

Meeting Agenda for:
Central Virginia Workforce Development Board
Jan. 11, 2022
3 - 4:30 p.m.
 at
The Lynchburg Regional Business Alliance
300 Lucado Place
Lynchburg VA 24504

1. **Roll Call/Attendance***Traci Blido, CVWDB Executive Director*
2. **Call to Order and Greetings from the Chair**..... *Nat Marshall, CVWDB Board Chair*
3. **Jubilee Center’s Astronaut Leland Melvin STEM CENTER** *Devon Steward, STEM Life Coach*
4. **Finance Report**.....*Rosalie Majerus, Deputy Dir. of Finance, CVPDC*
5. **Director’s Report & 2022 Program Year**.....*Traci Blido*
6. **2022 Communication Plan & Feedback**.....*Tim Saunders, Business Engagement & Outreach*
7. **One-Stop Center Operations/Title 1 Report**..... *Keith Cook & team*
8. **Committee Reports**
 - a. *Youth Committee – Dr. Bobby Johnson, Superintendent, Campbell County Schools*
 - b. *DEI Committee – Renee Chalmers, VEC Workforce Svs. Office Mgr.*
 - c. *Operations Committee – Andrew Crawford, Director Social Svs., Bedford County*
 - d. *Finance Committee – Ron Lovelace, CPA*
 - e. *Exec. Committee – Nat Marshall, BWXT (No Report this Month)*
9. **Question: How do we connect with older Youth, ages 18-24 to engage them in workforce?**.....*All*
10. **Adjournment** – *Next CVWDB Mtg. is Tuesday, April 12, 3 p.m., location TBA.*

This meeting will be recorded for public viewing upon request.



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
3:00 p.m., Tuesday, October 12, 2021
The Lynchburg Regional Business Alliance
Lynchburg, VA

Members Present: Nat Marshall – Chair, Lauren Anderson (via Teams), John Capps, Anthony Cardoza, Renee Chalmers, Andrew Crawford, Michael “Scott” Francis (via Teams), Cheryl Giggetts, Michael Hertzler, Robert Johnson, Christine Kennedy, Nate Mahanes, Robbie Morrison (via Teams), Sierria Phillips, John Redding, Jason Shockley, Andrew Tisosky, Sonya Todd (via Teams), Cheryl Toler, Gary Campbell (via Teams), Dana Hogan (via Teams)

Members Absent, Excused: Marjette Upshur, Sam Penn Sr., Ron Lovelace, Richard Russo, Luke Saechao, Sterling Wilder

Members Absent: Nathan Dowdy, Travis Griffin, Charles Mann, Samuel Pinn

Staff Present: Traci Blido, Keith Cook, Lori Cumbo, Tim Saunders, Gina Dudley, James Martin, Sarah Grant (via Teams), Rosalie Majerus, Gary Christie

Others Present: Christian Wiscovitch-DARS, Bryan Lyttle -Old Dominion Job Corps, Shirley Dodson-VEDP

1. Roll Call

Traci Blido, Executive Director, checked attendance and entertained a motion to accept five board members who requested electronic participation due to a temporary disability that kept them from attending the meeting in person today. The motion was made by Nate Mahanes and seconded by Sierria Phillips. The motion was unanimously approved.

2. Call to Order and Greetings from the Chair

Nat Marshall, Chair, welcomed everyone and opened the meeting at 3:00 p.m. Nat introduced Traci Blido as the new Executive Director with Virginia Career Works.

3. Director's Report

Traci Blido thanked Ms. Kennedy for providing the large meeting space today and welcomed guests Jason Ferguson and Bryan Lyttle to the meeting. She also highlighted Lori Cumbo's upcoming graduation from Leadership Lynchburg and recognized Rosalie Majerus, Director Deputy of Finance who will be retiring in February 2022. Traci stated the position is currently open and Rosalie will be a part of training her replacement.

4. Finance Report

Rosalie Majerus reported that the budget carryover of \$490,000 is less than expected at \$419,000 but it will not affect this year. She stated that there will need to be a close look at the 2022 budget. She reported that she will not do billing at this time until the cost allocation is agreed on with all the partners. Traci added that she will be looking at new revenues such as grant opportunities and ask our localities for support.

Traci reported that the Local Plan was approved at the State Level and has been added to the website, www.vcwcentralregion.com.

5. CTE Academy and Business Partnerships

Dr. Jason Ferguson, Associate VP at CVCC, gave a presentation for the CTE Academy at CVCC which has been launched. The first phase started this fall and coincided with the G3 initiative. It is hopeful that CTE can get funding from G3 to help with Dual Enrollment for high school students as it is not available at this time. The program focuses on IT, Healthcare, Manufacturing and trades, and Public Safety training.

