IT Managed Services			1,980.00	1,499.70	3,060.00	1,868.40	3,960.00	1,880.62	9,000.00	5,248.72
Phone			198.00	120.55	310.00	205.36	392.00	351.75	900.00	677.66
Internet			240.00	117.93	380.00	332.11	480.00	353.59	1,100.00	803.63
Resource Room Copier			220.00	166.50	344.00	257.22	436.00	332.82	1,000.00	756.54
IT Equip, Software			524.00	36.64	809.00	149.91	1,047.00	816.57	2,380.00	1,003.12
General Supplies			119.00		184.00		237.00		540.00	0.00
Staff Copier			780.00	592.21	1,205.00	995.62	1,560.00	1,247.53	3,545.00	2,835.36
Outreach/awareness			1,100.00		1,700.00		2,200.00		5,000.00	0.00
<b>Facility Total</b>	<b>0.00</b>	<b>0.00</b>	<b>11,761.00</b>	<b>5,224.13</b>	<b>18,192.00</b>	<b>9,336.58</b>	<b>23,512.00</b>	<b>11,440.32</b>	<b>53,465.00</b>	<b>26,001.03</b>
<b>Program Operations</b>										
Salaries & benefits			101,094.00	52,060.18	179,646.00	137,651.93	219,274.00	142,013.68	500,014.00	331,725.79
Office supplies			120.00		450.00	336.56	430.00		1,000.00	336.56
Business meals			24.00		90.00		86.00		200.00	0.00
General Insurance			439.00		1,647.00	2,691.77	1,574.00		3,660.00	2,691.77
Cell phone equipment contingency							1,700.00		1,700.00	0.00
Cell phone monthly invoice			500.00		1,874.00	2,171.01	1,791.00	367.78	4,165.00	2,538.79
Postage			24.00		90.00		86.00		200.00	0.00
Van/Car Operation			1,849.00	7.37	6,933.00	1,062.43	6,624.00	11,782.21	15,406.00	12,852.01
Indirect costs			10,405.00	5,378.67	19,073.00	15,152.25	23,157.00	17,435.73	52,635.00	37,966.65
<b>Total program operations</b>			<b>114,455.00</b>	<b>57,446.22</b>	<b>209,803.00</b>	<b>159,065.95</b>	<b>254,722.00</b>	<b>171,599.40</b>	<b>578,980.00</b>	<b>388,111.57</b>
<b>Total OS Center &amp; Program Operations</b>			<b>126,216.00</b>	<b>62,670.35</b>	<b>227,995.00</b>	<b>168,402.53</b>	<b>278,234.00</b>	<b>183,039.72</b>	<b>632,445.00</b>	<b>414,112.60</b>
<b>Existing Worker Training</b>			<b>20,000.00</b>	<b>19,837.50</b>	<b>0.00</b>				<b>20,000.00</b>	<b>19,837.50</b>
<b>Direct Program Costs</b>										
Tuition			11,488.00	1,728.78	199,277.00	89,933.00	0.00	5,348.66	210,765.00	97,010.44
Work Experience incentives							119,957.00	52,722.00	119,957.00	52,722.00
WEX supportive services							13,800.00	23.24	13,800.00	23.24
OJT			21,500.00	9,255.69	25,000.00	6,673.87			46,500.00	15,929.56
Materials - Training			0.00	724.50	0.00	4,681.03		593.10	0.00	5,998.63
Certifications & exams			0.00	50.00	0.00	670.00		185.00	0.00	905.00
Client Misc supportive services			8,000.00		25,000.00	3,180.82			33,000.00	3,180.82
Mileage/Transportation - clients				744.44		17,194.45		300.27	0.00	18,239.16
<b>PY22 carryover</b>									<b>0.00</b>	<b>0.00</b>
<b>Total Direct Program Costs</b>			<b>40,988.00</b>	<b>12,503.41</b>	<b>249,277.00</b>	<b>122,333.17</b>	<b>133,757.00</b>	<b>59,172.27</b>	<b>424,022.00</b>	<b>194,008.85</b>
<b>Grand Total</b>	<b>90,000.00</b>	<b>26,662.83</b>	<b>256,215.24</b>	<b>133,924.60</b>	<b>579,110.28</b>	<b>339,821.24</b>	<b>570,013.48</b>	<b>308,087.17</b>	<b>1,495,339.00</b>	<b>808,495.84</b>
Unallocated	671.00		9,784.06		19,928.32		39,130.86		69,514.24	
<b>Available Funding Remaining</b>	<b>Available</b>	<b>64,008.17</b>	<b>Available</b>	<b>132,074.70</b>	<b>Available</b>	<b>259,217.36</b>	<b>Available</b>	<b>301,057.17</b>	<b>Available</b>	<b>756,357.40</b>

