

**Joint Meeting Agenda**  
for  
**Central Virginia Workforce Development Board**  
**& Chief Local Elected Officials Consortium**

**January 10, 2023**

3 – 4:30 p.m.  
**At Lynchburg Regional Business Alliance**

300 Lucado Place  
Lynchburg, VA 24504

- 1. Call to Order & Roll Call of CVWDB & CLEO's:** ..... *Nat Marshall, CVWDB Board Chair*
- 2. Elections of CVWDB & CLEO's Chair & Vice Chair**
- 3. Public Comment**
- 4. Approval of Oct. 11, 2022 Minutes**
- 5. Approval of Modification of Local Plan** ..... *Traci Blido, CVWDB Executive Director*
- 6. Director's Report** ..... *Traci Blido*
- 7. Response to Business Closures** ..... *Tim Saunders, Business Engagement & Outreach*
- 8. Finance Report** ..... *Tonya Hengeli, CVPDC Finance Director*
- 9. Approval of Transfer of Funds from DW to Adult** ..... *Tonya Hengeli*
- 10. All-Virtual Public Meetings Provision option** ..... *Lori Cumbo, Operations Coordinator*
- 11. One-Stop Center>Title I Adult Report** ..... *Keith Cook, Director of Workforce Operations*
- 12. Title 1 Youth Report** ..... *Sarah Singer, WIOA Youth Coordinator*
- 13. Committee Reports (any applicable):**
  - a. Youth – Dr. Bobby Johnson, Superintendent, Campbell County Schools
  - b. DEI – Vacant Chair
  - 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, April 11, 2023 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 REGION

## Central Virginia Workforce Development Area VII

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

### Workforce Development Board Meeting

October 11, 2022

3:00 p.m. at

The Lynchburg Regional Business Alliance  
Lynchburg, VA 24504

**Draft – until board approves.**

**Members Present:** Nat Marshall – Chair, Lauren Anderson, Nicole Foy, Anthony Cardoza, Marysa Vaughan, Dana Hogan, Andy Crawford, Bryan Lyttle, John Capps, Scott Francis, Sonya Todd, Christian Wiscovitch, Renee Chalmers (virtual), Christine Kennedy (virtual), Sierra Phillips (virtual), Sterling Wilder (virtual), Gary Campbell (virtual), Andrew Tisoskey (virtual)

**Members Absent, Excused:** Bobby Johnson, Richard Russo, Michael Hertzler, Robbie Morrison, Jason Shockley, Ron Lovelace, Alisha Meador, Luke Saechao, Samuel Pinn

**Staff Present:** Traci Blido, Alec Brebner, Keith Cook, Lori Cumbo, Tonya Hengeli, Tim Saunders, Kirsten Trautman

**Others Present:** Jennifer Kohn, Max Lagasse, James M. Davis – (all presenters at meeting)

#### 1. Roll Call

Nat Marshall asked everyone in attendance, both in person and virtually, to introduce themselves and share their title. Traci Blido checked attendance and announced excused absents.

#### 2. Call to Order and Greetings from the Chair

Nat Marshall welcomed everyone and opened the meeting at 3:00 p.m.

#### 3. Public Comment

Nat Marshall opened the floor for public comment. No one expressed an interest in providing comments to the board.

#### 4. Approval of April 12, 2022, Minutes

Nat entertained the motion for approval of the July 12, 2022, meeting minutes. Dr. John Capps motioned and Lauren Anderson seconded. The motion was unanimously approved as presented.

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

Traci wanted to make everyone aware of the two main companies that were closing in the upcoming year, KDC/One and MasterBrand. Traci reviewed how KDC/One's planned closure of its Lynchburg facility will be by the end of 2023 with many of the workers scheduled to be laid off in the first quarter of 2023 and others later in the year. She discussed MasterBrand's announcement of closing their Lynchburg facility which took the city by surprise, leaving over 200 employees facing layoffs.

