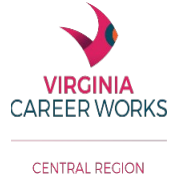


Joint Meeting Agenda
for
Central Virginia Workforce Development Board
January 9, 2024
3 – 4:30 p.m.
At Lynchburg Regional Business Alliance
300 Lucado Place
Lynchburg, VA 24504

1. **Call to Order & Roll Call of CVWDB:** *Nat Marshall, CVWDB Board Chair*
2. **Public Comment Period**
3. **Approval of Oct. 10, 2023 Minutes** *Nat Marshall, CVWDB Chair*
4. **Approval of Modification of HK’s contract**
to reflect final award amounts as of July 1, 2023 for PY23..... *Traci Blido, CVWDB Exec. Dir.*
5. **Director’s Report** *Traci Blido*
6. **Appointment of One-Stop Certification Review Team***Nat Marshall*
7. **Review Existing Worker Training program**....*Tim Saunders, Business Engagement & Outreach*
8. **Finance Report**.....*Sandy Dobyms, CVPDC Finance Director*
9. **One-Stop Center/Title I Report** *Keith Cook, Director of Workforce Operations*
10. **Committee Reports (any applicable):**
 - a. Youth – Sierra 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
11. **Adjournment** Next Meeting is Tuesday, April 9, 2024 at 3:00 p.m.

Note: Meetings may be recorded for public viewing and posted at vcwcentralregion.com. Members of the CVWDB may attend virtually via link in email invite, only if unable to attend in person due to illness and when prior notice is given.



Central Virginia Workforce Development Area VII

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

Workforce Development Board Meeting
October 10, 2023
3:00 p.m. at
The Lynchburg Regional Business Alliance
Lynchburg, VA 24504

Draft – until the board approves.

Members Present: Nat Marshall – Chair, Carrie White, David Sage, Alisha Meador, John Redding, Kimberly McIvor, Anthony Cardoza, Lauren Anderson, Andy Crawford, Christine Kennedy, Sonya Todd, Dr. John Capps, Contessa Broadus (virtual), Jason Shockley (virtual), Bryan Lyttle (virtual), Dana Hogan (virtual), Tamara Rosser, (virtual), Sterling Wilder (virtual), Cheryl Giggetts (virtual).

Members Absent, Excused: Sierra Phillips –Vice Chair, Michael Hertzler, Dr. Robert (Bobby) Johnson, Robbie Morrison, Samuel Pinn, Sam Penn Sr., Christian Wiscovitch, Travis Griffin, Richard Russo, Cheryl Toler, Scott Francis, Gary Campbell, Ron Lovelace.

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

Staff Present: Traci Blido, Tim Saunders, Keith Cook, Shantel Crews(virtual), Alec Brebner, Sandy Dobyns, Kirsten Trautman.

Others Present: Sharon Dunham, Maryssa Vaughan, Dr. Annette Bennett, Megan Graves, R. Todd Blake and Monica Link (ParkView Community Mission).

1. Call to Order & Roll Call of CVWDB

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

2. Public Comment

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

3. Vote to allow electronic participation.

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

Christine Kennedy made the motion to allow participation and David Sage seconded the motion. All were in favor.

4. Presentation- Park View Community Mission

Traci introduced special guests Reverend R. Todd Blake and Monica Link from Park View Community Mission. They gave a brief presentation on Park View Community Mission and the partnership with the Central Virginia Workforce Development Board, through an MOU at the Life Skills Institute. Todd and Monica each shared success stories about different “neighbors” (clients) that they were able to assist to find employment with the help of Virginia Career Works Career Navigator Jeff Bennett who teaches classes and holds one-on-one sessions with individuals there. Kieth Cook shared some recent statistics on how many people Jeff has been able to help with his workshops at Park View. After Todd Blake and Monica Link were finished with their presentation, Traci thanked them for attending and sharing the success stories with the Board. Nat echoed those sentiments and said he was impressed by all that Park View is doing in our community.

5. Approval of July 19, 2023

Nat entertained a motion to approve the previous meeting minutes.

David Sage made the motion for approval and Dr. John Capps seconded the motion. All were in favor.