Dr. Ferguson stated that with the Go Virginia grants they were able to hire 2 coordinator positions. Two Advisory committees have been established as well to help with enrollment. Phase 2 has had some renovations and reconstruction for trade classes and he is hoping to add more programs for fall 2022 including more work-based programs.

6. Where are all the Workers

Tim Saunders, Business Engagement & Outreach, reported that 30 businesses have been assisted since July 1, 2021, with various needs. There have been 7 hiring events since July 1, 2021, with good turnouts. There are 3 Existing Worker Training Contracts completed to upskill employees, and he continues to work with employers.

Tim highlighted some numbers from the civilian labor pool which showed a loss of 7,693 workers in Lynchburg MSA. Statewide is showing the same issue with a loss of 157,467 workers. UI claims shot up when the pandemic hit and businesses were closed, and then almost

quickly came back down through this summer. The highest number of claims were 9,659 in March 2020 and the lowest were 879 claims at the end of July 2021.

Tim reported that businesses are in competition with each other. There were 6.9 million job openings in the United States in February 2020, and as of July 2021, there were 10.9 million job openings. He also reported that workers who lost their jobs are not going back to the same position but rather looking for a new trade. He reported that the pandemic accelerated retirements at almost 2 million more than expected. These reports/stats can be located on the VCW website under public documents.

7. Approval of Program Changes

Lori Cumbo, Operations Coordinator, requested Policy #102 be amended to include Driver Training. The motion was made by Cheryl Giggetts and seconded by Nate Mahanes. The motion was unanimously approved.

Lori presented a list of Eligible Training Providers to the Board for approval, which is required annually. This list included 3 training programs with Centra College of Nursing, 24 programs with CVCC, 2 programs with Raspberry Hill, 6 programs with VTI, 2 programs with N.O.W., 1 program with BSTC, and 1 program at Victory Vocational. The motion was made by Robbie Morrison and seconded by Cheryl Giggetts. The motion was unanimously approved.

Lori also presented a new Fast Forward Hybrid Nursing Assistant program with CVCC for approval. The motion was made by Cheryl Giggetts and seconded by Cheryl Toler. The motion was unanimously approved.

Lori stated since we are revitalizing our Board there is a need to look at reestablishing our Standing Committees within the Board because it is a vital part of making sure we are a high functioning Board. There are five standing committees including a new committee which is Diversity, Equity & Inclusion that ensures we are reaching out to all our citizens. Lori asked if anyone is interested or has an expertise in one of the five committees to please volunteer.

8. Program Updates

Keith Cook, Program Operator, reported on the comparison for WIOA Adult, Dislocated as well as the Title 1 Youth Program Years for 2019 and 2020. PY20 shows that Enrollments dropped but Credentials and Employment rose for Adult/DLW. Youth shows a drop in Employment and Enrollments for PY20 due to schools being closed during the pandemic.

Keith stated that the 1st quarter for the current Program Year doesn't show much improvement with Active being lower in Adults, however enrollments are up.

Keith stated that the total visits/calls in to VCW were up dramatically in PY19, but mainly because of UI questions and claims due to the Pandemic.

Sarah Grant, Youth Coordinator, referenced her flyer, What's Going on in the Youth Program, to show all the services the program offers. This included Co-enrollment to expand services for Youth and Adult programs to collaborate. Sarah stated that since the launch, September 1, 2021, of the Career Mentoring Service has fulfilled all 14 program elements that are required to deliver or have a strong referral for Youth. The goal for this program is to connect every Youth participant to a working or retired professional that is in their similar career pathway. The Mentor training would consist of a 1-hour session, once a month, 12 times a year and she is still seeking more mentors for youth.

9. Feedback from the Board

Brian Lyttle, Center Director, spoke about Old Dominion Job Corps which is slowly starting to open and is activating approximately 27 students. Old Dominion received \$5.8 million to be used for renovations on the campus.

Nat Marshall stated if there was a need to revisit possible other sites for VCW we could do that in the future.

Tim Saunders addressed the need to rethink how we serve businesses through the Business Services Team. He distributed a proposal in which the team would serve an individual business with a unique need and meet in a confidential setting as needed. The team would consist of WIOA representatives and partners in economic development, up to 11 organizations. The proposal was unanimously approved.

10. Adjournment

There being no further business the meeting was adjourned at 5:00 p.m.