Traci said the Workforce Development team got into action right away. She complemented Tim Saunders on his fantastic work with MasterBrand and connecting with the state Rapid Response coordinator and workforce system partners to coordinate with the companies that are willing to offer interviews to many receiving notices. Traci reflected on the strength of communication between MasterBrand and the Board, and with the third-party firm that is coordinating the employee transitions taking place. Traci said many businesses began reaching out to them personally to help. There are 15 different businesses that will participate in the hiring event on October 20 at MasterBrand, on the last day of many working there. Traci added that on October 18, they will be meeting with employees, together with VEC Rapid Response, to explain Virginia Career Works programs.

Nat Marshall inquired as to why the company would limit the number of businesses at the hiring event. Tim explained that because MasterBrand engaged LHH to organize this event on behalf of the company, they took the lead in setting parameters and Tim funneled requests from different businesses that were reaching out to attend.

Nat Marshall also inquired about what MasterBrand produces. Traci explained that it is a national cabinet company, and they are closing only the Lynchburg facility. Tim explained that MasterBrand did not do their 60-day notice until September 27, and the workers will continue to be paid after the final day of operations.

Traci reminded everyone that Virginia Career Works can help employees with career services such as updating resumes, and more. Christine Kennedy spoke up about people not understanding whom to go to for workforce issues and complimented Tim on his work with employers to make that clear. Tim also emphasized this was not his doing alone, but a collaborative effort from different groups involved.

Traci went on to list some of the businesses that will be involved in the hiring event which includes Total Plastic Solutions, Hermle North America, Southern Air, Innovative Wireless Technologies and others. Traci explained that these companies, contacted them right away to be involved with this process and are to be commended for their community spirit.

Traci brought up the joint Regional Workforce Roadmap between the Lynchburg Regional Business Alliance and the Workforce Board and the work to get the groups together in the coming months. She encouraged attendance at the Economic Outlook Breakfast and Workforce Summit on December 8 where Matt DeVeau of Broad Ripple Strategies and CEO and Chief

Economist Chris Chmura from Chmura Economics & Analytics will be presenting the latest workforce data and trends and we will have the chance to explore solutions in preparation for our roadmap work.

Traci explained that she is working with Keith's team and looking into work experiences for youth up to age 24 because 20 percent of the funds they spend on youth have to go toward work experiences, similar to internships. A priority is to get the numbers up so we meet those requirements and provide good experiences. Traci asked the board to help provide Sarah and Keith with their availability or ask businesses to help provide workforce experiences for youth.

Traci then asked Nat Marshall if he had anything he would like to add since he participated in recent state meetings last week with Secretary of Labor Bryan Slater. Nat said for those who have been on the board for a long time, they might remember that 10-15 years ago there was a regular meeting annually where workforce board chairs and vice chairs across the state would come together to share information, but it had been seven years since they had all met like that. He and Sierra attended the event which was a precursor to the State Workforce Board meeting after that. CLEO chairs from around the state were also invited to the meeting. The biggest topic at that event was about apprenticeships and trying to figure out which of the silos apprenticeship should fall under, whether in the Department of Labor and Industry (DOLI), or not. Nat said he was under the impression that it won't belong with DOLI and will fall under another department in a reorganization of the state workforce agencies. He recounted that the biggest take away from those meetings was that all areas in Virginia are struggling with the same workforce issues, but he added that our region is doing great things in regard to workforce and making strides to be even better.

Traci explained to anyone new on the board that the CLEOs refer to the chief local elected officials that meet twice a year. These officials have the responsibility to choose who is on the workforce board, approve the budget, and evaluate the One Stop Center and related programs and services.

Traci introduced Alec Brebner, Executive Director of the Central Virginia Planning District Commission (CVPDC), to talk about a regional workforce issue he is analyzing in the field of Emergency Management. Alec discussed the challenge local governments are having in finding and recruiting qualified medical technicians. Alec said that after meeting with county administrators and emergency managers from three counties in the region, the conclusion is that a workforce pipeline needs to be created for EMT recruits. He said they are currently implementing a brand campaign and developing a recruiting strategy to communicate with people who are already in EMT classes in the region. He said he was pleased they have made progress in bringing the three counties together and making the first steps to make a unified recruiting plan. Traci commended Alec on this work and said she's happy her team is connected and available to assist.