6. Director’s Report

Traci opened by saying she wanted to thank the board members (Nat Marshall, John Capps, Sierria Phillips, Cheryl Giggetts and also John Hardie) for their input at the Workforce Roadmap Implementation meeting held a couple of weeks ago at the Lynchburg Regional Business Alliance. As many may recall, we have a Workforce Roadmap and this was the meeting where we discussed several initiatives to get started. Tori Gilmartin did a great job presenting the action plan in that meeting and Tim and Traci are working with her to plan a second Worlds of Opportunity Career Exploration Event in Fall 2024 for high schoolers, together with an educators academy, a website that will walk students and teachers through the career pathways in our region, and videos that Tim is managing with our \$25k Outreach Grant to highlight various careers. Tim and Traci (with Tori Gilmartin and Holley Scheffel) visited the West Alabama Works team in Tuscaloosa last week and their Worlds of Work (WOW) Event for high school students. It was much like our 2019 Worlds of Opportunity in our region that was held at LU’s indoor track. That was planned after a large team of economic developers, board leaders like Nat and Keith, and Christine visited Alabama back in 2018.

Traci said they had the opportunity to visit and actually judge all the worlds at Alabama’s WOW event: (Manufacturing, Healthcare, Construction, Cosmetology, Utilities, Agriculture, Public Safety, etc.). They looked at how strong the student interaction was at the hands-on exhibits and how well the industry brought their work to life for the students. She said our region has learned a few additional things from West Alabama Works such as the Educator’s Academy that is a series of trainings/meetings to educate

the school's guidance counselors and CTE staff in business and industry. The added value for Tim and Traci was in meeting with Donnie Jones of West Alabama Works to understand how West Alabama Works ties the WIOA Title 1 program together with all they do outside of WIOA with their team of 18 employees. Donnie Jones will be one of the featured speakers at the LRBA's Education and Workforce Summit on Oct. 20 from 7:30-12:00. Virginia Career Works is sponsoring the Summit with outreach funds from our Workforce Innovation Grant to help us get the word out about the grant that can reimburse companies when they hire CTE students for part-time OJT employment or Work Experiences.

Traci then introduced Megan Graves from Appomattox County Schools saying she is the first work-based learning coordinator dedicated to a school district for our region. She's a special education teacher and Region 9 Transition Council Lead. Megan thanked Traci and shared details about the upcoming job fair that will be happening December 15. She explained that the first hours of the job fair would be specifically for the students and then open for anyone to come and see. She encouraged anyone who may want to join to reach out to her.

Traci continued with a staffing update about the monitoring position (Lori Combo's old position). She said it will become a shared position going forward, along with Roanoke and New River Valley/Mt. Rogers. Together, the three regions have hired Clay Stein, but his payroll will be under NRV/Mt. Rogers. She said before Lori left her position last month, Traci asked her to set up meetings with all of our Eligible Training Providers ETPL's (CVCC, Centra College, VTI, and Raspberry Hill.) Traci enjoyed meeting with all the providers and it gave she and Lori a good opportunity to explain the state and local changes taking place. For example, the local board is responsible for approving any new providers, but the state is managing any re-authorizations and tracking performance.

7. Finance Report

Sandy Dobyms reported that they will be revising the reports of the program operations and direct program costs. These will be broken down for more details going forward. She asked if there any questions and hearing none, she concluded saying the reports may be in a different format going forward.

8. Approval of transfer of funds from DW to Adult

Sandy explained that Program Year 2022 is still currently open because we have two years to spend funds. She said in order to close out PY22, we would like to transfer \$6,000 from Dislocated Worker to Adult Funds.

David Sage made the motion for approval and John Capps seconded the motion. All were in favor.

Sandy moved into Program Year 2023 and explained that it is typical for the Board to approve a transfer of funds from Dislocated Worker to Adult Funds when they see that more funding is needed for those with barriers to employment on the adult side. Traci

further explained that those who had been laid off at KDC/One and other companies have had a pretty easy time finding new employment and there's a low number of dislocated workers left to assist. Therefore, she recommends that the Board consider a transfer being allowed up to a certain amount, such as \$100,000 during PY23.

