

Meeting Agenda for:

Central Virginia Workforce Development Board

July 12, 2022

3:00 - 4:30 p.m.

at

The Lynchburg Regional Business Alliance

300 Lucado Place

Lynchburg, VA 24504

TO ATTEND THE MEETING VIRTUALLY ON MICROSOFT TEAMS, USE THIS LINK:

<https://tinyurl.com/zat6dxae>

1. **Roll Call:***Traci Blido, CVWDB Executive Director*
2. **Call to Order and Introductions***Nat Marshall, Board Chair*
3. **Public Comment**.....*Nat Marshall*
4. **Approval of April 12, 2022 Minutes**.....*Nat Marshall*
5. **Director’s Report** *Traci Blido*
6. **Finance Report & Approval of PY 22-23 Budget**.....*Tonya Hengeli, CVPDC Finance Director*
7. **Consideration of Program Policy revisions***Traci Blido/Staff*
 - a. Program Policy #102 Work Ready Services (*removing child care cost section*)
 - b. Program Policy #205 Conflict of Interest (*including staff and others*)
8. **One-Stop Center Operations/Title I Report** *Keith Cook, Director of Workforce Operations*
9. **Youth Services end-of-year report**..... *Sarah Grant, Youth Services Coordinator*
10. **Committee Reports:**
 - a. Youth – Dr. Bobby Johnson, Superintendent, Campbell County Schools
 - b. DEI – Renee Chalmers, VEC Workforce Services Office Manager
 - 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, Oct. 12 at 3:00 p.m.

Note: This meeting will be recorded for public viewing and posted at vwcentralregion.com.



Central Virginia Workforce Development Area VII

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

Workforce Development Board Meeting
April 12, 2022
3:00 p.m. at
The Lynchburg Regional Business Alliance
Lynchburg, VA 24504

Members Present: Nat Marshall – Chair, Lauren Anderson, John Capps, Renee Chalmers (via Teams), Andrew Crawford, Travis Griffin (via Teams), Michael Hertzler, Christine Kennedy, Bryan Lyttle, Alisha Meador (via Teams), Robbie Morrison, Sam Penn, Sr. (via Teams), John Redding, Jason Shockley, Sonya Todd (via Teams), Cheryl Toler, (via Teams), Dorothy White, Sterling Wilder (via Teams)

Members Absent, Excused: Gary Campbell, Cheryl Giggetts, Dana Hogan, Robert Johnson, Ron Lovelace, Nate Mahanes, Sierria Phillips, Samuel Pinn, Andrew Tisosky

Members Absent: Anthony Cardoza, Nathan Dowdy, Michael (Scott) Francis, Charles Mann, Richard Russo, Luke Saechao

Staff Present: Traci Blido, Gary Christie, Keith Cook, Lori Cumbo, Sarah Grant, Tonya Hengeli (via Teams), James Martin, Tim Saunders

Others Present: John Hardie, Campbell County Board of Supervisors, Drew Wade, Amherst County Board of Supervisors

1. Roll Call

Traci Blido checked attendance.

2. Call to Order and Greetings from the Chair

Nat Marshall welcomed everyone and opened the meeting at 3:06 PM.

Nat announced this would be Gary Christie's last Workforce Development Board Meeting as he will be retiring at the end of May (2022). His replacement has been selected and will be announced soon.

Nat wished Traci Blido a happy belated birthday and welcomed CLEO members Jon Hardie, Campbell County Board of Supervisors, and Drew Wade, Amherst County Board of Supervisors.

Nat entertained the motion for approval of the January 11, 2022, minutes. The motion was made by Christine Kennedy and seconded by Robbie Morrison. The motion was unanimously approved as presented.

3. Public Comment

Christine Kennedy passed out flyers and announced Leadership Lynchburg is accepting applications for both the Flagship and Leadership Lynchburg 2.0 programs as of April 1.

4. Presentation

Elise Spontarelli, Executive Director, and co-founder of Vector Space, located at 405 Fifth Street, Lynchburg, VA, gave a presentation detailing the history, programs and future vision of Vector Space which is a local community makerspace. The makerspace has been in operation for six years, co-founded by Elise and her husband Adam. The pair have grown the space from the ground up with the vision of serving the community and empowering individuals with skills. Vector Space is an opportunity for individuals to come together and “make together” through peer learning and instruction from a skilled and qualified Leadership Team.

