**Central Virginia Workforce Development Board**

**Operations and Performance Committee Meeting Minutes**

**October 3, 2022 – 10:30 a.m**.

Board Members present: Andy Crawford, Cheryl Giggetts

Staff Present: Traci Blido, Tim Saunders, Lori Cumbo, Keith Cook

Committee chair Andy Crawford opened the meeting by talking about an event he is organizing to be held on December 14, 2022. Andy is organizing an Employment and Training committee of the Bedford Area Resource Council to assist what he calls the “under resourced.” Andy said some people know where to find help in the community, but there are others who are “under resourced” and just getting by with public assistance like SNAP and TANF. He wants to make sure these individuals are served with a broader range of resources, including non-profits like Bedford Christian Ministries. He wants people living with disabilities who want to work to get connected with assistance.

Andy talked about the public health emergency and the number of people who are receiving SNAP and Medicaid assistance. The public health emergency is allowing more people to be eligible. $6.5 million in assistance was paid out to people in Bedford County in 2019, versus $12.5 million in 2020. Andy says, when the public health emergency is lifted, this will greatly impact the economy.

Andy then called on Tim Saunders to review updates to the board’s Existing Worker Training program. This is a program directly operated by board staff that supports upskilling of existing employees at area businesses. Five businesses received more than $10,000 in funding through this program during the 2021 program year. Tim explained that the Virginia Community College System monitors found inconsistencies between the way our program was being carried out to support businesses and the language in our Existing Worker Training policy. Tim said he was working with Lori Cumbo to revise the policy. He said that, once Traci approves the changes, the policy will be presented to the full workforce board for approval. Tim said that several changes were also made to the Existing Worker Training application and contract. The application now asks employers to submit a course syllabus or written summary of the training program that will be funded by the board’s program. The contract has been updated to list both the total size of the workforce for the employer that’s receiving Existing Worker Training funds and the number of employees being trained under the contract itself. Both of these changes were required by the state program monitors.

Andy then called on Keith Cook to review program metrics for the One Stop and Title I programs. Keith shared a spreadsheet with data on performance for the most recent program year and the 4th quarter alone. Keith explained that, in the metric of Credential Attainment within 1 year, we’re being judged on performance of people during a performance period of January 1, 2020 – December 31, 2020 when many training programs were shut down. He pointed out that most other metrics far exceed the negotiated levels of performance. Keith talked about the new negotiated levels of performance for PY 22 and PY 23. Most levels went up, while three decreased and three remained the same.

The Operations and Performance Committee meeting ended at 11:15 a.m.