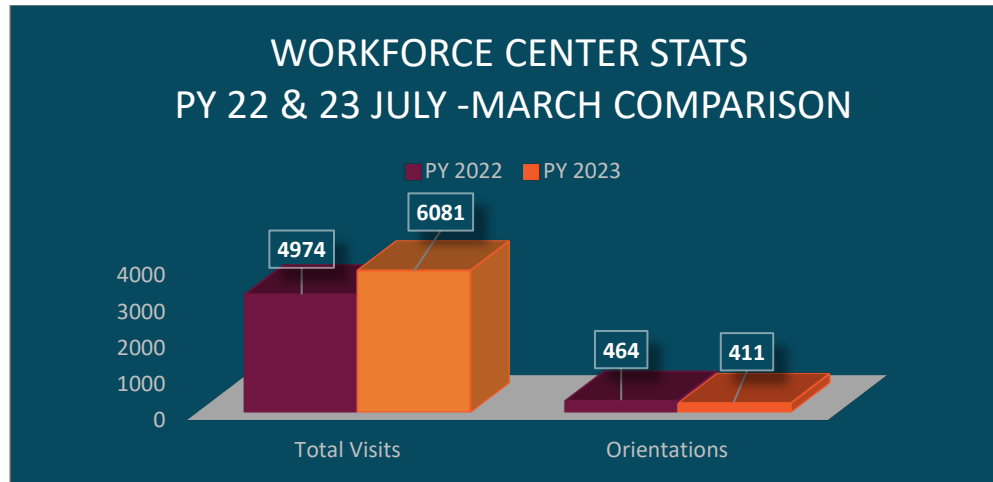
<b>PY 2023</b>		<b>Quarter 1</b>		<b>Quarter 2</b>		
<b>LWDA 07</b>	LWDA 07	7/1/23-9/30/23		10/1/23-12/31/23		
<b>Adult</b>	PY 23 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level	Date Range
Employment 2nd Quarter after Exit	79.0%	85.00%	107.6%	80.00%	101.3%	7/1/2022 to 12/31/2022
Employment 4th Quarter after Exit	79.5%	80.00%	100.6%	72.70%	91.4%	1/1/2022 to 6/30/2022
Median Earnings 2nd Quarter after Exit	\$6,000	\$7,497.00	125.0%	\$7,573.00	126.2%	7/1/2022 to 12/31/2022
Credential Attainment within 1 year	79.4%	100.00%	125.9%	77.80%	98.0%	1/1/2022 to 6/30/2022
Measurable Skills Gain	68.5%	6.10%	8.9%	46.50%	67.9%	10/1/2023 to 12/31/2023
<b>Dislocated Workers</b>						
Employment 2nd Quarter after Exit	90.0%	50.00%	55.6%	60.00%	66.7%	7/1/2022 to 12/31/2022
Employment 4th Quarter after Exit	90.0%	66.70%	74.1%	75.00%	83.3%	1/1/2022 to 6/30/2022
Median Earnings 2nd Quarter after Exit	\$8,027	\$11,222.00	139.8%	\$12,374.00	154.2%	7/1/2022 to 12/31/2022
Credential Attainment within 1 year	73.5%	50.00%	68.1%	75.00%	102.1%	1/1/2022 to 6/30/2022
Measurable Skills Gain	62.0%	50.00%	80.6%	75.00%	121.0%	10/1/2023 to 12/31/2023
<b>Youth</b>						
Employment 2nd Quarter after Exit	73.5%	85.70%	116.6%	82.50%	112.2%	7/1/2022 to 12/31/2022
Employment 4th Quarter after Exit	72.4%	57.10%	78.8%	75.00%	103.5%	1/1/2022 to 6/30/2022
Median Earnings 2nd Quarter after Exit	\$3,400	\$6,263.00	184.2%	\$5,601.00	164.7%	7/1/2022 to 12/31/2022
Credential Attainment within 1 year	68.5%	75.00%	109.5%	54.50%	79.6%	1/1/2022 to 6/30/2022
Measurable Skills Gain	60.5%	8.30%	13.7%	46.90%	77.5%	10/1/2023 to 12/31/2023