In conclusion, Nat reminded everyone that there is a CVCC career fair on November 2 from 10 a.m. – 2 p.m.

## **6. Finance Report**

Tonya Hengeli said that what they were seeing in the packet provided was a view of where the board was at as of June 30. Tonya directed everyone to the first page of the report and said that the first line labeled as Workforce development board, pertains to Tim, Lori, and, Traci. The total came under budget as of June 30. Regarding the workforce center, this was also under budget as well. Tonya pointed out that the line “program operations” (HumanKind) was significantly under budget. Tonya remarked saying a lot of that had to do with being down several people.

Overall, for FY22, Tonya said they had a carryover total of \$405,622 and this is historically a lot less than what has been carried over. Nat reminded everyone that it is a requirement that they carryover the equivalent of a quarter because sometimes the new money doesn’t come in until months after the first quarter of the program year. Tonya explained that they received all of the youth money for the program year, but not all of the adult money yet.

Tonya gave a brief overview of the budget so far for FY22 and Tonya said that the rest of the information provided was showing the contract balances for HumanKind and their obligations. Tonya showed that they had completed a report showing the funds as of September 30, 2022, which shows the carryover that was spoken about previously, along with the PY21 and PY22, was a total of \$1,321,700. She also pointed out they have seen before transfers from Dislocated Worker to Adult which is a budgeted amount, and if Adult appears that they will be over budget they will then do a transfer from Dislocated to Adult. The last time they did this, she believed it was a \$100,000 transfer. This is an option to use, but they will continue to monitor the budget.

So far for the first quarter, Tonya said that each area was going as they had projected. She pointed out the program costs for the Adult column is \$71,000 and after looking into this, over \$60,000 of that budget went to tuition which is good since we have to spend 40 percent of our WIOA funds on training.

Nat asked Keith to elaborate on this for everyone. Keith said they have been getting creative with the help of CVCC and are putting people in nursing and other fields. They are having difficulty in reaching the 40 percent of the budget that is set for workforce training and experience, but being able to work closely with CVCC, they are getting closer to this goal, he said.

Tonya added a date error on one of the pages. It should say “through 9/30/2022”, not 5/3/2022.

## **7. Special Appearances from community partners**

Traci introduced Jennifer Kohn and her son, Max Lagasse, from the Little Otter Flower Farm. The farm – located in Bedford County – provides work-based opportunities for people who have disabilities and teaches them marketable skills so they can integrate easier into the business community. Jennifer noted that the farm focuses on helping those with autism because the unemployment rate among those with autism is around 80 percent.

Max, an autistic person, presented the opportunities, skills, and abilities he has learned from working on the farm in just the past few years. He is now learning some management skills too. The board commended Max on a great presentation and delivery.

Traci then introduced Bryan Lyttle and James Davis from Old Dominion Job Corps Center. James Davis spoke about the Center and how they are bringing change to the lives of many young people who come to the trade school to learn new skills. James also recognized Tim and Traci for referrals and the work they do as partners to the Center. He presented them with a plaque of appreciation. Old Dominion Job Corps is a Virginia Career Works system partner.

## **8. Consideration of Program Policy #106 revision**

Nat Marshall opened the floor to Lori Cumbo to explain a revision to Program Policy #106. Lori said that recently they had a review from VCCS and the state monitor had some recommendations on the existing worker training policy. Lori explained that the existing policy refers to incumbent worker training and customized training together. The recommendation as to separate the two pieces of training and update the language in the policy. Lori explained the changes. The previous policy had a requirement that an employer would have to retrain a minimum of six employees in order to qualify for the existing worker training funding. Lori said that they had found that this did not specifically meet the needs of the local employers and had eliminated that employee requirement from the funding. She reiterated that this was the only major change that was made other than aligning the current policy of who does what in the procedure for both of the separate programs mentioned. Lori explained that they had taken both of the policies, which everyone should have received, and presented them to the operations and performance committee at the Oct. 3 meeting. It was the committee's recommendation to take those before the full board. She requested a motion to approve the two policies as they were presented to everyone.