David Sage made a motion to approve a transfer of funds up to \$100,000 in PY23 from Dislocated Workers to Adult. Dr. John Capps seconded the motion for approval. All were in favor.

9. Approve vendor contract for Youth Outreach & Marketing Development Grant

Tim Saunders explained that the Marketing Grant we were awarded with WIOA set-aside funds is to be used to create video segments about careers in manufacturing and healthcare professions that can be shown on TV and in the classrooms. He said staff followed the Procurement Policy and put it out to bid. One company submitted a bid and that is Parker Productions. He said the Operations Committee reviewed the proposal and recommends approval of the contract. Tim said he was looking for approval to enter into a contract with Parker Productions in the amount of \$22,000 to produce the raw footage that will be used to make the videos.

Anthony Cardoza made a motion to approve the contract and Andrew Crawford seconded the motion. All were in favor.

10. Approve a revised contract with HumanKind

Traci explained that we discovered we missed getting the board to approve the PY22 contract for HumanKind because we were so focused on the PY23 contract and the procurement process that was just completed. Our state auditor noticed that we didn't have that annual contract so we need the Board to provide retroactive approval and authorization for me to sign the PY22 contract which was part of the previous 3-year Agreement from 2020-2023 with HumanKind.

Andrew Crawford made the motion to approve the PY22 contract and Human Kind budget, and Carry White seconded the motion. All were in favor.

11. One-Stop Center/ Operations Report

Keith Cook went over the reports showing the July- September center numbers. He did state that the active numbers were less due to the budgets and staffing shortage. He also explained they should see an increase in the work experiences as the year continues because we are putting more emphasis on those. He showed the workforce center numbers at 1,757 total for June-September.

12. Committee Reports

- a. **Youth** – Sierra Phillips sent a report to Traci from the Aug. 15, 2023 Youth committee meeting. Dr. Annette A. Bennett, Ed.D. Division Superintendent, Appomattox County Schools shared that Appomattox Christian Academy and CVCC joined forces to open the first vocational school in the county. We also

heard from Beacon of Hope Laura Hamilton who briefed the committee on the summer internship program and the success they have had. Keith Cook provided a youth program performance update. Traci Blido shared the details about the Youth grants we have and we all talked about the upcoming 2024 Words of Opportunity event.

- b. DEI** – Christian Wiscovitch, Chair, is on vacation, but Traci shared that the DEI Committee met on Sept. 19, 2023 and heard from Human Kind’s Angela Graham, Chief Operating Officer, about the organizations DEI work and employee survey results. The committee also discussed the desire to have a few more board and community members to join them going forward.
- c. Finance** – Ron Lovelace was unable to attend, but he did review the Finance Report, along with fellow committee member Mr. Hertzler prior to the meeting. They approved Sandy’s finance report with no questions.
- d. Operations** – Committee Chair Andy Crawford said they met on Sept. 26, 2023 and reviewed the PY22 Performance with staff. He said Keith Cook shared the One-Stop and Title 1 Program metrics for PY23 Q1 to date, and the committee reviewed the proposal from the RFP for Marketing Outreach.
- e. Executive**
Nat reported that the Executive committee had not met this quarter, and there was no report to share.

13. Adjournment

Nat Marshall entertained a motion for adjournment.

Dana Hogan (virtual) made a motion to adjourn, and Dr. John Capps seconded the motion for adjournment. All were in favor. The next meeting will be held January 9, 2024. The meeting ended at 4:30.

MODIFICATION OF CONTRACT Central Virginia Workforce Development Board

PROGRAM YEAR 2023

MODIFICATION NO: 1-2023

EFFECTIVE DATE: 12/13/2023

ISSUED BY:

Central Virginia Workforce Development Board

CONTRACTOR (NAME AND ADDRESS)

Presbyterian Homes & Family Services Inc.
HumanKind
1903 HumanKind Way
Lynchburg, VA 24503

FISCAL DATA (As required):

Contract Funding for PY2023 approved at \$ 578,980.00	Direct Program Costs PY23	\$ 320,000.00
	Direct Program Costs PY22 carryover	\$104,022.22

Broken down as follows:	One-Stop Operator	\$ 48,475.00	
	Adult	\$ 200,108.00	\$ 249,277.32
	DLW	\$ 104,760.00	\$ 40,988.06
	Youth	\$ 225,637.00	\$133,756.84

MODIFICATION:

- (a) This change order is issued pursuant to the changes clause. Changes set forth in Description of Modification are made to the contract.
- (b) The above contract is modified ADMINISTRATIVELY to reflect administrative changes set forth below.
- (c.) This Supplemental Agreement is entered into by mutual consent and modifies the above contract as set forth in the Description of Modification below.