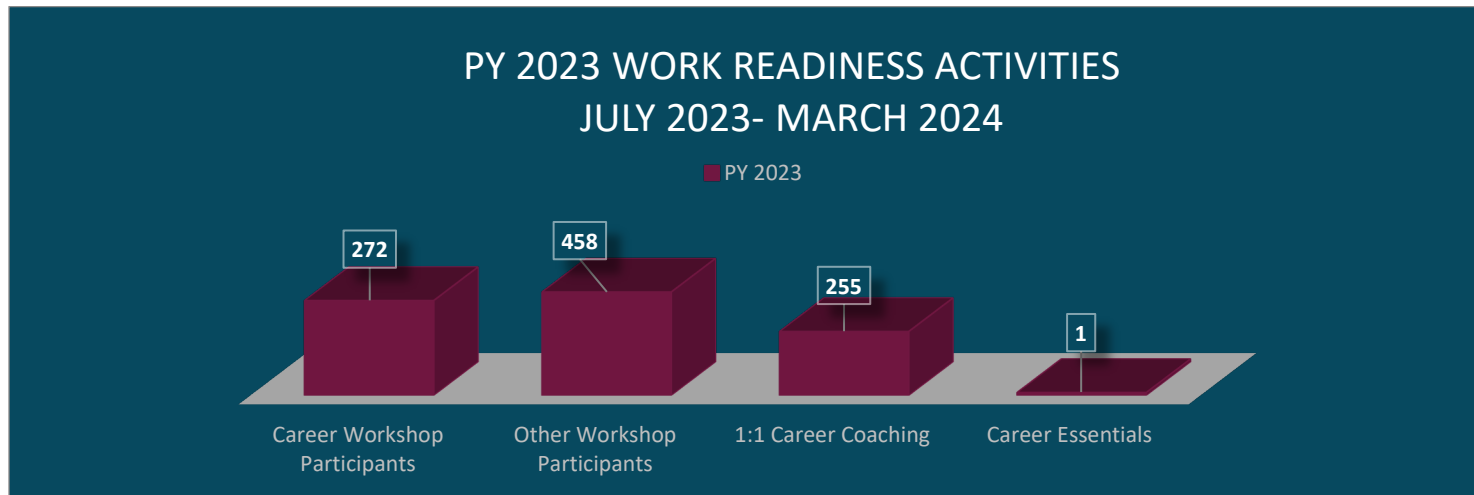
# WIOA Title I PY 2023 3<sup>rd</sup> Quarter Cumulative Report



# WIOA Title I PY 2023 3<sup>rd</sup> Quarter Cumulative Report



# WIOA Title I Work Readiness Services



Career Workshops
<b>Building a Better Resume</b>
<b>Success in the Workplace: Soft Skills</b>
<b>Mastering the Interview</b>
<b>Start the Great Race</b>

Other Workshops
<b>Creative Problem Solving</b>
<b>Communication</b>
<b>Time Management</b>
<b>Goal Setting</b>
<b>Work Ethic</b>
<b>Teamwork &amp; Collaboration</b>
<b>Adaptability &amp; Flexibility</b>
<b>Change Management &amp; Decision-Making</b>
<b>Leadership Development</b>
<b>Mentoring</b>
<b>Networking</b>



CENTRAL REGION

**Central Virginia Workforce Development Board**

**Workforce Innovation and Opportunity Act (WIOA) Program Policy #110**

**Subject:** Assessment Policy

**Effective Date:** April 9, 2024 (To be voted on by CVWDB)

**Background:**

To ensure the highest level of successful completion of program participation, the Central Virginia Workforce Development Board is implementing this policy to establish the types of assessments that can be used and minimum education and basic skill level requirements for participants to be offered specific program services and/or training. This policy is replacing the Basic Skills – Functioning Level Policy.

During the enrollment process, individuals must be assessed to determine the best way for them to be guided towards an employment goal. Assessments should be holistic and analyzed to provide guidance in determining action steps and services to be included in the Employment Plan. From the assessment results, partners and services should be identified to provide coordinated referrals to partner agencies functioning as part of an Integrated Resource Team. Assessment results must be explained to the individual jobseeker.