**Summary of WIOA Funding
As of 11/30/21**

APPROPRIATED BUDGET	EXPENDITURES AS OF 11/30/21	ENCUMBRANCES	REMAINING BALANCE
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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Administrative	154,104	39,613		114,491
Dislocated Worker Program	295,028	110,721	73,219	111,088
Adult Program	647,126	260,391	182,507	204,228
Youth Program	633,183	218,531	189,794	224,858
Total WIOA Funding	1,729,441	629,256	445,520	654,665

Contract Balances as of 11/30/21

		Beginning Balance	Billed Or Accrued To Date	Outstanding Balance
HumanKind	Dislocated	119,661.00	46,441.80	73,219.20
HumanKind	Adult	326,511.00	144,003.81	182,507.19
HumanKind	Youth	322,166.00	132,371.91	189,794.09
		768,338.00	322,817.52	445,520.48
VA's Region 2000 LGC Fiscal Agent		70,000.00	27,634.65	42,365.35
	Total Obligations	768,338.00	322,817.52	445,520.48

**WIOA Source and Use of Funds
Comparison of Budget to Actual
As of 11/30/21**

SOURCES OF FUNDS	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
LINE ITEM	ADMIN		DISLOCATED		ADULT		Youth		Total	
cash/other income					45,000.00		60,000.00		105,000.00	
PY2020	48,572.25		193,324.02		67,181.35		110,033.71		419,111.33	
PY2021	120,532.00		286,704.00		349,945.00		448,149.00		1,205,330.00	
Transfer	(15,000.00)		(185,000.00)		185,000.00		15,000.00		0.00	
Total Funding	154,104.25		295,028.02		647,126.35		633,182.71		1,729,441.33	
	0.10		0.24		0.29		0.37			
Workforce Development Board										
Salary	24,260.29	5,759.14	57,706.86	24,548.28	70,435.80	29,279.21	90,201.98	41,132.92	242,604.93	100,719.55
Benefits	6,511.45	1,359.61	15,488.48	5,628.11	18,904.92	6,363.86	24,210.15	9,320.43	65,115.00	22,672.01
Audit	4,600.00								4,600.00	0.00
Legal	400.00		951.45		1,161.33		1,487.22		4,000.00	0.00
Outreach/awareness	200.00		475.73		580.66		743.61		2,000.00	0.00
Contractual Services	1,199.99	3,416.64	2,854.36	2,507.94	3,483.98	2,412.06	4,461.67	2,682.49	12,000.00	11,019.13
Communications Tel/post	500.00	250.51	1,189.32	632.30	1,451.66	537.30	1,859.03	705.22	5,000.01	2,125.33
Ofc & equip lease	1,318.09	438.21	3,135.28	1,720.36	3,826.86	1,501.57	4,900.78	1,978.68	13,181.00	5,638.82
Ofc supplies	100.00	117.95	237.86	154.06	290.33	135.52	371.81	178.81	1,000.00	586.34
Travel/Training	999.99	304.97	2,378.63	576.53	2,903.31	523.45	3,718.06	695.98	9,999.99	2,100.93
Furnishings & computer	300.00	215.40	713.59	821.59	870.99	740.52	1,115.42	980.47	3,000.00	2,757.98
Fiscal Agent	70,000.00	27,634.65	0.00						70,000.00	27,634.65
Miscellaneous	401.00	115.74	953.83	21.13	1,164.23	19.05	1,490.94	25.21	4,010.00	181.13
Total WIB Office	110,790.81	39,612.82	86,085.39	36,610.30	105,074.07	41,512.54	134,560.67	57,700.21	436,510.93	175,435.87
Workforce Center										
Rent/utilities			3,501.37	3,147.70	13,130.15	9,443.11	12,546.59	6,817.43	29,178.11	19,408.24
IT Managed Services			768.00	1,619.05	2,880.00	3,237.70	2,752.00	2,870.70	6,400.00	7,727.45
Phone			102.96	59.86	386.10	179.59	368.94	129.69	858.00	369.14
Internet			123.60	67.03	463.50	201.07	442.90	58.09	1,030.00	326.19
Resource Room Copier			119.16	71.49	446.85	214.47	426.99	154.89	993.00	440.85
IT Equip, Software			324.60		1,217.25		1,163.15		2,705.00	0.00
General Supplies			68.28	24.27	256.05	72.82	244.67	52.56	569.00	149.65
Staff Copier			390.24	234.96	1,463.40	704.92	1,398.36	509.08	3,252.00	1,448.96
									0.00	0.00
									0.00	0.00
Facility Total	0.00	0.00	5,398.21	5,224.36	20,243.30	14,053.68	19,343.60	10,592.44	44,985.11	29,870.48
Program Operations			119,661.00	47,914.88	326,511.00	146,451.01	322,166.00	134,785.99	768,338.00	329,151.88
Existing Worker Training			25,000.00	2,228.99	0.00				25,000.00	2,228.99
Direct Program Costs			57,100.00	18,742.14	192,000.00	58,373.88	150,000.00	15,452.35	399,100.00	92,568.37
Grand Total	110,790.81	39,612.82	293,244.60	110,720.67	643,828.37	260,391.11	626,070.27	218,530.99	1,673,934.05	629,255.59
Unallocated	43,313.44		1,783.42		3,297.98		7,112.44		55,507.28	0.00
Available Funding Remaining	Available	114,491.43	Available	184,307.35	Available	386,735.24	Available	414,651.72	Available	1,100,185.74