Nat Marshall asked if they had a quorum in the committee meeting. Tim Saunders responded that they did. When there was no discussion, Nat Marshall called for the vote and all were in favor of the revision. The motion was approved unanimously.

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

Nat Marshall opened the floor to Keith Cook, Director of Workforce Operations.

Keith referred everyone to the graphs provided in the agenda packets and explained the one thing that he would like to highlight was the enrollment level. Keith said the two reports, Adult and Youth, on the left side, darker color, was the last program year and on the right side, lighter color, was the program year in the first quarter, this included July, August, and September. They have served more during this time of year due to the fact that clients are in longer-term training. The enrollment numbers were a little down compared to where it was last year. Keith explained that internally they have had a shortage of staffing unfortunately. Keith said he hired a youth career navigator for Bedford to start on Monday. In September they had already enrolled three people in the adult program since he had finished the report for the meeting. Keith said that he is

not worried about the enrollment numbers because of the momentum they are seeing, and they are being able to bring on another team member to handle cases as well.

Keith explained that on the report OST means occupational skills training and that is the \$71,000 that was looked at earlier in the Finance report. The OSTs are up from last year, as well as the supportive services. Keith said this was the same on the Youth report and he wanted to focus on the “active” column where they were at 55 this time last year, and are now up to 81 this year, which is double the enrollments.

Keith highlighted that work-based learning requirement of 20% for Youth and by this time last year, they had only done four, but this year, they have done 20. Some significant changes that they have made, include taking away the limit of work experiences to only six months. They also raised the wages of the work experience to current levels. Keith said all those changes that have been made were going to significantly make it an actual work experience for a youth participant and help them reach the 20 percent that they have struggled with spending in the past.

Keith continued by showing the Lynchburg Center stats and total visits from 427 last year to 1,520 this year. The on-line orientations and career interest of clients have increased too. Keith also showed an overview of what Jeff Bennett does to teach free basic career skills to those with employment barriers. Keith showed a list of the adult workshops and services offered. He said they offer something similar for their youth program during school and he will report on this at the next meeting once school is in full swing. Nat thanked Keith for the information provided.

## **10. Committee Reports**

### **A. Youth- Dr. Bobby Johnson**

Traci explained Dr. Bobby Johnson was unable to attend today’s meeting, but recommended that everyone can find the Youth Committee Meeting minutes at [vcwcentralregion.com](http://vcwcentralregion.com).

### **B. DEI- Renee Chalmers**

Renee said the DEI committee has shifted its focus to outreach which was demonstrated by their tour of the Little Otter Flower Farm and the Spanish translation and dubbing of the orientation video with the help of Tim and Christian. Renee said they are planning their next few meetings to meet with the Hispanic community and DEI representative with Lynchburg City.

### **C. Operation and Performance- Andy Crawford**

Andy said that his committee’s items had been talked about and voted on in the meeting already through the different policies presented. He complimented Keith on the data that he was able to show everyone at the meeting.

### **D. Finance- Ron Lovelace**

Traci mentioned that Ron was unable to attended, but he told Traci he was pleased with the Finance report.

## **11. Adjournment**

Nat Marshall reminded everyone of the next meeting that will be on Tuesday, January 10, 2023, at 3:00 p.m. and he entertained a motion to adjourn. Anthony Cardoza made the motion and Scott Francis seconded it.

The meeting adjourned at 4:30 pm.