The WDB also believes that a participant will be unlikely to successfully complete training and secure related employment leading to economic self-sufficiency without first obtaining a high school diploma or equivalent. It is recommended that all participants seek this minimum level of education.

**Initial Assessment**

The initial assessment is part of the overall assessment process in helping guide individuals toward their employment goals. Through various ways, including discussions, alternative forms of assessment, and standardized assessments, the following is determined:

- Strengths
- Workplace skills
- Career interests and aptitudes
- Work values
- Prior work history
- Family situation
- Service needs

**Objective Assessment**

Objective Assessments include a further analysis of the Initial Assessment results and formal testing as it applies to the Employment Plan, helping to ensure that the individual can benefit from occupational skills training.

**Formalized assessments, along with acceptable score ranges include:**

CareerScope Aptitude screening in the average range (between 80 and 120) for:

- General Learning Ability
- Verbal Aptitude
- Numerical Aptitude o Spatial Aptitude
- Form Perception
- Clerical Perception

ACT® WorkKeys®- minimum level 4 for:

- Graphic Literacy
- Applied Mathematics
- Workplace Documents

ACT® WorkKeys® Curriculum™ Placement Quizzes- minimum level 4 for

- Graphic Literacy
- Applied Mathematics
- Workplace Documents

The Test Adult Basic Education (TABE) 11/12: Minimum Scale Score levels for:

- Reading: 576
- Mathematics: 596

ATI Test of Essential Academic Skills (TEAS)- Proficient or higher: 58.7% – 77.3%

- Composite score
- Reading
- Math
- Science
- English

Virginia Placement Test (for community college curricular students)

- English and Math- satisfactory placement in curricular courses

SAT

- Reading and Writing- 500
- Math- 520

ACT

- Reading and Writing- 18
- Math- 22

A postsecondary credential (diploma, certificate, or degree)

Additional objective assessments that may benefit the jobseeker include:

- Financial Empowerment
- Digital Literacy

- Personal Effectiveness/Professional Soft Skills

The results of an Objective Assessment assist in developing the individual's Employment Plan. All participants must receive a formal assessment. All Youth must have a TABE Test as one of their formal assessments. The only Adults/Dislocated Workers who will be TABE tested are those without a High School Diploma or GED and are interested in Occupational Skills Training. Partner agency formal assessment results are acceptable, provided they are within the last six months. However, with board approval, the program operator may request to accept assessment results beyond six months, provided they are not used for program eligibility. Individuals who do not meet the score benchmark on the TABE Test provided are considered basic skill deficient and, depending on the training, may not be successful in training programs technical in nature. However, some postsecondary programs may be suitable (e.g., Integrated Education and Training programs like PluggedInVA or mostly hands-on training). Case Managers may request a waiver by submitting the request with documentation to prove "likely to benefit or succeed in the training" to the CVWDB Executive Director.

Exemption: OJT participants are exempt from score level requirements of listed assessments if the CareerScope assessment shows an interest and aptitude for the occupation that the OJT is supporting.

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CENTRAL REGION

## Central Virginia Workforce Development Board

Workforce Innovation and Opportunity Act (WIOA) Program Policy #111

**Subject: Measurable Skill Gains**

**Effective Date: April 9, 2024** (To be voted on by CVWDB)

**Revised: n/a**

### **CREDENTIALS:**

Credential Attainment is the percentage of participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program; thus, the significance of WIOA Follow-up Services.

Youth participants who have attained a secondary school diploma or its recognized equivalent are included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

For each core program, a description of who is considered to be enrolled in an 'education or training program', and therefore included in the credential attainment indicator, includes:

- **Title I Adult and Dislocated Worker:** All Adult and Dislocated Worker program participants who were enrolled in an education or training program (excluding those in an OJT or Customized Training) are included in the credential attainment indicator.
- **Title I Youth:**
  - In-school Youth (ISY): All ISY are included in the credential attainment indicator due to attending secondary or postsecondary school.
  - Out-of-school Youth (OSY): Only OSY who participate in one of the following are included in the credential attainment indicator:
    - Program element of Occupational Skills Training (OST)
    - Secondary (high school) education at or above 9th-grade level during participation