DESCRIPTION OF THE MODIFICATION (EXACTLY what is being changed. If funds involved an increase or decrease in the contract price, the new total must be shown.):

Contract July 1, 2023 – June 30, 2024 is being modified for a new funding level of \$ 898,980.00. The extension is mutually agreed to by both parties and is being implemented as follows:

Summation of Changes:

1. Effective 12/13/23, \$898,980.00 of PY 2023 WIOA Funds and carryover of PY22 funds of \$104,022.22 are being awarded the Contractor.
2. The attached amended statement of work, certifications, budget data, goals and general provisions are hereby incorporated into and made a part of PY 2023 contract effective 12/13/23.

Except as provided herein, all terms and conditions of the original contract remain unchanged and in full effect.

CONTRACT DOCUMENT: This Agreement shall also be referred to as the Contract Document and shall consist of this signed cover sheet, and the attachments listed in item 2 of the description of the Modification:

Contractor Representative

Date

Executive Director

Date

**Summary of WIOA Funding
As of 11/30/2023**

APPROPRIATED BUDGET	EXPENDITURES AS OF 11/30/2023	HumanKind operating budget remaining	REMAINING BALANCE
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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Administrative	90,671	19,690		70,981
Dislocated Worker Program	266,215	82,188	82,265	101,763
Adult Program	599,381	190,174	122,705	286,502
Youth Program	608,586	189,745	158,955	259,887
Total WIOA Funding	1,564,853	481,797	363,924	719,132

Contract Balances as of 11/30/2023

		Beginning Balance	Program Operations Billed Or Accrued To Date	Outstanding Balance
HumanKind	Dislocated	114,455.00	32,190.36	82,264.64
HumanKind	Adult	209,803.00	87,098.36	122,704.64
HumanKind	Youth	254,722.00	95,767.39	158,954.61
	Total Obligation	578,980.00	215,056.11	363,923.89
CVPDC - fiscal agent		90,000.00	19,690.15	70,309.85

**WIOA Source and Use of Funds
Comparison of Budget to Actual
ME November 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, Software
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 Experience incentives
WEX supportive services
OJT
Materials - Training
Certifications & exams
Client Misc supportive services
Mileage/Transportation - clients