Date: Jan. 3, 2023

To: Central Virginia Workforce Development Board;  
Chief Local Elected Officials Consortium  
And associated staff members

From: Traci Blido, Executive Director, Virginia Career Works – Central Region

Subject: **Virginia Requirement to Modify 4-year Local Plan by Jan. 20, 2023**

I am writing to give some background to the requirement of each Local Workforce Development Board to **modify** its existing four-year Local Plan, in partnership with the region's Chief Local Elected Officials no later than Jan. 20, 2023. ([Virginia Workforce Letter 20-08](#)) This Modification to the local plan is to take into consideration relevant updates to the [Virginia WIOA Combined State Plan](#) and is scheduled to take place in the second year of the four-year plan to take into account any changes in local economic conditions or WIOA program structure or program shifts.

Staff has followed a detailed process of working with our workforce system partners and WIOA Title 1 team to update the Local Plan over the past two months and we have posted it for public viewing and feedback as required [here](#).

The following Local Plan Modification Checklist is included so you can see what we updated and if you are in agreement with these changes, [a motion can be made to authorize the Chair of the Board and CLEO to sign the Local Plan Modification as presented](#).

This Modified Local Plan will be referred to and utilized as our Board joins with the Lynchburg Regional Business Alliance's Targeted Advisory Group (TAG) in creating a Regional Workforce Development Strategic Plan during Q1 2023, with assistance from Broad Ripple Strategies.

Thank you.

**WIOA Source and Use of Funds**  
**Comparison of Budget to Actual**  
**as of December 30, 2022**

SOURCES OF FUNDS									
LINE ITEM	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	ADMIN	DISLOCATED	ADULT	Youth	Total				
cash/other income									
PY2021	70,082.62		69,621.46		15,000.00		60,000.00		75,000.00
PY2022	132,170.00		248,877.90	(50,000.00)	113,248.91		152,669.89		405,622.88
Transfer					415,965.60		524,686.50		1,321,700.00
WDB Outreach/Awareness					50,000.00				0.00
<b>Total Funding</b>	<b>202,252.62</b>		<b>268,499.36</b>		<b>594,214.51</b>		<b>737,356.39</b>		<b>1,802,322.88</b>
	0.10		0.19		0.31		0.40		
<b>Workforce Development Board</b>									
Salary	23,742.16	4,938.34	44,706.80	29,155.44	74,721.34	33,844.50	94,251.25	50,772.60	237,421.55
Benefits	6,480.86	1,169.22	12,203.54	6,269.68	20,396.57	7,277.94	25,727.62	10,918.34	64,808.59
Audit	4,600.00								4,600.00
Legal	400.00		1,000.00		1,200.00		1,400.00		4,000.00
WDB Outreach/Awareness	200.00		500.00		600.00		700.00		2,000.00
Contractual Services	2,000.00	348.54	3,600.00	1,908.13	3,800.00	2,301.92	4,700.00	3,829.92	14,100.00
Communications Tel/post	600.00	288.80	1,300.00	332.83	1,400.00	386.58	1,800.00	579.97	5,100.00
Ofc & equip lease	1,300.00	640.60	3,600.00	1,926.77	3,800.00	1,749.18	5,000.00	2,340.09	13,700.00
Ofc supplies	175.00	103.89	500.00	125.00	275.00	125.00	350.00	250.00	1,300.00
Travel/Training/Dues	500.00	347.78	2,000.00	663.20	3,000.00	806.37	3,500.00	1,185.37	9,000.00
Furnishings & computer	1,200.00	98.00	1,000.00	46.04	1,000.00	53.45	1,000.00	80.18	4,200.00
Fiscal Agent	70,000.00	41,711.70							70,000.00
Miscellaneous	400.00	490.89	800.00	73.68	1,000.00	49.89	1,500.00	103.42	3,700.00
<b>Total WIB Office</b>	<b>111,598.02</b>	<b>50,137.76</b>	<b>71,210.34</b>	<b>40,500.77</b>	<b>111,192.91</b>	<b>46,594.83</b>	<b>139,928.87</b>	<b>70,059.89</b>	<b>433,930.14</b>
									207,293.25
<b>Workforce Center</b>									
Rent/utilities			4,000.00	428.13	14,000.00	1,284.39	12,000.00	2,144.51	30,000.00
IT / Contractual Services			1,000.00	2,132.76	4,000.00	4,619.71	4,000.00	4,105.78	9,000.00
Phone			150.00	91.08	400.00	245.75	350.00	179.13	900.00
Internet			210.00	89.30	500.00	259.42	400.00	187.29	1,110.00
Resource Room Copier			200.00	85.80	400.00	257.34	400.00	185.82	1,000.00
Staff Copier			625.00	300.60	1,600.00	895.67	1,320.00	671.08	3,545.00
General Supplies			100.00	114.35	200.00	132.74	240.00	218.49	540.00
IT Equip/Software			500.00	97.26	800.00	112.90	1,080.00	169.67	2,380.00
<b>Facility Total</b>	<b>0.00</b>	<b>0.00</b>	<b>6,785.00</b>	<b>3,339.28</b>	<b>21,900.00</b>	<b>7,807.92</b>	<b>19,790.00</b>	<b>7,861.77</b>	<b>48,475.00</b>
									19,008.97
<b>Program Operations (HumanKind)</b>	<b>70,000.00</b>		<b>80,000.00</b>	<b>22,320.14</b>	<b>250,000.00</b>	<b>135,132.21</b>	<b>300,000.00</b>	<b>118,702.98</b>	<b>700,000.00</b>
									276,155.33
<b>Incumbent Worker Training</b>			<b>25,000.00</b>	<b>1,808.70</b>					<b>25,000.00</b>
<b>Direct Program Costs (Clients)</b>			<b>60,000.00</b>	<b>2,433.10</b>	<b>200,000.00</b>	<b>107,520.98</b>	<b>150,000.00</b>	<b>94,983.01</b>	<b>410,000.00</b>
<b>Grand Total</b>	<b>181,598.02</b>	<b>50,137.76</b>	<b>242,995.34</b>	<b>70,401.99</b>	<b>583,092.91</b>	<b>297,055.94</b>	<b>609,718.87</b>	<b>291,607.65</b>	<b>1,617,405.14</b>
Unallocated	20,654.60		25,504.02		11,121.60		127,637.52		184,917.74
<b>Available Funding Remaining</b>	Available	152,114.86	Available	198,097.37	Available	297,158.57	Available	445,748.74	1,093,119.54

## Contract Balances as of 12/30/22

		Beginning Balance	Billed Or Accrued To Date	Outstanding Balance
HumanKind	<b>Dislocated</b>	80,000.00	22,320.14	57,679.86
HumanKind	<b>Adult</b>	250,000.00	135,132.21	114,867.79
HumanKind	<b>Youth</b>	300,000.00	118,702.98	181,297.02
		630,000.00	276,155.33	353,844.67
<b>VA's Region 2000 LGC Fiscal Agent</b>		70,000.00	41,711.70	28,288.30
	<b>Total Obligations</b>	<b>630,000.00</b>	<b>276,155.33</b>	<b>353,844.67</b>

**Summary of WIOA Funding  
As of 12/30/22**

APPROPRIATED BUDGET	EXPENDITURES AS OF 05/30/22	ENCUMBRANCES	REMAINING BALANCE
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**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

Administrative	202,253	50,138	152,115
Dislocated Worker Program	268,499	70,402	140,418
Adult Program	594,215	297,056	182,291
Youth Program	737,356	291,608	181,297
<b>Total WIOA Funding</b>	<b>1,802,323</b>	<b>709,203</b>	<b>739,275</b>



CENTRAL REGION

January 10, 2023

Yolanda Macklin Crew, Ph.D.  
WIOA Programs Director  
Career Education and Workforce Development  
Virginia Community College System  
300 Arboretum Place, Suite 200  
Richmond, VA 23236

Dear Dr. Crew:

At the January 10, 2023 Central Virginia Workforce Development Board (CVWDB) Meeting, the board approved a \$25,000 transfer of PY21 funds from Dislocated Worker funding to PY21 Adult funding. In addition, the Board approved a \$100,000 transfer of PY22 funds from DW to Adult funding due to the needs at hand.

We continue to have a higher percentage of adults in need of WIOA programming, while we have witnessed many dislocated workers from recent business closings or reductions, finding immediate employment due to a healthy job market for job seekers with experience. The difference comes down to those with job skills finding employment versus those with little to no job skills – or with significant barriers – not being able to get a sustainable job.

The City of Lynchburg has a 17.6% poverty rate (down 7 percentage points since last year, but still much higher than the state rate of 10%). The rural areas in the region have nearly a 12% poverty rate, two percentage points higher than that of the state. Nearly 10,000 families are receiving food stamps or SNAP benefits in the region and 11.6% of our region's adults have a disability.

Our increased outreach efforts in the region continue to result in increased interest from adult job seekers especially. Those who qualify for the WIOA Title 1 Adult program have more significant barriers and need a great deal of services to secure employment outcomes.

Thank you for your consideration of this request. If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that appears to read "Traci Blido".

Traci Blido, Executive Director  
Virginia Career Works – Central Region

Cc: Tonya Hengeli, Andrea Glaze

Central Virginia Workforce Development Board  
828 Main St., 12<sup>th</sup> floor,  
Lynchburg, VA 24504  
434-818-7612

## Impact Study for Transfer Request January 2023

### Expenditures

	<b>Dislocated</b>	<b>Adult</b>	<b>Total</b>
<b>July 1, 2014 - June 30, 2015</b>	\$ 261,941.97	\$ 625,493.18	\$ 887,435.15
<b>July 1, 2015 - June 30, 2016</b>	\$ 341,593.52	\$ 469,784.36	\$ 811,377.88
<b>July 1, 2016 - June 30, 2017</b>	\$ 207,180.80	\$ 427,078.64	\$ 634,259.44
<b>July 1, 2017 - June 30, 2018</b>	\$ 115,434.84	\$ 601,846.20	\$ 717,281.04
<b>July 1, 2018 - June 30, 2019</b>	\$ 165,127.02	\$ 564,069.34	\$ 729,196.36
<b>July 1, 2019 - June 30, 2020</b>	\$ 165,379.60	\$ 447,951.57	\$ 613,331.17
<b>July 1, 2020 - June 30, 2021</b>	\$ 232,326.61	\$ 505,747.61	\$ 738,074.22
<b>July 1, 2021 - June 30, 2022</b>	\$ 115,639.21	\$ 426,846.56	\$ 542,485.77
<b>July 1, 2022 - November 30, 2022</b>	\$ 90,564.09	\$ 192,910.50	\$ 283,474.59
	<b>\$ 1,695,187.66</b>	<b>\$ 4,261,727.96</b>	<b>\$ 5,956,915.62</b>

**Percent of Total** **28%** **72%**

### # of Participants

	<b>Dislocated</b>	<b>Adult</b>	<b>Total</b>
<b>FY15</b>	9	123	132
<b>FY16</b>	13	61	74
<b>FY17</b>	20	94	114
<b>FY18</b>	21	121	142
<b>FY19</b>	37	131	168
<b>FY20</b>	53	101	154
<b>FY21</b>	51	93	144
<b>FY22</b>	30	110	140
<b>FY23 as of 12/31/22</b>	19	93	112
	<b>253</b>	<b>927</b>	<b>1,180</b>

**Percent of Total** **21%** **79%**

## **§ 2.2-3708.3. (Effective September 1, 2022) Meetings held through electronic communication means; situations other than declared states of emergency**

- A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.
- B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:
1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
  2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
  3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
  4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not 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.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such

disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § [2.2-3707](#);
  2. Public access to the all-virtual public meeting is provided via electronic communication means;
  3. 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;
  4. 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 takes a recess until public access is restored if the transmission fails for the public;
  5. 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;
  6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
  7. 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;
  8. 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](#);
  9. The public body does not convene an all-virtual public meeting (i) 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 (ii) consecutively with another all-virtual public meeting; and
  10. 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 pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.
- D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall first

adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, 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. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. [597](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.