- Postsecondary education during participation
- Title II Adult Education and Literacy (AEL) funded at or above 9th-grade level;
- YouthBuild during participation
- Job Corps during participation

**RECOGNIZED CREDENTIALS:**

A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupation skills necessary to obtain employment or advance within an industry/occupation. These technical skills or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards (WDBs), nor work readiness certificates, are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technological or industry/occupational skills for the specific industry/occupational rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

**RECOGNIZED CREDENTIALS ARE AWARDED BY PUBLIC AND PRIVATE ENTITIES INCLUDING:**

- A state education agency, or a state agency responsible for administering vocational and technical education within a state;
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. Including community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs;
- A professional, industry, or employer organization (AWS for welding) using a valid and reliable assessment of an individual's knowledge, skills, and abilities;
- ETA's Office of Apprenticeship or a State Apprenticeship Agency;
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession;
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons;
- Institutions of higher education that are formally controlled, or have been formally sanctioned or chartered by, the governing body of Tribes; and
- Job Corps.



## **TYPES OF SECONDARY/POSTSECONDARY CREDENTIALS:**

- Secondary (high school) school diploma or recognized equivalent;
- Associate's degree;
- Bachelor's degree;
- Occupational licensure;
- Occupational certificates (including Registered Apprenticeship and Career and Technical Education educational certificates);
- Occupational certification; and
- Other recognized certificates of industry/occupational skills completion are sufficient to qualify for entry-level or advancement in employment.

## **CERTIFICATES VS CERTIFICATIONS:**

- Certificates are completion-based and denote participation in a defined course of study and are typically not eligible to be counted towards the credential attainment indicator since they do not prepare individuals with the competencies required to perform a specific occupation.
- Certifications attest to the attainment of competence through a rigorous examination or demonstration and may also have a work experience requirement.

## **CREDENTIAL DOCUMENTATION:**

*Acceptable documentation includes:*

- Data crossmatch
- Copy of credential (e.g., a certificate from obtaining a license or degree)
- Copy of school record (e.g., year-end transcripts with the 'Date Conferred')
- Case notes documenting information obtained from education or training provider (letter or email from education or training provider must be uploaded in SDWORKS)

## **DATA ENTRY:**

The program Operator must enter all credentials into the VaWC system under the Credential section of the participant record. Once the credential is in the participant's record, the credential verification will need to be uploaded into the VaWC system. As with all documentation entered into the VaWC system, the program operator should complete all data entry within 14 days of receiving the documentation.



CENTRAL REGION

## Central Virginia Workforce Development Board

### Workforce Innovation and Opportunity Act (WIOA) Program Policy #112

**Subject:** 5% Youth Low Income Exception

**Effective Date:** April 9, 2024 (To be voted on by CVWDB)

**Revised:** N/A

**Policy Statement:**

This policy provides guidance on when it is appropriate to use the 5% Youth Low Income Exception and who is eligible under this exception.

**EXCEPTION** - Not more than 5% of participants assisted under the youth program may be individuals who do not meet the low-income criteria to be considered eligible youth, where applicable if they are within one or more of the following categories:

1. School Dropout
2. Basic Skills Deficient
3. Are one or more grade levels below the grade level appropriate to the youth's age
4. Pregnant or parenting
5. Possess one or more disabilities (including learning disabilities)
6. Homeless or runaway
7. Offender
8. Face serious barriers to employment such as:
  - Is habitually truant as defined by State law.
  - Has failing grades as defined by having failed a minimum of three (3) classes in most recent grading period.
  - Did not pass the Literacy Passport test given in the 9th grade or the last Standard of Learning Test given.
  - Has not made substantial progress in mastering skills that are appropriate for students of his/her age.

- Has poor work history for older youth (has not worked 13 consecutive weeks of thirty (30) hours or more in the last calendar year).

For a Youth to be considered under the 5% rule, the Youth Program Operator must make a formal written request to the CVWDB Executive Director. The Program Operator must receive written approval from the CVWDB Executive Director before the youth can be registered to receive program services. The Board will track and monitor the 5% Income Exception numbers quarterly.