PY22 carryover

Total Direct Program Costs

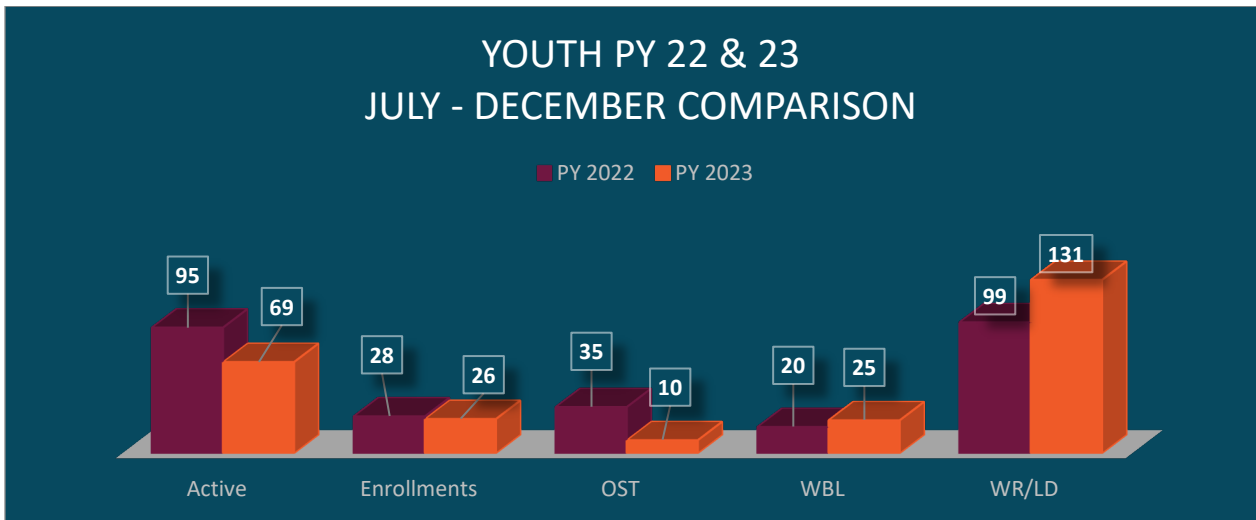
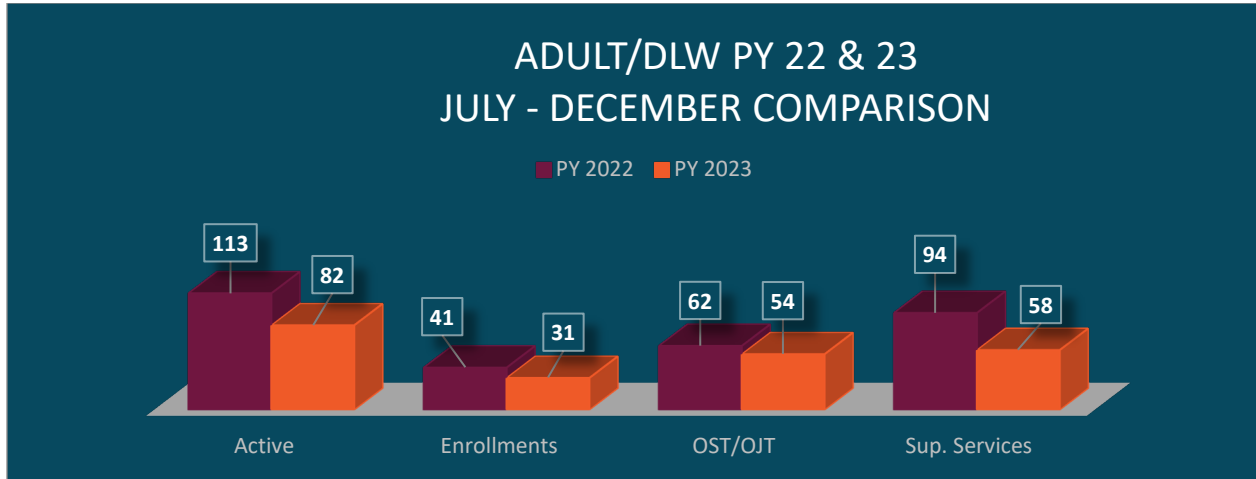
Grand Total