Vector Space operates on a membership model, with members ranging in age from college students to retirees. Presently there are approximately 200 members of which 30% are entrepreneurs. Members have 24/7 access to the 12,000 square foot facility of shared workspace and equipment, a community of fellow makers and discounts on classes. Classes include wood working, metal working and sewing as well as a variety of summer programs and classes for youth. Programs for youth are high stakes/high quality and are intentional, providing some added benefit to the community. In addition to project-based learning for youth, Vector Space, in partnership with the TANF program and the Jubilee Family Development Center, offer a 12-week machinist program for low-income women.

Vector Space has a vision to grow their space and is currently conducting a fundraising campaign. Elise invited members to contact her to set up a tour and/or speak with her further about supporting their vision.

5. Director’s Report

Traci thanked the HumanKind team and WDB staff for their hard work. Unemployment is low and the Career Center is experiencing an increase in walk-in traffic and enrollments.

She announced a new CDL program at Central Virginia Community College. This will be a benefit to the region as prior to its development, students were required to travel to Roanoke for behind the wheel training. The program details were updated on the Eligible Training Provider List and is an eligible program for WIOA funding. An additional CDL program at Virginia Technical Institute will also begin this spring.

Traci thanked Keith Cook, Lori Cumbo and Renee Chalmers for their involvement in the completion of the recent annual Equal Opportunity (EO) state monitoring which was passed with flying colors.

Traci thanked Tim Saunders for developing a marketing plan. Tim is utilizing every opportunity to promote Virginia Career Works Central Region’s programs and services. He recently had several opportunities to appear on local TV and radio shows. A link to a recent radio appearance will be shared with board members via email.

Traci reviewed the ODU Economic Overview Report, which was emailed out to board members, along with additional Jobs EQ data. Traci stated the Lynchburg regional population of 262,000 has a 59.1% labor participation rate. She reviewed three main points as follows:

1. In-demand occupations over the next three years are team assemblers, welders and solderers, production supervisors, packing and machine fillers, machinists, material movers, and industrial machine mechanics.

John Hardie added Campbell County Schools typically enrolls approximately 300 students at the Technical Center. He further stated over the last four years approximately 25% of the student body has attended programs at the Technical Center and over the last eight years approximately 50 to 100 Campbell County students (per year) have enrolled in advanced CTE courses at CVCC. Traci added other regional counties are reporting increases in CTE enrollments.

Traci stated over the next three years our region will need 141 additional CNAs, 34 LPNs, and 13 RNs (Jobs EQ Data).

Traci advised regionally we have over 1,000 open jobs. She emphasized the importance of understanding the current number of job openings, forecast future job openings and strategize how we will fill these jobs.

2. Regional Industry Mix includes manufacturing at 14% and healthcare at 16%. Additional industries providing high than average salaries include professional services/technical jobs, as well as construction. Traci stated it would be important to encourage individuals to receive training in these industries.
3. She reported industry clusters with the highest growth and salary include metal and automation manufacturing, including conveyor technologies. Traci further stated the ODU report reflected a 3% decrease year-over-year in regional GDP and explained the way to improve this was by increasing the manufacturing industry in our region. These jobs pay well and impact GDP more than other industries.

6. Finance Report

Tonya Hengeli provided a finance review with a Comparison of Budget to Actual and Summary of WIOA Funding as of 02/28/22. (Handouts of the reports were included in the agenda packet and available at the meeting.) Tonya reported this would be a “tight” financial year. The program year runs July 1 – June 30; however, all funding for the new program year is not distributed until October. Traci reported at a national level, it looks like workforce may be allocated additional funds for the upcoming year, but we will have to wait and see. Tonya reminded everyone that she is transitioning into this role and she would be happy to answer any questions via email.

7. One-Stop Center Operations/Title 1 Report

Keith Cook provided handouts and reviewed PY20 vs. PY21 January – March comparisons which indicate PY21, post COVID, increases in walk-ins and enrollments. Increases in Career Center walk-ins is up by 200 over last year’s January – March numbers.

Keith explained they have experienced a big “shift” in training program enrollments over the last two years. There is renewed focus on longer term trainings which often result in livable wages for participants and their families as opposed to short term trainings which frequently result in lower wages. This, however, impacts program performance as there are less people included in the performance measures. Additionally, he reported current average case loads for Career Navigators range from 25 to 45 active cases plus the addition of follow-up cases.

Keith walked board members through the PY21 QTR 2 Performance Measures report. All measures reflect satisfactory performance except for Dislocated Worker (DLW) “Credential Attainment within 1 Year”. Keith explained that during this quarter (10/20 – 12/20) there were no participants who were included in this measure and therefore performance for the measure was 0% but this was not indicative of actual failure of the measure.