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CENTRAL REGION

## Central Virginia Workforce Development Board

<b>Workforce Innovation and Opportunity Act (WIOA) Program Policy #113</b>
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**Subject:** Individual Employment Plan / Individual Service Strategy Policy

Effective Date: **April 9, 2024** (To be voted on by CVWDB)

**Overview:**

**Individual Employment Plan/Individual Service Strategy (IEP/ISS)**

The Individual Employment Plan (IEP) /Individual Service Strategy (ISS) is required by the Workforce Innovation and Opportunities Act (WIOA) for every individual registered into WIOA. The IEP/ISS is an ongoing strategy jointly developed by the participant and the career navigator that identifies the participant's employment and educational goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment and/or educational goals. The IEP/ISS is the central document that outlines the action steps needed to obtain the employment or educational goal. This document needs to be tailored to the individual customer and should not use a 'cookie cutter' approach.

The primary goal for participants is unsubsidized employment. All participants must have an Employment Goal. Any ITA or remedial training necessary to meet the employment goals should be included as objectives under the Employment Goal. A participant may have an Educational Goal that is in addition to the Employment Goal. For example, a dropout who wants to become a truck driver (which does not require a diploma) and complete the GED. The Employment Goal would be to gain employment as a truck driver. CDL Training completion and obtaining a CDL license would be objectives under the Employment Goal. A Training Goal would be added to obtain a GED.

The goals for youth are unsubsidized employment and/or post-secondary education (which includes advanced training).

Actions that should be addressed in the IEP/ISS include, but are not limited to addressing barriers, remediation of barriers and skills deficiencies (as determined by the TABE scores under 9.0 in either reading or math and English Language proficiency), ex- offender status, etc.

AN INDIVIDUAL CAN ONLY HAVE ONE IEP/ISS OPEN AT A TIME.

**Requirements before creating the IEP/ISS:**

*There are five steps that need to be completed.*

1. The WIOA Application must be completed (and the participant must be eligible).
2. The WIOA participation must be completed, and the career navigator must open the first service provided to the customer.
3. The Participant should have completed career exploration and identified a clear and specific goal.
4. The Participant's current skills should have been assessed through Basic Skills testing, interest and aptitudes testing, review of credentials and an analysis of work history.
5. Open and close the IEP/ISS Same Day service. The service start and end date should match the IEP/ISS creation date.

Printing the IEP/ISS: A completed IEP/ISS must be printed and signed by the participant and career navigator and a copy must be placed into the participant's online VaWC documents. The parent signature is not required for this document (Youth Program).

**IEP/ISS Update and Review:**

In an effort to review participants' changing needs and goals on a regular basis, a review of the Individual Employment Plan (IEP)/Individual Service Strategy (ISS) is necessary to address client needs and focus the plan in an appropriate direction. With this in mind, the Board requires IEP/ISS update/review.

**Review Process:**

A review and update of the IEP/ISS is required every ninety (90) days at a minimum for ALL programs (Adult, Dislocated Worker, and Youth) with the following stipulations:

1. The review will be documented in a VaWV Case Note with the subject line reading "90 Day Update/Review".
2. The Case Note will clearly state what change(s) are needed in the IEP/ISS.
3. If there are no changes/updates to the IEP/ISS clearly state this fact in the Case Note.

4. The Case Note will be printed and signed by the participant and case manager and retained in the Case Notes section of the client file.
5. A corresponding objective and goal will be created in the Plan in VOS.
6. Original hard copy of the signed IEP/ISS, as well as all review/updated signed case notes, must be retained in the client file for review and monitoring purposes if any changes to the IEP/ISS occurred.

**Result:**

A completed IEP/ISS is an agreement between both the participant and the career navigator and becomes a living document that can be modified as needed. Goals, Objectives, and Services must be updated throughout the customer's active participation in the WIOA program. This document becomes the roadmap to help the participant reach their goal.

All required activities and services must be available, but the provision of individualized career services and training services must be based on the employment and service needs of the individual as determined jointly by the individual and the case manager, and should be identified through an individual employment plan (IEP) or Individual service strategy (ISS). Permitted services may also be provided if the need is demonstrated, funding is available, and the service is permitted by local policy.

[TEGL 19-16; TEGL 21-16]

A completed IEP/ISS is an agreement between both the participant and the career navigator and becomes a living document that can be modified as needed. Goals, Objectives, and Services must be updated throughout the customer's active participation in the WIOA program. This document becomes the roadmap to helping the participant reach their goal.