Unallocated

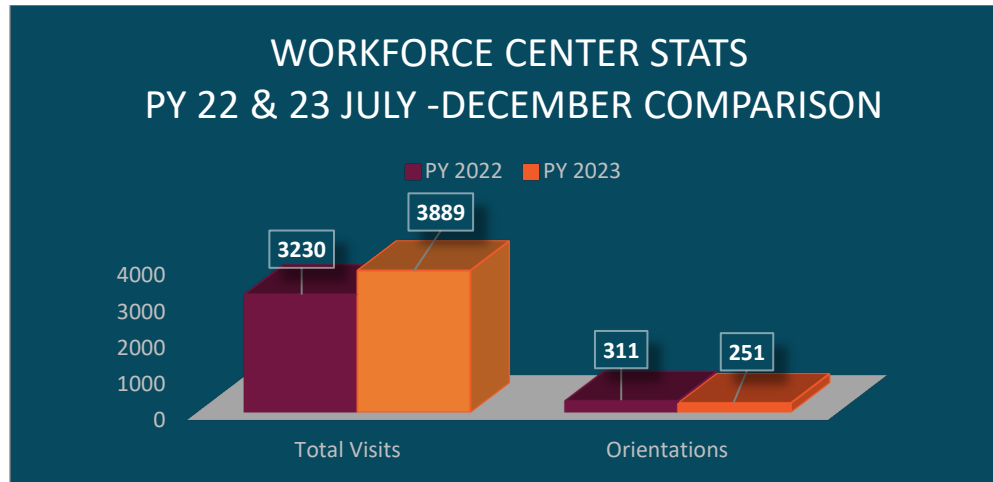
Available Funding Remaining

	<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>	
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			12,616.80		215,159.60	0.00	126,667.84		354,444.24	
PY24	90,671.00		222,500.00		352,500.00		449,738.00		1,115,409.00	
Total Funding	90,671.00		266,215.30		599,380.60		608,586.34		1,564,853.24	
Workforce Development Board										
Salary			54,844.46	20,832.28	84,759.62	21,393.31	109,688.92	33,003.49	249,293.00	75,229.08
Benefits			14,508.78	3,918.97	22,422.66	4,108.79	29,017.56	6,178.57	65,949.00	14,206.33
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	1,123.67	4,114.00	749.45	5,324.00	906.14	12,100.00	2,779.26
Communications Tel/post			1,122.00	40.87	1,734.00	187.58	2,244.00	182.21	5,100.00	410.66
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	414.33	2,720.00	1,776.55	3,520.00	1,728.74	8,000.00	3,919.62
Furnishings & computer			880.00	809.30	1,360.00	1,117.53	1,760.00	1,334.03	4,000.00	3,260.86
Fiscal Agent	90,000.00	19,690.15							90,000.00	19,690.15
Miscellaneous			2,200.00	329.78	3,400.00	509.66	4,400.00	659.56	10,000.00	1,499.00
Total WIB Office	90,000.00	19,690.15	79,011.24	27,469.20	122,108.28	29,842.87	158,022.48	43,992.74	449,142.00	120,994.96
One Stop - Workforce Center										
Rent/utilities			6,600.00	2,152.48	10,200.00	3,326.56	13,200.00	4,304.96	30,000.00	9,784.00
IT Managed Services			1,980.00	397.75	3,060.00	1,391.83	3,960.00	1,744.18	9,000.00	3,533.76
Phone			198.00	55.50	310.00	106.31	392.00	127.14	900.00	288.95
Internet			240.00	78.61	380.00	171.26	480.00	196.32	1,100.00	446.19
Resource Room Copier			220.00	92.50	344.00	142.90	436.00	184.90	1,000.00	420.30
IT Equip, Software			524.00	290.73	809.00	2,967.45	1,047.00	2,967.45	2,380.00	6,225.63
General Supplies			119.00	6.81	184.00	27.87	237.00	27.25	540.00	61.93
Staff Copier			780.00	313.80	1,205.00	490.92	1,560.00	632.25	3,545.00	1,436.97
Outreach/awareness			1,100.00		1,700.00		2,200.00		5,000.00	0.00
Facility Total	0.00	0.00	11,761.00	3,388.18	18,192.00	8,625.10	23,512.00	10,184.45	53,465.00	22,197.73
Program Operations										
Salaries & benefits			101,094.00	29,150.32	179,646.00	75,277.18	219,274.00	79,345.41	500,014.00	183,772.91
Office supplies			120.00		450.00	269.11	430.00		1,000.00	269.11
Business meals			24.00		90.00		86.00		200.00	0.00
General Insurance			439.00		1,647.00	1,235.44	1,574.00		3,660.00	1,235.44
Cell phone equipment contingency							1,700.00		1,700.00	0.00
Cell phone monthly invoice			500.00		1,874.00	1,147.56	1,791.00	206.99	4,165.00	1,354.55
Postage			24.00		90.00		86.00		200.00	0.00
Van/Car Operation			1,849.00		6,933.00	796.50	6,624.00	6,372.50	15,406.00	7,169.00
Indirect costs			10,405.00	3,040.04	19,073.00	8,372.57	23,157.00	9,842.49	52,635.00	21,255.10
Total program operations			114,455.00	32,190.36	209,803.00	87,098.36	254,722.00	95,767.39	578,980.00	215,056.11
Existing Worker Training			20,000.00	9,650.00	0.00				20,000.00	9,650.00
Direct Program Costs										
Tuition			30,000.00	1,653.79	201,277.32	49,442.00	45,000.00	5,348.66	276,277.32	56,444.45
Work Experience incentives							81,756.84	34,053.19	81,756.84	34,053.19
WEX supportive services							2,600.00		2,600.00	0.00
OJT			988.06	6,891.87					988.06	6,891.87
Materials - Training			3,000.00	249.99	12,000.00	1,453.35	2,000.00	90.00	17,000.00	1,793.34
Certifications & exams			2,000.00	50.00	3,500.00	330.00	1,500.00	140.00	7,000.00	520.00
Client Misc supportive services					9,500.00	2,488.75	900.00		10,400.00	2,488.75
Mileage/Transportation - clients			5,000.00	644.77	23,000.00	10,893.60		168.59	28,000.00	11,706.96
PY22 carryover									0.00	0.00
Total Direct Program Costs			40,988.06	9,490.42	249,277.32	64,607.70	133,756.84	39,800.44	424,022.22	113,898.56
Grand Total	90,000.00	19,690.15	266,215.30	82,188.16	599,380.60	190,174.03	570,013.32	189,745.02	1,525,609.22	481,797.36
Unallocated	671.00		0.00		0.00		38,573.02		39,244.02	
Available Funding Remaining	Available	70,980.85	Available	184,027.14	Available	409,206.57	Available	418,841.32	Available	1,083,055.88

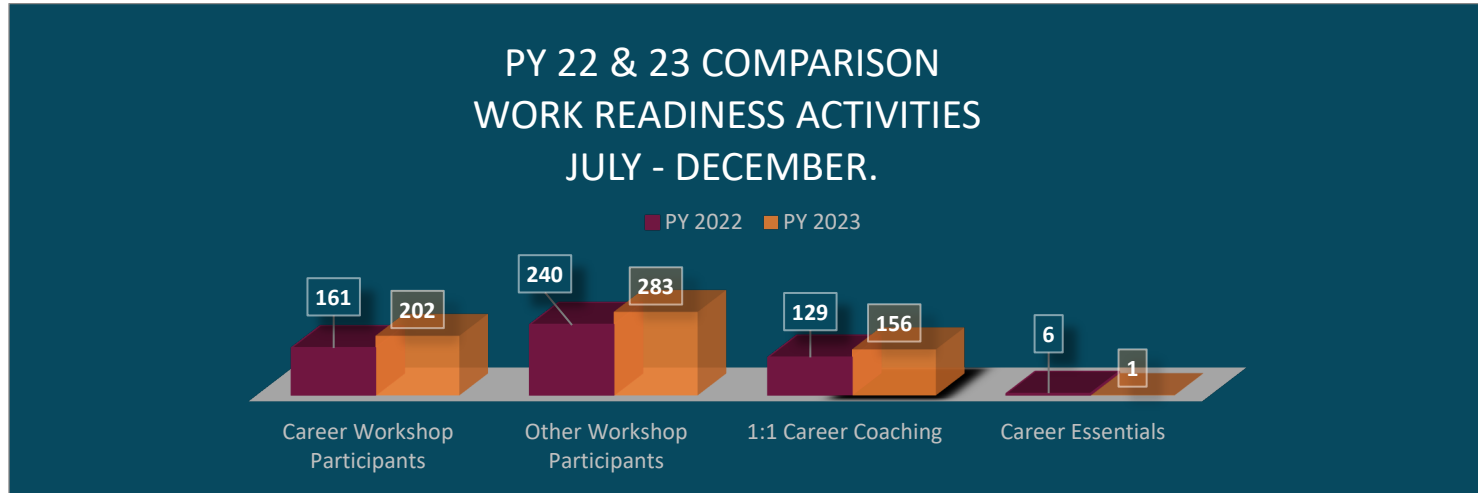
WIOA Title I PY 2023 Mid- Year Report



WIOA Title I PY 2023 Mid- Year Report



WIOA Title I Work Readiness Services



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

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