Program Coordinators James Martin and Sarah Grant gave brief highlights regarding their programs.

James reported a 57% increase in Adult and DLW active cases since July 2021. He expressed his gratitude towards Career Navigators Denise Hutton and Lamont Hobson for their hard work. He briefly discussed an On-the-Job (OJT) success story involving a displaced homemaker who was able to obtain an OJT position at a livable wage.

Sarah provided an update on the WDB’s Youth Committee who were challenged to learn more about Title I Youth programs and report back to the committee. Sub-committees are being formed to strategize transportation issues regarding Out of School Youth. Additionally, Sarah stated they are experiencing increases in youth referrals from both Amherst and Appomattox counties.

8. Action Items:

- 1) Consideration to Amend Youth Work Experience (WEX): Amendment to remove the hourly work week maximum and time restriction of six months to complete a WEX was presented by Traci Blido. Nat entertained the motion for approval of the amendments. The motion was made by Andrew (Andy) Crawford and seconded by Robbie Morrison. The motion was unanimously approved as presented.
- 2) Consideration to approve Virginia Technical Institute’s CDL program application for placement on the statewide Eligible Training Provider List (ETPL): Lori Cumbo presented the CDL program application. Nat entertained the motion for approval of the application. The motion was made by Robbie Morrison and seconded by Michael Hertzler. The motion was unanimously approved as presented.
- 3) Consideration of the Addendum to the HumanKind Contract: Addendum to add a Whistleblower Statement to the current HumanKind contract. The motion for the approval of the addendum was made by the Executive Committee and does not require a second. The motion was unanimously approved as presented.

9. Committee Reports:

Executive Committee – Chairman Nat Marshall reported that the Executive Committee met February 23 and took care of some timely business, much of which is in today’s action items too, such as the whistleblower addendum requirement and youth work experience. He said the Executive Committee sometimes approves action items that are time sensitive, until the full board can meet.

Youth Committee – Robert Johnson was unable to attend today’s meeting. Sarah Grant’s comments regarding the youth committee are noted in #7.

DEI Committee – Renee Chalmers reports the committee is still working on laying the foundation. The committee is capped at 11 members and are presently at capacity. The committee has completed several actionable items including translating the online orientation into Spanish (text) and will continue to work with Tim Saunders for Spanish audio. Over the next several meetings the committee will host several speakers to

establish DEI goals. A committee member recently completed an informal EO walk through of the Career Center and other members have reviewed the website for accessibility features. The committee continues to discuss and strategize outreach initiatives.

Finance Committee – Traci reported Ron Lovelace was unable to be here today but is receiving the finance reports from Tonya Hengeli.

Operations & Performance Committee – No update this meeting.

10. Adjournment

There being no further business, the meeting was adjourned at 4:32 p.m.

DRAFT

**WIOA Source and Use of Funds
Comparison of Budget to Actual
Budget FY23**

SOURCES OF FUNDS	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
LINE ITEM	ADMIN		DISLOCATED		ADULT		Youth		Total	
cash/other income					15,000.00		60,000.00		75,000.00	
PY2021	75,000.00		80,000.00		110,000.00		185,000.00		450,000.00	
PY2022	132,170.00		248,877.90		415,965.60		524,686.50		1,321,700.00	
Transfer			(50,000.00)		50,000.00				0.00	
Total Funding	207,170.00		278,877.90		590,965.60		769,686.50		1,846,700.00	
	0.10		0.19		0.31		0.40			
Workforce Development Board										
Salary	23,742.16		44,706.80		74,721.34		94,251.25		237,421.55	0.00
Benefits	6,480.86		12,203.54		20,396.57		25,727.62		64,808.59	0.00
Audit	4,600.00								4,600.00	0.00
Legal	400.00		1,000.00		1,200.00		1,400.00		4,000.00	0.00
Outreach/awareness	200.00		500.00		600.00		700.00		2,000.00	0.00
Contractual Services	2,000.00		3,600.00		3,800.00		4,700.00		14,100.00	0.00
Communications Tel/post	600.00		1,300.00		1,400.00		1,800.00		5,100.00	0.00
Ofc & equip lease	1,300.00		3,600.00		3,800.00		5,000.00		13,700.00	0.00
Ofc supplies	175.00		500.00		275.00		350.00		1,300.00	0.00
Travel/Training	500.00		2,000.00		3,000.00		3,500.00		9,000.00	0.00
Furnishings & computer	1,200.00		1,000.00		1,000.00		1,000.00		4,200.00	0.00
Fiscal Agent	70,000.00								70,000.00	0.00
Miscellaneous	400.00		800.00		1,000.00		1,500.00		3,700.00	0.00
Total WIB Office	111,598.02	0.00	71,210.34	0.00	111,192.91	0.00	139,928.87	0.00	433,930.14	0.00
Workforce Center										
Rent/utilities			4,000.00		14,000.00		12,000.00		30,000.00	0.00
IT / Contractual Services			1,000.00		4,000.00		4,000.00		9,000.00	0.00
Phone			150.00		400.00		350.00		900.00	0.00
Internet			210.00		500.00		400.00		1,110.00	0.00
Resource Room Copier			200.00		400.00		400.00		1,000.00	0.00
IT Equip, Software			500.00		800.00		1,080.00		2,380.00	0.00
General Supplies			100.00		200.00		240.00		540.00	0.00
Staff Copier			625.00		1,600.00		1,320.00		3,545.00	0.00
									0.00	0.00
									0.00	0.00
Facility Total	0.00	0.00	6,785.00	0.00	21,900.00	0.00	19,790.00	0.00	48,475.00	0.00
Program Operations (HumanKind)	70,000.00		80,000.00		250,000.00		300,000.00		700,000.00	0.00
Incumbent Worker Training			25,000.00		0.00				25,000.00	0.00
Direct Program Costs (Clients)			60,000.00		200,000.00		150,000.00		410,000.00	0.00
Grand Total	181,598.02	0.00	242,995.34	0.00	583,092.91	0.00	609,718.87	0.00	1,617,405.14	0.00
Unallocated	25,571.98		35,882.56		7,872.69		159,967.63		229,294.86	0.00
Available Funding Remaining	Available	207,170.00	Available	278,877.90	Available	590,965.60	Available	769,686.50	1,846,700.00	

**WIOA Source and Use of Funds
Comparison of Budget to Actual
As of 05/30/22**

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				(200,000.00)		200,000.00				0.00
Total Funding	169,104.25		280,028.02		662,126.35		618,182.71		1,729,441.33	
	0.10		0.24		0.29		0.37			
Workforce Development Board										
Salary	24,260.29	11,501.76	57,706.86	52,924.57	70,435.80	62,963.07	90,201.98	90,372.69	242,604.93	217,762.09
Benefits	6,511.45	2,479.00	15,488.48	11,449.55	18,904.92	13,113.37	24,210.15	19,505.31	65,115.00	46,547.23
Audit	4,600.00	4,560.00							4,600.00	4,560.00
Legal	400.00	510.00	951.45		1,161.33		1,487.22		4,000.00	510.00
Outreach/awareness	200.00		475.73		580.66		743.61		2,000.00	0.00
Contractual Services	1,199.99	3,610.24	2,854.36	3,584.42	3,483.98	3,560.86	4,461.67	4,405.95	12,000.00	15,161.47
Communications Tel/post	500.00	543.31	1,189.32	1,107.05	1,451.66	1,087.51	1,859.03	1,644.84	5,000.01	4,382.71
Ofc & equip lease	1,318.09	1,148.04	3,135.28	3,660.24	3,826.86	3,281.84	4,900.78	4,360.80	13,181.00	12,450.92
Ofc supplies	100.00	153.06	237.86	450.66	290.33	170.48	371.81	231.26	1,000.00	1,005.46
Travel/Training	999.99	379.14	2,378.63	1,180.48	2,903.31	1,533.86	3,718.06	2,211.76	9,999.99	5,305.24
Furnishings & computer	300.00	1,198.48	713.59	821.59	870.99	822.54	1,115.42	980.47	3,000.00	3,823.08
Fiscal Agent	70,000.00	64,166.62	0.00						70,000.00	64,166.62
Miscellaneous	401.00	718.88	953.83	21.13	1,164.23	19.05	1,490.94	25.21	4,010.00	784.27
Total WIB Office	110,790.81	90,968.53	86,085.39	75,199.69	105,074.07	86,552.58	134,560.67	123,738.29	436,510.93	376,459.09
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 / Contractual Services			768.00	3,051.71	2,880.00	5,592.33	2,752.00	5,210.10	6,400.00	13,854.14
Phone			102.96	118.91	386.10	355.58	368.94	257.64	858.00	732.13
Internet			123.60	151.48	463.50	454.51	442.90	241.11	1,030.00	847.10
Resource Room Copier			119.16	157.29	446.85	471.81	426.99	340.71	993.00	969.81
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	517.42	1,463.40	1,552.58	1,398.36	1,121.56	3,252.00	3,191.56
									0.00	0.00
									0.00	0.00
Facility Total	0.00	0.00	5,398.21	7,168.78	20,243.30	17,942.74	19,343.60	14,041.11	44,985.11	39,152.63
Program Operations (HumanKind)	72,758.02		119,661.00	68,395.05	326,511.00	218,480.97	322,166.00	186,636.13	841,096.02	473,512.15
Incumbent Worker Training			25,000.00	7,707.72	0.00				25,000.00	7,707.72
Direct Program Costs (Clients)			57,100.00	17,764.11	192,000.00	161,310.07	150,000.00	64,515.89	399,100.00	243,590.07
Grand Total	183,548.83	90,968.53	293,244.60	176,235.35	643,828.37	484,286.36	626,070.27	388,931.42	1,746,692.07	1,140,421.66
Unallocated	(14,444.58)		(13,216.58)		18,297.98		(7,887.56)		(17,250.74)	0.00
Available Funding Remaining	Available	78,135.72	Available	103,792.67	Available	177,839.99	Available	229,251.29	Available	589,019.67

**Summary of WIOA Funding
As of 05/30/22**

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

Administrative	169,104	90,969		78,136
Dislocated Worker Program	280,028	176,235	58,501	45,292
Adult Program	662,126	484,286	144,489	33,351
Youth Program	618,183	388,931	166,601	62,650
Total WIOA Funding	1,729,441	1,140,422	369,591	219,429

Contract Balances as of 05/30/22

		Beginning Balance	Billed Or Accrued To Date	Outstanding Balance
HumanKind	Dislocated	119,661.00	61,160.22	58,500.78
HumanKind	Adult	326,511.00	182,021.71	144,489.29
HumanKind	Youth	322,166.00	155,565.19	166,600.81
		768,338.00	398,747.12	369,590.88
VA's Region 2000 LGC Fiscal Agent		70,000.00	64,166.62	5,833.38
	Total Obligations	768,338.00	398,747.12	369,590.88



CENTRAL REGION

Workforce Innovation and Opportunity Act (WIOA) Program Policy #102

Subject: Work Ready Services

Effective Date: November 14, 2012

Revised: January 10, 2018; October 12, 2021; July 12, 2022

Policy Statement: The purpose of this policy is to define certain types of services that can be offered for WIOA adult, dislocated worker and youth customers to have the necessary resources available to become work ready as a result of their WIOA program participation. The policy also sets monetary limits to such services.

Policy Provisions:

As defined in the WIOA, supportive services can be made available to enrolled adults and dislocated workers if it is determined that such service(s) are necessary to enable the customer to participate in and complete the program activities documented in their Individual Employment Plans (IEP). These services can also be provided to WIOA participants who have exited and need support services as a follow-up service (for up to 12 months after exit).

The case manager must document that it is beyond the ability of the participant to pay, **and such assistance is unavailable from other sources**. Justification for the provision of these services shall be documented in case notes as directly related to and necessary for the customer to participate in and be successful in WIOA-funded activities.

A maximum work ready services allowance of \$2,500 per participant, per program year is permitted, from among items as specified below. The mix of services should be specific to the customer's needs and case managers shall consult with customers to ensure they understand the annual allowance and how to manage within that allowance. Case managers are required to keep an annual journal log of supportive services and associated costs so that the allowance can be tracked. Such services may be provided from the list below. Exceptions to the cost limit and type of service provided may be granted by the WDB director under a written waiver request submitted by the service provider justifying the basis for such request.

1. Child Care: The following additional stipulations apply:

- Priority will be given to single heads of household. Reimbursement will not be made for child care if the participant has a family member at home available at times when child care is needed. Special cases, such as a spouse with a disability who is unable to work, shall receive individual consideration and be documented by the program operator. A written affidavit may be used for such verification.

- Child care services shall be paid to a licensed vendor and/or provider approved by the Virginia Department of Education.
- Child care costs shall not exceed \$85 per week. An additional allowance of \$10 for each additional child may be provided at case manager discretion. **(Delete this bullet as long as allowance stays within work ready services allowance.)**
- The participant shall sign a waiver of liability form that is maintained by the WIOA service provider exempting the WDB from any liability associated with illness, injury, accident, mishap or harm incurred during the period of child care.

2. Transportation: Assistance may include public transportation vouchers, licensed transport services, mileage allowance, or other travel assistance that is determined reasonable and necessary. Mileage allowance shall not exceed 75% of the federal mileage reimbursement rate. Board staff will review the federal rate on an annual basis and communicate any adjustments to the service provider. A reimbursement form must be maintained documenting at a minimum the actual mileage, days of travel and purpose of travel.

3. Tools/Equipment to include boots, helmets, gloves, and tools required for participation in training or to succeed in their education or employment.

4. Clothing: Only for articles determined appropriate by the case manager and directly related to employment, interviewing and participation in approved training programs.

5. Automobile Repairs/Maintenance: Assistance may be provided for vehicles used as the primary source of transportation to program activities, training or work. The case manager must document who owns the vehicle through sources such as a state-issued motor vehicle registration. If the participant is not the registered owner, a signed statement from the registered owner documenting that the participant uses the vehicle for transportation to training or work, must be obtained. An invoice from an automobile maintenance and/or repair facility must be presented.

6. Medical services: Assistance for medical, vision or dental services not covered by non-WIOA resources or other insurance policies may be provided. Any service must also be determined by the case manager as necessary for the customer's participation in training or to meet specific work-related requirements to gaining employment.

7. Testing & Licensing Fees: Testing fees required for licensure or certification exams – GED test, driver's permit, and licensing test fees for professional certification after training (e.g. CNA, LPN, MCSE, CDL, etc.)

8. Driver Training Schools: Tuition and fees associated with DMV approved driver training programs to include classroom/online and behind-the-wheel training. (Class D – non-commercial license only)

9. Temporary Housing: Assistance with temporary housing may be provided for eligible participants participating in WIOA approved occupational skills training outside of the service area.



CENTRAL REGION

Workforce Innovation and Opportunity Act (WIOA) Administrative Policy #205

Subject: Conflict of Interest

Date of Issuance: February 13, 2013

Revised: January 10, 2018; July 12, 2022

I. Policy Statement:

All members of the Central Virginia Workforce Development Board (WDB), Staff, WIOA Title 1 providers of Adult, Dislocated Worker, Youth and One-Stop Operator programs, WDB Standing Committee participants, and sub-grantees and contractors (“parties”), serve a public interest and have a clear obligation to conduct all affairs in a manner consistent with this concept. As a federally funded and local government-appointed body, all decisions of the WDB and are to be based on promoting the best interest of the public good.

II. General Conflict of Interest Provisions:

A. All members of the WDB and “parties” to this policy, are subject to the provisions of the State and Local Government Conflict of Interest Act, Code of Virginia Title 2.2., Subtitle I, Part E, [Chapter 31, Article 1](#) State and Local Government Conflict of Interests [Act](#).

B. A member of the WDB or “party” to this policy shall neither cast a vote on, nor participate in, any decision-making discussions related to provision of services by such member (or by an organization that such member directly represents); nor on any matter which would provide any direct benefit to such member or the family of such member.

C. Any WDB member or “party” to this policy (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.

D. Any WDB member or “party” to this policy who participates in a WDB/council decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid (IFB) or Requests for Proposals (RFP) or other such bid processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole

proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the WDB member or “party” to this policy who participated in this manner.

E. Each WDB member or “party” to this policy shall file a statement of economic interest on a form and in the timing identified by staff, as a condition of assuming membership and/or while serving as a WDB or Standing Committee member, or any other “party” to this policy as directed. The Chief Local Elected Officials shall determine the composition of the statement of economic interest.

F. Any WDB member or “party” to this policy with a potential or actual conflict of interest must disclose that fact as soon as the potential conflict is discovered. If it should be determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each board/council member is responsible for determining whether any potential or actual conflict of interest exists or arises for him or herself during his tenure on the board/council.

G. If a contract or purchase is made by the WDB involving a member with a conflict of interest, the WDB staff shall verify for the file that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.

H. WDB members who are also employees of entities serving as One Stop operator or service provider shall not serve as a voting member on any committees that deal with oversight of the service delivery system or allocation of resources that would potentially be allocated to that member’s program.

III. Other Related Provisions:

A. Conducting Business Involving Family Members:

1. No family member of any WDB member or “parties” to this policy, will receive favorable treatment for enrollment into WIOA services provided by, or employment with, the WDB or any of its service providers.
2. The WDB’s service providers will also avoid entering into any agreements for services with a family member. No direct employment supervision will be permitted by family members as defined herein. When it is in the public interest for the service provider to conduct business (only for the purpose of services to be provided) with a family member, the service provider will obtain approval from the WDB’s before entering into an agreement. All correspondence will be kept on file and available for monitoring and audit reviews.

B. Conducting Business Involving Close Personal Friends and Associates:

WDB members and “parties” to this policy will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the Workforce Innovation and Opportunity Act locally, will exercise due diligence to avoid situations

which may give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest to conduct business with a friend or associate of a WDB member, or “parties” to this policy, a permanent record of the transaction will be retained.

Definitions:

Family member means (1) a relative related by either blood, marriage or adoption and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent.

Dependent means any person, whether or not related by blood or marriage, which receives from the member, or provides to the member, more than one-half of his financial support.

**Central Virginia Workforce Development Board
Membership Roster
2022 - 2023**

Lauren Anderson

Chapter Secretary, LRSHRM
2016 Mount Athos Road
Lynchburg, VA 24504
Home: (434) 485-1081
Work: (434) 522-6822
lmanderson@bwxt.com
TERM EXPIRES: 2023

Gary Campbell

CEO, Johnson Health Center
134 Elon Road
Madison Heights, VA 24572
Work: (434) 455-2480 x1102
GCampbell@jhcvirginia.org
TERM EXPIRES: 2023

John Capps

President, Central Virginia Community College
3506 Wards Road
Lynchburg, VA 24502
Work: (434) 832-7601
cappsj@centralvirginia.edu
TERM EXPIRES: 2025

Anthony Cardoza

Installed Base, Training & Planning Manager, Framatome
49 Traverse Drive
Evington, VA 24550
Home: (434) 942-1930
Work: (434) 832-4312
anthony.cardoza@framatome.com
TERM EXPIRES: 2023

Reneé Chalmers

Employment Security Manager, Virginia Employment Commission
3125 Odd Fellows Road
Lynchburg, VA 24501
Home: (434) 907-2079

Work: (434) 947-2073
renee.chalmers@vec.virginia.gov
TERM EXPIRES: 2023

Andrew Crawford
Director, Bedford County Department of Social Services
119 East Main Street
Bedford, VA 24523
Home: (540) 871-0471
Work: (540) 586-7750 x2226
andrew.crawford@dss.virginia.gov
TERM EXPIRES: 2023

Michael (Scott) Francis
Vice President of Operations, Integrated Technology Group
159 Old Dominion Drive
Madison Heights, VA 24572
Home: (434) 455-0965
Work: (434) 555-4949
sfrancis@itgroupva.com
TERM EXPIRES: 2025

Cheryl Giggetts
Principal Consultant, CTA Consultants LLC.
304 Portico Street
Lynchburg, VA 24502
Home: (434) 258-8427
Work: (434) 258-8427
giggetts@cta-c.com
TERM EXPIRES: 2025

Travis L. Griffin
University Relations, Framatome
94 Guffey Terrace
Lynchburg, VA 24502
Home: (434) 509-2359
Work: (434) 832-3008
travis.griffin@framatome.com
TERM EXPIRES: 2023

Michael Hertzler
Finance Manager, Virginia MetalFab
1624 Cutbanks Road

Pamplin, VA 23958
Home: (434) 660-0204
Work: (434) 933-6373
mike@stallworkslc.com
TERM EXPIRES: 2024

Dana Hogan
Manager of Employee Development & Talent Acquisition, Fleet Laboratories
984 Peerman School Road
Altavista, VA 24517
Home: (434) 389-4710
Work: (434) 329-3738
Dana.Hogan@cbfleet.com
TERM EXPIRES: 2025

Dr. Robert Johnson
Superintendent, Campbell County Public Schools
1430 Whistling Swan Drive
Forest, VA 24551
Home: (434) 385-0332
Work: (434) 332-8276
bjohnson@campbell.k12.va.us
TERM EXPIRES: 2025

Christine Kennedy
COO & EVP, Lynchburg Regional Business Alliance
1580 Locust Grove Lane
Bedford, VA 24523
Home: (434) 229-4148
Work: (434) 845-5968
ckennedy@lynchburgregion.org
TERM EXPIRES: 2025

Ron Lovelace
President, R.L Lovelace and Associates
2203 D Graves Mill Road
Forest, VA 24551
Home: (540) 586-7337
Work: (434) 528-1520
rlovelace@rllovelacecpa.com
TERM EXPIRES: 2025

Bryan Lyttle

Old Dominion Job Corps Center
1073 Father Judge Road
Monroe, VA 24574
Home: (434) 929-8440
Work: (434) 907-4000
Lyttle.Bryan@jobcorps.org
TERM EXPIRES: 2024

Charles Mann
Business Representative, IAM & AW Local Lodge 10
1120 Toledo Avenue
Lynchburg, VA 24502
Home: (434) 200-0999
Work: (434) 200-0999
iaml10d2020@gmail.com
TERM EXPIRES: 2023

Nat Marshall
Senior Human Resource Specialist, BWXT
3611 Fort Avenue
Lynchburg, VA 24501
Home: (434) 528-8501
Work: (434) 522-6046
nxmarshall@bwxt.com
TERM EXPIRES: 2025

Alisha Meador
Economic Development Mgr., Lynchburg Office of Economic Development and Tourism
900 Church Street
Lynchburg, VA 24504
Work: (434) 455-4492
alisha.meador@lynchburgva.gov
TERM EXPIRES: 2025

Robbie Morrison
Associate Extension Agent, Virginia Cooperative Extension, Campbell County
PO Box 161
Concord, VA, 24538
Home: (434) 962-4018
Work: (434) 332-9646
robbiem7@vt.edu
TERM EXPIRES: 20225

Sam Penn Sr.

United Steel Workers Staff Representative, District 8
155 Spinner Street
Madison Heights, VA 24572
Home: (704) 458-7041
Work: (704) 458-7041
spenn@usw.org
TERM EXPIRES: 2023

Sierra Phillips

Director of Personnel Development, Southern Air
2655 Lakeside Drive
Lynchburg, VA 24501
Home: (434) 509-6139
Work: (434) 841-5496
sierra.phillips@southern-air.com
TERM EXPIRES: 2025

Samuel Pinn

United Cherokee Indian Tribe of Virginia
243 Laurel Drive
Madison Heights, VA 24572
Home: (434) 664-7164
Work: (434) 847-4104
sharpoint@msn.com
TERM EXPIRES: 2024

John Redding

President, Appomattox County Chamber of Commerce
311 Acorn Drive
Appomattox, VA 24522
Home: (434) 352-0532
Work: (434) 352-2621
johnredding@hotmail.com
TERM EXPIRES: 2025

Richard Russo

Site Director, Abbott Nutrition
1518 Main Street
Altavista, VA 24517
Home: (434) 259-8296
Work: (434) 369-3238
Richard.Russo@abbott.com

TERM EXPIRES: 2023

Luke Saechao

Regional Manager, Adult & Continuing Education of Central Virginia

216 Trojan Road

Madison Heights, VA 24572

Work: (434) 528-6494

lsaechao@amherst.k12.va.us

TERM EXPIRES: 2025

Jason Shockley

Vice President, Industrial Plating Corporation

100 Tradewynd Drive, Apartment A

Lynchburg, VA 24502

Home: (434) 944-0258

Work: (434) 944-0258

jeshockley4@gmail.com

TERM EXPIRES: 2023

Andrew Tisosky

Site Director, Concentrix

2840 Linkhorne Drive

Lynchburg, VA 24503

Home: (314) 717-4688

Work: (434) 455-9020

andrew.tisoskey@concentrix.com

TERM EXPIRES: 2025

Sonya Todd

Central Sales Specialist, L3 Harris

221 Jefferson Ridge Parkway

Lynchburg, VA 24501

Home: (434) 259-8296

Work: (434) 369-3238

sonya.todd@l3harris.com

TERM EXPIRES: 2023

Cheryl Toler

Human Resource Director, Innovairre Communications

1174 Elkton Farm Road

Forest, VA 24551

Work: (434) 534-8029

cmtoler@innovairre.com

TERM EXPIRES: 2025

Dorothy White

Director, Employment Svs., Lynchburg Community Action Group
2600 Memorial Avenue, Suite 201

Lynchburg, VA 24501

Home: (434) 534-0499

Work: (434) 846-3174

DWhite@lyncag.org

TERM EXPIRES: 2025

Sterling Wilder

Executive Director, Jubilee Family Development Center
4237 White Street

Lynchburg, VA 24502

Home: (434) 444-0558

Work: (434) 845-0433

swilder@jubileefamily.org

TERM EXPIRES: 2025

Christian Wiscovitch

Human Svs. Manager, VDARS
2250 Murrell Rd.

Lynchburg, VA 24501

Home: (434) 660-2955

Work: (434) 515-0061

christian.wiscovitch@dars.virginia.gov

TERM EXPIRES: 2024