

Meeting Agenda for:
Central Virginia Workforce Development Board
Oct. 12, 2021
3:00 - 4:30 p.m.

at
The Lynchburg Regional Business Alliance
300 Lucado Place
Lynchburg VA 24504

1. **Roll Call** *Traci Blido, CVWDB Executive Director*
2. **Call to Order and Greetings from the Chair**..... *Nat Marshall, Board Chair*
3. **Director's Report**..... *Traci Blido*
4. **CTE Academy and Business Partnerships** *Dr. Jason Ferguson, CVCC*
5. **Where are all the Workers?**..... *Tim Saunders, Business Engagement & Outreach*
6. **Approval of Program Changes** *Driver training amendment, Eligible Training Provider Listing (ETPL) Renewal, New Nurse Aide Fast Track Program (vote).... *Lori Cumbo, Operations Coordinator*
7. **Program updates**..... *Board and Program Staff*
8. **Feedback from the Board** (what would you like for us to accomplish in the coming year?)..... *All*
9. **Adjournment** – *Next CVWDB Mtg. is Tuesday, Jan. 11, 3 p.m., location TBA.*

This meeting will be recorded for public viewing upon request.

**Summary of WIOA Funding
As of 8/31/2021**

APPROPRIATED BUDGET	EXPENDITURES AS OF 8/31/21	ENCUMBRANCES	REMAINING BALANCE
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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Administrative	154,104	17,601		136,504
Dislocated Worker Program	295,028	45,433	98,908	150,687
Adult Program	647,126	98,602	271,257	277,267
Youth Program	633,183	80,484	273,591	279,108
Total WIOA Funding	1,729,441	242,120	643,756	843,565

Contract Balances as of 8/31/21

		Beginning Balance	Billed Or Accrued To Date	Outstanding Balance
HumanKind	Dislocated	119,661.00	20,753.07	98,907.93
HumanKind	Adult	326,511.00	55,253.81	271,257.19
HumanKind	Youth	322,166.00	48,575.00	273,591.00
		768,338.00	124,581.88	643,756.12
VA's Region 2000 LGC Fiscal Agent		70,000.00	11,365.32	58,634.68
Total Obligations		768,338.00	124,581.88	643,756.12

WIOA Source and Use of Funds
Comparison of Budget to Actual
As of 8/31/21

SOURCES OF FUNDS										
	<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>
LINE ITEM	<u>ADMIN</u>		<u>DISLOCATED</u>		<u>ADULT</u>		<u>Youth</u>		<u>Total</u>	
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	2,580.79	57,706.86	9,741.67	70,435.80	11,517.38	90,201.98	16,447.98	242,604.93	40,287.82
Benefits	6,511.45	742.89	15,488.48	2,552.96	18,904.92	2,802.27	24,210.15	4,073.37	65,115.00	10,171.49
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	2,375.97	2,854.36	2,053.76	3,483.98	1,646.34	4,461.67	2,140.50	12,000.00	8,216.57
Communications Tel/post	500.00	131.73	1,189.32	286.72	1,451.66	241.46	1,859.03	316.48	5,000.01	976.39
Ofc & equip lease	1,318.09	175.22	3,135.28	707.42	3,826.86	595.01	4,900.78	779.64	13,181.00	2,257.29
Ofc supplies	100.00	39.34	237.86	135.78	290.33	152.43	371.81	157.00	1,000.00	484.55
Travel/Training	999.99	57.85	2,378.63	184.32	2,903.31	132.75	3,718.06	219.96	9,999.99	594.88
Furnishings & computer	300.00	16.40	713.59	62.55	870.99	56.38	1,115.42	74.64	3,000.00	209.97
Fiscal Agent	70,000.00	11,365.32	0.00						70,000.00	11,365.32
Miscellaneous	401.00	115.24	953.83	21.13	1,164.23	19.05	1,490.94	25.21	4,010.00	180.63
Total WIB Office	110,790.81	17,600.75	86,085.39	15,746.31	105,074.07	17,163.07	134,560.67	24,234.78	436,510.93	74,744.91
Workforce Center										
Rent/utilities			3,501.37		13,130.15		12,546.59		29,178.11	0.00
IT Managed Services			768.00		2,880.00		2,752.00		6,400.00	0.00
Phone			102.96		386.10		368.94		858.00	0.00
Internet			123.60		463.50		442.90		1,030.00	0.00
Resource Room Copier			119.16		446.85		426.99		993.00	0.00
IT Equip, Softare			324.60		1,217.25		1,163.15		2,705.00	0.00
General Supplies			68.28	30.33	256.05	82.27	244.67	82.35	569.00	194.95
Staff Copier			390.24		1,463.40		1,398.36		3,252.00	0.00
Sanitation Cleaning Contract									0.00	0.00
Sanitation Supplies									0.00	0.00
Facility Total	0.00	0.00	5,398.21	30.33	20,243.30	82.27	19,343.60	82.35	44,985.11	194.95
Program Operations			119,661.00	20,904.06	326,511.00	55,758.70	322,166.00	49,658.13	768,338.00	126,320.89
Existing Worker Training			25,000.00	2,228.99	0.00				25,000.00	2,228.99
Direct Program Costs			57,100.00	6,523.54	192,000.00	25,598.13	150,000.00	6,508.85	399,100.00	38,630.52
Grand Total	110,790.81	17,600.75	293,244.60	45,433.23	643,828.37	98,602.17	626,070.27	80,484.11	1,673,934.05	242,120.26
Unallocated	43,313.44		1,783.42		3,297.98		7,112.44		55,507.28	0.00
Available Funding Remaining	Available	136,503.50	Available	249,594.79	Available	548,524.18	Available	552,698.60		1,487,321.07



CENTRAL REGION

Attachment C: Program Performance Form

PROGRAM: **FastForward Hybrid Nurse Aide Program**

Provider (School): **Central Virginia Community College Office of Workforce Development**

Beginning with Program Year 2017, to remain on the ETPL, all eligible training providers and programs which receive funding through an ITA must annually validate performance information on the following four outcomes for WIOA Title 1 participants:

1. **Training Completion Rate: N/A** (*Launching New Program in Winter/Spring 2022*)
2. **Credential Attainment Rate: N/A**

If Available

3. **Entered Employment Rate: N/A**
4. **Post Training Earnings: N/A**

If the information is not available, please summarize how your organization will collect and report on this information for continued eligibility: CVCC anticipates having additional staffing in PY22 and will also work with CVCC's Office of Institutional Effectiveness and Strategic Planning to collect employment rates and post training earnings. CVCC will also work with the Central Virginia Workforce Development Board in collecting data as appropriate.

Will your organization require support from Central Virginia Workforce Development Board in order to obtain the required WIOA performance data as noted above? ☒ Yes ☐ No

* *Approved Eligible Training Providers must annually certify program performance information for participants whose activities were funded through an Individual Training Account (ITA).*



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization Central Virginia Community College Office of Workforce Development			
2. Contact Person – Name & Title Francie Dye, Workforce Training Coordinator			
3. Training Program or stand-alone course name FF Hybrid Certified Nurse Aide Course (CNA)			
4. Program or course description The FF Certified Nursing Aide Course offers training allowing students learn how to help patients with daily living activities, deliver basic healthcare services, and prepare for the credential exam.			
5. Year Program Established 2021	6. Total Credit or Curriculum Hours Noncredit	7. Number of training weeks or hours 130-hours classroom	8. Minimum Class Size 10 min/20 max
9. Is curriculum certified by an accrediting agency or similar national standardization program: X Yes (if yes specify) No Virginia Board of Nursing			
10. Description of training and skills to be obtained – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i>			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. JobsEQ – Lynchburg MSA (1-year Forecast): Employment Growth 3%; Total Demand 163; Mean Annual Wages \$29,100. VirginiaWorksLMI/VA Job Outlook – Region 2000: Projected Growth to 2026 7,861.			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i> X Yes No Certified Nurse Aide (CNA)			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? X Yes No			
14. Was this training developed in partnership with business? X Yes No If yes, Name of Business(s): Centra Health & Centra College			

15. List Businesses that support this training program:

Access Healthcare, Blue Ridge Scientific, Centra Health, Centra College, Johnson Health Center, and Surgery Center of Central Virginia.

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology: **Promotions for the program focus on individuals residing in the Central Virginia Community Collegeservice area (Counties of Amherst, Appomattox, Bedford, Campbell, and the City of Lynchburg); however, the course is open to anyone meeting criteria and upon being selected into the competitive program.**

Students will need access to the internet and a technical device (desktop, laptop, and/or tablet).

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

Staff collaborate with multiple CVCC departments, the Virginia Career Works Center, and other community partners to assess and address diverse barriers.

Program Cost

18. **Registration/Pre-screening/Admissions Fees**

19. **Tuition** (check all items included in Tuition)

\$ 2,277.00

Books

\$ included in tuition

Required Supplies (Tools, uniforms, etc.)

\$ included in tuition

Testing/Exam Cost

\$ included in tuition

Licensure/Certification Cost(s)

Other Required Fees

\$ 60 (Scrubs & Shoes)

20. **Total Cost to Complete Curriculum/Course**

\$ 2,337)

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Applicants will go through a selection process in which multiple documents are reviewed by a Selection Committee. Application includes completed application, sworn disclosure statement, barrier crimes, signed catalog and handbook, 3 references, high school/GED transcripts, and one-page summary of criteria (experience, accomplishments, reasons for desiring program, and plans/aspirations).

22. Is a High School Diploma or GED required:

X Yes

No



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**

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.
- 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.



Virginia Career Works Central Region Business Services Team

As the convener of our local workforce system, staff of the Central Virginia Workforce Development Board is tasked with bringing together partner agencies to serve business customers. A "Business Services Team" is one way agency representatives work collaboratively and leverage resources to assist employers.

Most workforce development regions around Virginia have a Business Services Team. In the past our region has served businesses through a "Talent Solutions Team," which was made up of more than 30 individuals representing businesses, training providers, and WIOA agencies. Meetings of this group were mostly informational, with presentations from employers who identified emerging trends and current hiring needs. These meetings often included presentations from multiple businesses from the same sector, who were often competitors. While the intent of these meetings was to encourage the sharing of challenges that could be addressed by the larger group, business representatives usually avoided talking about the unique issues they were facing with competitors present.

We would like to take a different approach that mirrors what is happening in other workforce regions around the Commonwealth. Staff of the Central Virginia Workforce Development Board recommends launching a "Business Services Team" made up of WIOA agency representatives who provide employment services and our partners in economic development. Our team would consist of representatives from the following organizations:

1. Workforce Board Executive Staff (Executive Director, Business Engagement & Outreach Coordinator)
2. Virginia Employment Commission
3. Department for Aging and Rehabilitative Services
4. Adult and Career Education (ACE) of Central Virginia
5. Virginia Department of Labor and Industry (DOLI)
6. Old Dominion JobCorps Center
7. Title I (HumanKind)
8. Central Virginia Community College
9. Local Economic Development*
10. Regional Economic Development (Lynchburg Regional Business Alliance)
11. State Economic Development (Virginia Economic Development Partnership)

Members of this team would meet once each month to serve an individual business in a confidential setting. Each employer served would be reminded of the confidential nature of the service and would be encouraged to share unique challenges and operational issues. At the conclusion of each meeting, after the employer has departed, members of the team would collaborate to recommend short and long-term solutions that would address the needs identified by the employer. The employer who participated in the meeting would receive recommendations in a follow-up report approximately one week after the meeting.

**Only one Local Economic Development representative would be asked to attend each monthly meeting, depending on the locality where the participating employer is operating. I.e. – if the business operates in Campbell County, a representative of the Campbell County Office of Economic Development would be asked to attend.*