<b>Title of Policy:</b> <b>Member Participation by Electronic Means</b>	<b>Number: #115</b>
<b>Effective Date: April 10, 2024</b>	<b>Review by Date: April 9, 2024</b>
<b>Approved Date: April 9, 2024</b> <b>Revision History:</b>	<b>Approved by:</b>

**I. Purpose**

This issuance provides guidance for member participation by electronic means instead of attending a public meeting in-person and guidance for holding all-virtual public meetings.

**II. References**

- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.2
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.3.
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3707.
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3701.

**III. Policy**

- a. Central Virginia Workforce Development Board (CVWDB) – Meetings Held Through Electronic Communication Means During Declared States of Emergency (Virginia Code Section §2.2-3708.2)

It is the policy of the Central Virginia Workforce Development Board that it may meet by electronic communication without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with §44-146.17, or the locality in which the public body is located has declared a local state of emergency pursuant to Section §44-146.21, provided that:

- (i) The catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and
- (ii) The purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

The Central Virginia Workforce Development Board meeting in accordance with (Section §2.2-3708.2) shall provide public notice, provide for public access, provide for public comment, and otherwise comply with the provisions of this chapter. The nature of the emergency, the fact that the meeting was held by electronic means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

- b. Central Virginia Workforce Development Board–Individual Remote Participation Instead of Attending an In-Person Public Meeting (Virginia Code Section §2.2-3708.3 B)

It is the policy of the Central Virginia Workforce Development Board that members may participate in meetings of the Board by electronic means as permitted by *Virginia Code §2.2-3708.3*. All persons attending remotely shall be afforded the same opportunity to address the public body as persons attending the primary or central location. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. This policy applies to all committees and subcommittees of the Central Virginia Workforce Development Board .

The member requesting remote participation must notify in writing, prior to the meeting, the board’s Executive Director and Chair of the need to participate remotely due to one of the following reasons;

- i. The member has a temporary or permanent disability or other medical condition that prevent the member’s physical attendance;
- ii. A medical condition of a member of the member’s family requires the member to provide care that prevents the member’s physical attendance.
- iii. The member’s principal residence is more than 60 miles from the meeting location identified in the required notice of such meeting; or
- iv. The member is unable to attend the meeting due to a personal matter and identifies, with specificity the nature of the personal matter. No member may use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

All remote participation requests and the decision and justification to approve or disapprove remote participation, shall be communicated in writing by the board’s Executive Director after consultation with the board’s Chair and shall be documented in the meeting minutes as described in §2.2-3708.3. Remote location need not be open to the public and may be identified in the minutes by a general description.

- c. Virginia Board of Workforce Development All-Virtual Public Meetings (Virginia Code Section §2.2-3708.3 C)

The VBWD may hold all-virtual public meetings. The decision to hold an all-virtual public meeting shall be made by the board’s Executive Committee. The basis for the decision to hold an all-virtual public meeting shall be documented in the Executive Committee's minutes.

An all-virtual public meeting must adhere to guidance in §2.2-3708.3 C.



- i. The required meeting notice must identify that the meeting will be all-virtual and includes a statement that the meeting method will not change unless the public body provides a new meeting notice in accordance with the provision of §2.2-3707;
- ii. Public access to the all-virtual public meeting is provided via electronic communication means;
- iii. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and when audio-visual technology is available, to see the members of the public body as well;
- iv. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body take a recess until public access is restored if the transmission fails for the public;
- v. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
- vi. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings which public comment is customarily received;
- vii. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
- viii. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of §2.2-3712;
- ix. The public body does not convene an all-virtual public meeting:
  - (a) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or
  - (b) consecutively with another all-virtual public meeting; and
- x. Minutes of all-virtual public meetings held by electronic communication means are taken as required by §2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location is disapproved the disapproval shall be record in the minutes with specificity.

- d. All VBWD meetings including all-virtual meetings will comply with §2.2-3707 to include:
- i. For in-person meetings a quorum is physically assembled at one primary or central meeting location (2.2-3701); for all-virtual meetings members do not need to be assembled at one primary or central location to establish a quorum.
  - ii. Appropriate notice of the meeting has been provided at least three working days in advance of the date scheduled for the meeting and the notice identifies the meeting as in-person or all-virtual.
  - iii. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting.
  - iv. Minutes of all meetings shall be recorded as required by §2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes.