

NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA
CONSORTIUM BOARD

MEETING AGENDA

September 21, 2016

- I. Call to Order
- II. Moment of Reflection/Pledge of Allegiance - Chair
- III. Roll Call
- IV. Consent Agenda
 - A. Approval of Meeting Minutes previous meeting
 - B. Approval of WDB Nominations
 - C. Approval of Incumbent Worker Policy
 - D. Approval of By-Law change
 - 1. Re-naming the “Nominating Committee” that makes Workforce Board appointment recommendations to “Appointment Committee”
 - 2. Adding in the “Nominating Committee” that has responsibility for making nominations for Chair and Executive Committee annually or as needed.
- V. Public Comment Period
- VI. Approval of the Final PY’16 Budget
- VII. Consortium Board Contact List and Committee Assignments
- VIII. WDB Vacancies
- IX. Workforce Development Board Update – Lynn White, Chair
- X. Operational Summary – Ronnie Martin
- XI. Executive Summary – Marty Holliday
- XII. Informational Items
 - A. Workforce System Updates
 - 1. One-Stop Operator – Darrell Blankenship
 - 2. Grants Update
 - A. Rapid Response
 - B. DEI
 - C. POWER
 - D. Other
- XIII. Consortium Board Members Time
- XIV. Miscellaneous (Travel Reimbursement & 2016 Consortium Board Meeting Schedule)
- XV. Next Meeting Date– **Joint Meeting w/WDB – December 7, 2016 Wytheville Meeting Center 10AM**
- XVI. Adjournment

New River/Mount Rogers Workforce Investment Area Consortium Board

INFORMATIONAL MEETING MINUTES

July 20, 2016

A meeting of the NR/MR WIA Consortium Board was held on July 20, 2016 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

John Garner – Chair
Rex Hill – Carroll
Brenda Sutherland – Grayson
Terri Morris - Floyd

Guests

Lynn White, WDB Chair
Darrell Blankenship – People Inc.
MaryAnn Gilmer – Goodwill Ind. of the Valleys

Staff

Marty Holliday
Ronnie Martin
Beverly Burke

At 10:07 AM, Chair Garner called the meeting to order. The meeting was opened with a moment of reflection. Chair Garner led all present in the Pledge of Allegiance.

Chair Garner asked Ms. Burke to call the roll. A quorum was not present.

Chair Garner stated that since a quorum was not present the Executive Committee would need to approve the Consent Agenda items that had been previously distributed and listed below.

- A. Meeting Minutes from the March 16, 2016 Meeting
- B. Approval of WDB Reappointments
- C. Approval of New WDB Appointments
- D. Approval to Extend M. Holliday's Excess Leave Time to August 30, 2016

Chair Garner opened the floor to public comment. There was none.

Mr. Martin stated that the only expected change between the Final PY'16 Budget and the Draft PY'16 Budget would be the amount of carryover funds. The Final PY'16 Budget will be prepared and sent to the WDB in August for approval and the CLEO Board will approve in the September 2016 meeting.

Chair Garner highlighted the Consortium Board Contact List and Committee Assignments that were included in the packet.

Mr. White, WDB Chair, stated that the State Workforce Board would be in Abingdon on September 15, 2016 and asked that both Boards attend the meeting since this is a unique opportunity to have this Board in our area.

Mr. Martin gave the Operational Summary Report. He stated the correct DLW placement rate is 73% not 7%. Mr. Martin informed the Board that overall service levels are very good and that although it appeared that the DLW Placement rate looked low it was due to the fact that several Trade clients were exited from the program who were close to retirement and were no longer in need of WIOA services.

Ms. Holliday asked the Board if they had any questions concerning the Executive Summary. There were none.

Continuing with the agenda, Chair Garner proceeded with the Informational Items. Mr. Blankenship, updated the Board on the One Stop Operator report, shared the Success Story, and the Just Hire One Adult Re-entry Project. Ms. Gilmer and updated the Board on Goodwill's Just Hire One Adult Re-entry Project.

Ms. Holliday updated the Board on current Grants.

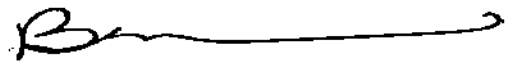
Chair Garner opened the floor for Consortium Board Members comments but there were none.

Mr. Martin discussed the Travel Voucher that each Board member must complete and sign if they want to be reimbursed for their travel.

The next meeting will be on September 21, 2016 at the Wytheville Meeting Center in Wytheville beginning at 10:00 AM.

With no further business to discuss the meeting was adjourned at 11:18 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'B. Burke', with a long horizontal flourish extending to the right.

Beverly Burke
Workforce Operations Coordinator

New River/Mount Rogers Workforce Investment Area Consortium Board

MEETING MINUTES

May 18, 2016

A meeting of the NR/MR WIA Consortium Board was held on May 18, 2016 at the Crossroads Institute in Galax, VA. Those in attendance were as follows:

Board Members

Catherine Brillhart – Chair
Andy McCready – Vice-Chair
Dr. Eric Workman – Bland
Rex Hill – Carroll
Brenda Sutherland – Grayson
Terri Morris - Floyd
Mary Biggs - Montgomery
John Garner – Galax City

Guests

Lynn White, WDB Chair
Darrell Blankenship – People Inc.
Beverly Amburgey – Goodwill Ind. of the Valleys
Kevin Byrd – NRVRC
Josh Lewis – VA's A Corridor
Aaron Sizemore - MRPDC

Staff

Marty Holliday
Ronnie Martin
Beverly Burke

At 10:00 AM, Chair Brillhart called the meeting to order. The meeting was opened with a moment of reflection with a remembrance of the passing of Mike Rouse who served on the WDB. All present recited the Pledge of Allegiance which was led by Chair Brillhart.

Chair Brillhart asked for everyone to introduce themselves since several new Board members were present.

Chair Brillhart asked Ms. Burke to call the roll. A quorum was present.

Chair Brillhart next asked for a motion to approve the Consent Agenda items that had been previously distributed. Dr. Workman made a motion to approve the Consent Agenda items.

- A. Meeting Minutes from the March 16, 2016 Meeting
- B. Approval of WDB Reappointments
- C. Approval of New WDB Appointments
- D. Approval to Extend M. Holliday's Excess Leave Time to August 30, 2016

Ms. Biggs seconded the motion which was unanimously approved.

Chair Brillhart opened the floor to public comment. There was none.

Kevin Byrd of the New River Valley Regional Commission gave an overview of the Go Virginia Program. A brief discussion followed concerning the possibility of a split in the Planning Regions which could affect the Area II Workforce Region.

Ms. Holliday requested that the Board approve a recommendation from the Personnel Committee to increase all full-time staff wages 3% effective July 1, 2016, with the exception of Ms. Burke who is getting a 5% increase due to her Apprenticeship and increased job duties. Mr. McCready made the note, that staff will be absorbing additional insurance cost and he wanted the Board to be aware of this situation. Mr. McCready made a motion to accept the recommendation of the Personnel Committee, Dr. Workman seconded the motion which was unanimously approved.

Mr. Martin requested that the Board approve the Fiscal Agent Agreement Extension with the New River Valley Regional Commission. The NRVRC has handled the Board's finances from the beginning and the arrangement has worked well. This Fiscal Agent Agreement is being extended for a one-year period. Dr. Workman made a motion to extend the Fiscal Agent Agreement for one year. Ms. Sutherland seconded the motion which was unanimously approved.

Chair Brillhart next asked for a motion to approve the PY16 Funding Recommendation from the One-Stop Committee and Youth Committee. Mr. McCready made a motion to approve the funding recommendations as presented by the committees. Ms. Biggs seconded the motion which was unanimously approved, Chair Brillhart abstained.

Dr. Workman, chair of the Nominating Committee, stated that Chair Brillhart did not run for reelection and that her term would be ending June 30, 2016. Given that information, the Nominating Committee is recommending that beginning July 1, 2016 that John Garner be Chair of the NR/MR Workforce Investment Area Consortium Board. He also told the members that an Executive Committee vacancy (from the Mount Rogers Planning District) was also created and that the Nominating Committee is recommending that Brenda Sutherland be appointed to fill this vacancy on the Executive Committee. The floor was opened for additional nominations, hearing none, the floor was closed with a motion from Mr. McCready. Committee Chair Dr. Workman made a motion on behalf of the Nominating Committee to approve the above recommendations. The motion was unanimously approved. Dr. Workman told the members that Chair Brillhart added Ms. Biggs to the Nominating Committee (and had removed John Garner prior to the nomination process).

Mr. White, WDB Chair, thanked everyone for the appointments and the approval of all recommendations. He stated that the Rapid Response plan has been submitted and that Ms. Holliday would update the Board later on the details. He informed the Board that we are still operating without final federal regulations.

Chair Brillhart asked Mr. Martin to give an Operational Summary. Mr. Martin reviewed service levels and stated that the Program Operators are in line with their planned service goals. Mr. Martin informed the Board that although DLW placement levels are down, it is due to the fact that several TAA clients, who retired, were taken off the program as no additional Program Services were needed. Information is through April 30 except for financials which are through March 31, 2016. He will be watching Adult monies closely so that the Program Operators will be able to maintain services until PY16 monies arrive.

Chair Brillhart asked Ms. Holliday to give an Executive Summary. Ms. Holliday updated the Board on Staff activities, business engagement, and outreach since their last meeting. Ms. Holliday informed that Board that Kimber Simmons is now a Certified Work Incentive Practitioner and will

be able to provide services to DARS clients. Ms. Holliday will be representing the Board in Orlando, FL at the NAWDP Conference where she will be conducting a workshop.

Continuing with the agenda, Chair Brillhart proceeded with the Informational Items. Ms. Holliday briefly discussed the following topics:

- A. Reviewed Quarterly Workforce Report, Q1 2016. VA Tech Office of Economic Development has prepared this report which will be provided quarterly. Each quarter a different industry will be highlighted.
- B. Reviewed Draft Demand Occupations List. This list is needed for the Approved Training Provider Policy and Process (used when Adult and DLW participants are sent to training using WIOA funds).
- C. Reviewed Draft Incumbent Worker Policy. This is an initial review. The WDB will also have an opportunity to review and comment on this Policy. Both Boards will need to approve the policy in July and August respectively.
- D. Rapid Response Implementation Plan has been submitted. Staff is working with the State to finalize the details of the plan.

Mr. Blankenship, updated the Board on the One Stop Operator report and the Just Hire One Adult Re-entry Project. Ms. Amburgey shared the Success Story and updated the Board on Goodwill's Just Hire One Adult Re-entry Project.

Ms. Holliday updated the Board on current Grants.

Chair Brillhart opened the floor for Consortium Board Members comments but there were none.

The next meeting will be on June 20, 2016 at the Wytheville Meeting Center in Wytheville beginning at 10:00 AM.

With no further business to discuss the meeting was adjourned at 12:02 am.

Respectfully Submitted,



Beverly Burke
Workforce Operations Coordinator

WDB Nominations

Kerri Williams – Floyd County Business

Pam Allison – DARS

James M. Steele – Job Corps

Josh Lewis – Economic Development



Commonwealth of Virginia
Workforce Innovation and Opportunity Act

NOMINATION FORM A
Local Workforce Development Board

1-Name (First, MI, Last) James M. Steele		2-LWDA # 3	3-Date 08/02/16
4-Street Address 245 West Main Street		13-Nominee Characteristics Gender: Male ☒ Female ☐ Race: White ☒ Black ☐ Hispanic ☐ Amer. Indian ☐ Native Alaskan ☐ Asian ☐ Pacific Islander ☐ Other ☐	
5-City Marion	6-County Smyth	14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☐ 23- Career & Technical Education ☒ 24- Optional/ Other ☐	
7-State Virginia	8-ZIP 24354	16-Labor/ CBO/ Apprenticeship Representative Title _____ Organization _____	
9-Home Phone (include area code) (304) 308-4520	10-Work Phone (include area code) (276) 780-1283	17-Private Sector (Business) Representative Title _____ Business _____ Type of Business _____ Minority-Owned Business Yes ☒ No ☐ Female-Owned Business ☐ ☒ Urban ☐ Suburban ☐ Rural ☒ Number of Employees 86	
11-FAX	12-E-Mail steelmike@jobcorps.org	18- Title II AELA Representative Title _____ Institution _____	
15-LWDA Name Blue Ridge Job Corps		21-Community College Representative Title _____ Institution _____	
16-Labor/ CBO/ Apprenticeship Representative Title _____ Organization _____		22-VDARS Representative Title _____	
17-Private Sector (Business) Representative Title _____ Business _____ Type of Business _____		23-Career & Technical Education Representative Title Business Community Liaison Affiliation Department of Labor Office of Job Corps	
18- Title II AELA Representative Title _____ Institution _____		24-Optional/ Other Representative Title _____ Affiliation _____	
19-Economic Development Representative Title _____ Affiliation _____		25-Nominator I hereby recommend the above-named person for membership on the Local Workforce Development Board. Signature <u>Suzan Widener</u> Date 08/02/16 Printed/Typed Name & Title of Nominator Suzan Widener Center Director Nominator Organization 276-781-5000 276-783-1751 Phone widener.suzan@jobcorps.org FAX E-Mail	
20-VEC Representative Title _____		26-Action by Chief Local Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Local Elected Official _____ Date _____	



Commonwealth of Virginia
Workforce Innovation and Opportunity Act

NOMINATION FORM A
Local Workforce Development Board

1-Name (First, MI, Last) Joshua M. Lewis		2-LWDA #	3-Date 06/08/16
4-Street Address 1305 West Ridge Road		13-Nominee Characteristics Gender: Male ☒ Female ☐ Race: White ☒ Black ☐ Hispanic ☐ Amer. Indian ☐ Native Alaskan ☐ Asian ☐ Pacific Islander ☐ Other ☐	
5-City Wytheville	6-County Wythe		
7-State Virginia	8-ZIP 24382		
9-Home Phone (include area code) (757) 560-9298	10-Work Phone (include area code) (757) 560-9298		
11-FAX	12-E-Mail jlewis@acorridor.com		
15-LWDA Name New River Mt. Rogers WDB		14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☒ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☐ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
16-Labor/ CBO/ Apprenticeship Representative Title _____ Organization _____			
17-Private Sector (Business) Representative Title _____ Business _____ Type of Business _____			
18- Title II AELA Representative Title _____ Institution _____			
19-Economic Development Representative Title _____ Executive Director Affiliation _____ Virginia's aCorridor			
20-VEC Representative Title _____		21-Community College Representative Title _____ Institution _____	
25-Nominator I hereby recommend the above-named person for membership on the Local Workforce Development Board. Signature _____ Date 06/08/16 Eric Workman, County Administrator / Chairman aCorridor Printed/Typed Name & Title of Nominator County of Bland / Virginia's aCorridor Nominator Organization (276) 668-8462 (276) 688-9758 Phone eworkman@bland.org FAX E-Mail		22-VDARS Representative Title _____	
23-Career & Technical Education Representative Title _____ Affiliation _____		24-Optional/ Other Representative Title _____ Affiliation _____	
26-Action by Chief Local Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Local Elected Official _____ Date _____			



**Commonwealth of Virginia
Workforce Innovation and Opportunity Act**

**NOMINATION FORM A
Local Workforce Development Board**

1-Name (First, MI, Last) Pamela A. Allison		2-LWDA # New River Area II WDB	3-Date 8/8/16
4-Street Address DARS 800 E. Main Street Ste. 160		13-Nominee Characteristics Gender: Male ☐ Female ☒ Race: White ☒ Black ☐ Hispanic ☐ Amer. Indian ☐ Native Alaskan ☐ Asian ☐ Pacific Islander ☐ Other ☐	
5-City Wytheville	6-County Wythe Co.	14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
7-State Virginia	8-ZIP 24382	16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
9-Home Phone (include area code) 276-521-0218	10-Work Phone (include area code) 276-228-2108	16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
11-FAX 276-228-2849	12-E-Mail pamel.a.allison@dars.virginia.gov	16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
15-LWDA Name New River Area II WDB		16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
16-Labor/ CBO/ Apprenticeship Representative Title _____ Organization _____		16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
17-Private Sector (Business) Representative Title _____ Business _____ Type of Business _____		16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
18- Title II AELA Representative Title _____ Institution _____		16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
19-Economic Development Representative Title _____ Affiliation _____		16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
20-VEC Representative Title _____		16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☐ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☒ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
25-Nominator I hereby recommend the above-named person for membership on the Local Workforce Development Board. _____ Signature James A. Rothrock, Commissioner Printed/Typed Name & Title of Nominator Department for Aging and Rehabilitative Services Nominator Organization (804) 662-7010 Phone james.rothrock@dars.virginia.gov E-Mail		21-Community College Representative Title _____ Institution _____	
22-VDARS Representative Title _____ Unit Supervisor _____		23-Career & Technical Education Representative Title _____ Affiliation _____	
24-Optional/ Other Representative Title _____ Affiliation _____		26-Action by Chief Local Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Local Elected Official _____ Date _____	



Commonwealth of Virginia
Workforce Innovation and Opportunity Act

NOMINATION FORM A
Local Workforce Development Board

1-Name (First, MI, Last) Kerri T. Williams		2-LWDA #		3-Date 08/26/16	
4-Street Address P. O. Box 137				13-Nominee Characteristics Gender: Male ☐ Female ☒ Race: White ☒ Black ☐ Hispanic ☐ Amer. Indian ☐ Native Alaskan ☐ Asian ☐ Pacific Islander ☐ Other ☐	
5-City Floyd		6-County			
7-State Virginia		8-ZIP 24091			
9-Home Phone (include area code) (540) 789-4040		10-Work Phone (include area code) (540) 745-9502			
11-FAX (540) 745-3808		12-E-Mail kerriwilliams@citizens.coop		14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship ☐ 17- Private Sector (Business) ☒ 18- Title II AELA Provider ☐ 19- Economic Development ☐ 20- VEC ☐ 21- Community College ☐ 22- VDARS ☐ 23- Career & Technical Education ☐ 24- Optional/ Other ☐	
15-LWDA Name					
16-Labor/ CBO/ Apprenticeship Representative					
Title _____ Organization _____					
17-Private Sector (Business) Representative				Minority-Owned Business Yes ☐ No ☐ Female-Owned Business Yes ☐ No ☐ Urban ☐ Suburban ☐ Rural ☐ Number of Employees _____	
Title _____ EVP of Human Resources					
Business _____ Citizens Telephone Cooperative					
Type of Business _____ Telecommunications/Entertainment					
18- Title II AELA Representative			21-Community College Representative		
Title _____ Institution _____			Title _____ Institution _____		
19-Economic Development Representative			22-VDARS Representative		
Title _____ Affiliation _____			Title _____		
20-VEC Representative			23-Career & Technical Education Representative		
Title _____			Title _____ Affiliation _____		
25-Nominator			24-Optional/ Other Representative		
I hereby recommend the above-named person for membership on the Local Workforce Development Board. Signature _____ Date 08/26/16 James G. Sapp, CEO			Title _____ Affiliation _____		
Printed/Typed Name & Title of Nominator Citizens Telephone Cooperative			26-Action by Chief Local Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Local Elected Official _____ Date 8/26/16		
Nominator Organization (540) 745-9549					
Phone _____ FAX _____ greggsapp@citizens.coop					
E-Mail _____					

**New River/Mount Rogers
Workforce Investment Area**

Title:	Incumbent Worker Training Policy	Policy #:	
Effective Date:	March 17, 2016	Revision Date:	

References:

Workforce Innovation and Opportunity Act Law – Section 134(d)(4) Virginia Board of Workforce Development Policy #15-00

Purpose:

The purpose of this policy is to describe the use of the Workforce Innovation and Opportunity Act local funds to create incumbent worker training programs.

Policy

Federal Share of Funding:

As defined in federal legislation, up to twenty percent (20%) of WIOA Title I Adult and Dislocated Worker funds allocated to the local area are available to pay for the Federal share of the cost of providing a training program for incumbent workers.

Non-Federal Share of Funding:

Employers participating in the program are required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers.

The non-Federal share shall not be less than:

- 10 percent (10%) of the cost, for employers with not more than 50 employees
- 25 percent (25%) of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50 percent (50%) of the cost, for employers with more than 100 employees

The non-Federal share provided by an employer participating in an incumbent worker training program may include the amount of the wages paid by the employer to a worker while the worker is participating in the training activity. The employer may provide the share in cash or in-kind (the employer must provide documentation of the fair market value).

Employer Eligibility for Funds

Employers must meet the following eligibility requirements in order to qualify for incumbent worker training funds:

- Can identify with one of the target industries for the New River/Mount Rogers area as listed below, or provide justification for funding if the employer does not identify within one of the industries:
 - o Agribusiness
 - o Biosciences & Medical Devices
 - o Business & Financial Services
 - o Defense & Security
 - o Information Technology
 - o Health Services
 - o Manufacturing/Distribution;
- Plan to offer a wage increase to training participants within one year of completion of the training program¹ ;
- Training must result in an industry-recognized credential, when applicable;
- Have been in operation in Virginia for a minimum of one year prior to application for funding; and have not relocated from another location resulting in layoffs in the preceding 120 days prior to date of application;
- Have at least one full-time employee; and
- Are up-to-date on all state and local tax obligations.

Additional Funding Considerations

Employers submitting applications for Incumbent Worker Training Funds must identify at least one of the following conditions as part of the basis for needing to invest in existing worker training in order to remain competitive:

- Declining sales
- Supply chain issues
- Adverse industry market trends
- Changes in management behavior or ownership
- Phasing out of certain function(s) with the introduction of new function(s) that require worker retraining
- Required skill changes that would otherwise require downsizing, layoffs, etc. if not addressed including, but not limited to
 - o Skill changes required by external economic or market forces
 - o Significant changes in technology or operating processes
 - o Rapidly changing industry or occupational job requirements
 - o Emergence of new products.
- New technology and/or equipment implementation
- Creation of new employment opportunities that require advance skills and knowledge
- Other, as deemed applicable by NR/MR WIA Consortium Board and staff

¹ Subject to budgetary or funding issues.

Employee Eligibility for Funds

All employees participating in Incumbent Worker Training must meet the eligibility guidelines below. An incumbent worker is:

- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Registered with the Selective Service (If they are a male born on or after January 1, 1960);
- An individual who has an established employment history with the employer for at least 6 months and meets the Fair Labor Standards Act requirements for employer-employee relations; and
- An individual who works at a facility located in Virginia or is working for a staffing agency and placed at a Virginia facility.

Reimbursable Training Expenses

The following activities are eligible for Incumbent Worker Training Funds:

- Training for participants for productive, high demand employment;
- Work-site-based learning strategies using cutting edge technology and equipment;
- Training programs incorporating technological changes in the workplace;
- Training programs designed to impart learning to meet employer-specified or industry-specific skills;
- Train-the-trainer instruction to build the capacity of businesses to effectively respond to the challenges of an increasingly diverse workforce
- Consumable training materials and supplies
- Textbooks
- Off-site facility rental expense directly related to and necessary for the training
- Rental of tools and equipment critical to the project
- Travel expense and per diem of instructor
- Instructor/trainer fees

Non-Reimbursable Costs

The following activities are not eligible for Incumbent Worker Training Funds:

- Costs incurred prior to the approval date of the application
- Construction or purchase of facilities or buildings
- Equipment Purchases
- Business relocation expenses
- Employer or training in sectarian activities
- Lobbying activities
- Direct employee wages (though they can be contributed toward in-kind non-Federal share)

Application Process

Employers interested in receiving funding for incumbent worker training must complete the WDB's Incumbent Worker Training Application. This should be returned to Marty Holliday, Executive Director at marty.holliday@nrmrwib.org. Any questions pertaining to the application can be directed to Ms. Holliday at her email address or via telephone at (540) 633-6764.

WDB staff will be responsible for reviewing the applications submitted on a first-come, first-serve basis for access to funding. Once the application has been reviewed, a site-visit may or may not be conducted to request additional information or to review facilities for training eligibility.

Once approved for funding for Incumbent Worker Training, the employer must submit the following documents, which can be found in the Incumbent Worker Training Funding Packet. These documents must be completed before reimbursement will be issued:

- Employee Eligibility Documentation Form (includes Name, Gender, Social Security Number, and Date of Birth, Job Title and Wage for each participating employee);
- Grievance & Complaint Procedures and EEO Notification Form; and
- Employer Certification

At the completion of the incumbent worker training, certificates of completion or copies of the credentials of each trainee **must** be provided to the WDB for performance metrics.

The Incumbent Worker Training program is a reimbursement program. The employer must pay for the training prior to asking for reimbursement from the WDB. Reimbursements will be made to the employer within 60 days of receipt of the following documents:

- A copy of the invoice from the training provider;
- A copy of the payment check to the training provider for the incumbent worker training;
- A completed Reimbursement Request Form; and
- A completed Training Course Evaluation Form

Approval Process

Proposals will be considered on a first-come, first-serve basis from the date of submission of the Incumbent Worker Training Application to WDB staff. WDB staff will make a determination based on the availability of funds for incumbent worker training. If funding is not available, the employer will be placed on a wait list for when funding is available to the local area.

Follow-Up Process

Follow-up with each employer approved for incumbent worker training will occur for one year following the training end date. Quarterly contact will be made with the employer to verify the following information regarding the employees who received incumbent worker training:

- The employment status of all employees who received incumbent worker training
- The employees' wage
- The employees' job title
- Any additional information that was not collected during the training period

New River/Mount Rogers Workforce Development Board

Incumbent Worker Training Funds Application

Section 1: Company Information

Please check the target industry that your organization falls under:	☐ Health Services ☐ Information Technology ☐ Business and Financial Services ☐ Agribusiness ☐ Bioscience and Medical Devices ☐ Defense and Security ☐ Transportation and Logistics ☐ Manufacturing ☐ Other (specify):
--	--

Parent or Corporate Name of Applying Company (As Listed on					
Physical Address:					
City:		State:		Zip:	
P.O. Box Address:					
City:		State:		Zip:	
Company Name, if Different:					
Physical Address:					
City:		State:		Zip:	
P.O. Box Address:					
City:		State:		Zip:	

Company Contact:		Title:	
Phone:		Email:	

Federal ID Number:		Date Business Began in Area:	
Number of Full-Time Workers:		Number of Part-Time Workers:	
Tax Status of Business:	☐ For-Profit ☐ Not-For-Profit (Designation ☐ Other		
Legal Structure of Business:	☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation		
Is your company current on all Federal, State of Virginia, County, City and Local Tax Obligations?	☐ Yes ☐ No		
Is your company receiving and/or applying for other public training funds?	☐ Yes ☐ No		
If yes, explain:			
Does your company have an equal opportunity/nondiscrimination policy in place?	☐ Yes ☐ No		
Is your company subject to a collective bargaining agreements?	☐ Yes ☐ No		
<i>If yes, and if union represented employees will be participating in the training activities of this program, it is required that consent be obtained from the representing union to collect the eligibility data from the employees PRIOR to funding approval.</i>			
Is your company willing to provide project outcome information to the Workforce Development Board?	☐ Yes ☐ No		
This company is: (check all applicable)	☐ Native-American Owned ☐ Asian-American Owned ☐ African-American Owned ☐ Woman Owned ☐ Hispanic-American Owned ☐ Other Minority Owned		
Please provide a brief description of your business, product(s) and/or service(s):			

Section 2: Training Provider Information
(attach additional sheets, if necessary)

Training Provider(s) will be:	☐ Public Training Institution ☐ Company Instructor	☐ Private Training Institution
Training will be Delivered:	☐ On-Site at the Business ☐ At a Remote Location	☐ At the Training Institution

Training Provider:					
Contact Name:		Phone:			
Physical Address:					
City:		State:		Zip:	

Section 4: Needs Identification

Indicate which challenge(s) would be addressed by the proposed training.
(Check all that apply; at least one must be identified for funding consideration)

☐	Declining Sales
☐	Supply Chain Issues
☐	Adverse industry market trends
☐	Changes in management behavior or ownership
☐	Phasing out certain function, introducing new functions/lines that require worker
☐	Required skill changes that would otherwise require downsizing, layoffs, etc. if not
☐	New technology and/or equipment implementation
☐	Creation of new employment opportunities that require advance skills and knowledge
☐	Other: (specify)

Section 5: Training Project Information

Please describe your organization's challenges that would be addressed by the proposed training.

What credential, if applicable, will the individuals receive from the proposed training?

What are the job titles and average salaries for the individuals that would receive the proposed training?

How will this training make the participant and your organization more competitive in this economy?

What is the potential for wage increases at the completion of the training and/or within one year of training end date?

How will this training allow the participating individuals to retain their employment?

Section 6: Training Program Budget

This section must be completed to show use of proposed training funds and employer match

contributions. **Please provide specified training information and itemize completely.**

A. Budget Category	B. Requested Funds	C. Employer Contribution	Sub-Total (B+C)
Non-Company Instructor Fees or Tuition Costs			
			\$
Training Related Rentals (facilities, equipment, tools, etc.)			
			\$
Materials/Supplies/Textbooks			
			\$
Other Costs (Describe)			
			\$
Travel/Food/Lodging For Instructor(s) Only			
			\$
Trainee Wages (Including Benefits)			
	Incumbent Worker Training Funds Cannot be Used (Can be counted as in-kind match for employer contribution)		\$

Section 7: Incumbent Worker Training Funds Requested

Training Funds Requested:	\$
Number of Employees to be Trained:	
Proposed Training Start Date:	
Anticipated Training End Date: <i>(Maximum of 12 months from proposed start date)</i>	

Signature and Certification

By my signature, I verify the information in this application is accurate to the best of my knowledge and I have the authority to submit this application on behalf of the named employer. I also certify that I have read the New River/Mount Rogers Workforce Development Board's Incumbent Worker Training Policy and agree to all of the terms and conditions outlined in that policy.

Signature: _____ **Date:** _____

Name: _____

Phone/email: _____

NR/MR Workforce Investment Area Consortium Board / NR/MR Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 711. Funded by the U.S. Department of Labor.

[illegible]

New River/Mount Rogers



Grievance & Complaint Procedures and EEO Notification

By signing below, I hereby certify that I have the authority to provide signature on behalf of

I also certify that I have received the following documents from the New River/Mount Rogers Workforce Development Board:

- Incumbent Worker Training Policy
- Grievance and Complaint Procedures
- Equal Opportunity Notification

Signed: _____

Printed Name: _____

Job Title: _____

Date: _____

**New River/Mount Rogers Workforce Development Board
Local Workforce Development Area 2 (LWDA 2) Grievance and Complaint Procedures**

The grievance and complaint procedures for the New River/Mount Rogers Workforce Development Board ("NR/MR WDB") apply to alleged violations of the requirements of the Workforce Innovation and Opportunity Act (WIOA). These grievances or complaints may be submitted by participants and other interested parties affected by the NR/MR WDB system, including one-stop partners and service providers.

Filing a Grievance or Complaint

All grievances or complaints must be submitted in writing to the NR/MR WDB Executive Director at the following address:

Marty Holliday, Executive Director
New River/Mount Rogers Workforce Development Board
6580 Valley Center Drive, Suite 119
Radford, VA 24141

OR;

Grievances or complaints may be submitted directly with the U.S. Equal Employment Opportunity Commission at the following address:

Director, Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, N.W. Room N-
4123 Washington, D.C. 20210
(202) 219-8927

Examples of who may file a grievance or complaint include the following:

1. Applicants and/or registrants for aid, benefits, services or training
2. Eligible applicants/registrants
3. Participants
4. Employers
5. Applicants for employment under WIOA
6. Service providers
7. Eligible service providers

Each grievance or complaint must be filed, in writing, within thirty (30) calendar days of the alleged situation and must contain the following information:

1. The name, address, email and telephone number of the person filing the grievance or complaint;
2. The date of the alleged situation and the date the grievance or complaint was filed;
3. The identity of the respondent (i.e. the individual or entity against whom the grievance or complaint is alleged);
4. A description of the allegation(s). This description must include enough detail to allow the reviewer to decide whether the allegation(s), if true, would violate any of the provisions of WIOA; and
5. The signature of the person filing the grievance or complaint.

Methods of Resolution/Disposition of Complaints

The reviewer will provide, within ten (10) business days of receipt, written notice to the grievant or complainant that the grievance or complaint has been received. Such notice will include:

1. A summary of the allegation(s) submitted;

2. A notice that the Executive Director may arrange for an informal resolution to the complaint prior to the an official meeting or hearing;
3. A proposed date, time and place of the meeting or hearing with the reviewer.
4. A notice that the grievant or complainant may be represented by an attorney; and
5. A notice that the grievant or complainant may present witnesses and documentary evidence.

The Commonwealth of Virginia's discrimination complaint process includes sixty (60) days for the WDB Executive Director to investigate and thirty (30) days for a review at the State level, if warranted. If the complainant files with both the WDB Executive Director and the DOL Civil Rights Center (CRC), the complainant shall be informed that the WDB Executive Director has 90 days to process the complaint and that CRC shall not investigate until the 90 day period has expired.

Notice of Final Action

Once the investigation is complete and a decision has been reached, a Notice of Final Action must be sent to the grievant or complainant. If an informal resolution was provided, the Notice of Final Action must summarize the resolution agreed upon. If no informal resolution was provided, the Notice of Final Action must contain the following information:

1. The reviewer's decision and the reasons supporting the decision;
2. A brief description of the investigation process implored to reach the decision;
3. A notice that, if no decision is reached within sixty (60) days or if dissatisfied with the decision, the grievant or complainant may appeal to the Commonwealth of Virginia within ten (10) business days of receipt of the Notice of Final Action; and
4. A notice that the grievant or complainant may seek a remedy authorized under another Federal, State or local law.

A complaint may be filed with the CRC within thirty (30) days of receiving the Notice of Final Action.

Record Keeping Requirements

Records regarding grievances and complaints must be maintained for at least three (3) years from the date of resolution of the grievance or complaint. All records must include the following:

1. The name and address of the grievant or complainant;
2. A description of the grievance or complaint;
3. The date the grievance or complaint was filed;
4. The disposition (final action);
5. The date of disposition of the grievance or complaint; and
6. Any other pertinent information.

To the maximum extent possible, the identity of any person who has furnished information relating to, or assisting in, an investigation of a possible violation of the WIOA shall be kept confidential. The information may only be used for purposes of:

1. Record keeping and reporting;
2. Determining the extent to which an entity is operating its WIOA funded programs or activities in a nondiscriminatory manner; or
3. Other use authorized by the nondiscrimination and equal opportunity provisions of WIOA.

EQUAL OPPORTUNITY (EO)/ CIVIL RIGHTS NOTIFICATION

Equal Opportunity is the Law.

It is against the law for this Workforce Innovation and Opportunity Act (WIOA) Service Provider to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I, financially assisted program or activity.

The WIOA Service Provider must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I, financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity. What to Do if you Believe You Have Experienced Discrimination by the WIOA Service Provider:
- If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:
 - o The Local Workforce Development Board's (LWDB) Equal Opportunity (EO) Officer: Marty Holliday, Executive Director for the New River/Mount Rogers Workforce Development Board, 6580 Valley Center Dr., Suite 119, Radford VA 24141; 540-633-6764, Virginia Relay Users call 711; or
 - o The State WIOA Equal Opportunity Officer: Vicki Tanner, State WIOA Equal Opportunity Officer for the Virginia Community College System, Arboretum III, 300 Arboretum Place, Suite 350, Richmond, VA 23236, 804-819-1682
 - o The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the LWDB EO Officer, you must wait until either the LWDB EO Officer issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the LWDB EO Officer does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the LWDB EO Officer to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the LWDB EO Officer does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

FOR MORE INFORMATION OR TO FILE A COMPLAINT, CONTACT

Vicki Tanner, State WIOA Equal Opportunity Officer

Workforce Development Services

Virginia Community College System

Arboretum III

300 Arboretum Place, Suite 350

Richmond, VA 23236

(804) 819-1682

New River/Mount Rogers Incumbent Worker Training Program

Reimbursement Request Instructions

1. The reimbursement request should be emailed to the New River/Mount Rogers Workforce Development Board by a company representative.
2. The reimbursement request should include the following documentation:
 - A copy of the invoice from the training provider
 - A copy of the check showing that the invoice balance was paid in full
 - A copy of the Reimbursement Request Form
3. The reimbursement request must be submitted no later than 30 days after the last training date listed on the Reimbursement Request Form.
4. Before a reimbursement is distributed, a completed Incumbent Worker Trainee Form must be filled out and returned to the Workforce Development Board for each employee who completed retraining.
5. The reimbursement request must also be accompanied by a completed Training Evaluation Form filled out by the company upon the conclusion of the retraining efforts.

Reimbursement requests shall be submitted to:

Marty Holliday
New River/Mount Rogers Workforce Development Board
6580 Valley Center Drive, Suite 119
Radford, VA 24141
Email: marty.holliday@nrmrwib.org
Fax: (540) 633-2502
Questions? (540) 633-6764

****Please note that reimbursements may require 45-60 days for processing and distribution****

**New River/Mount Rogers Workforce Development Board
Incumbent Worker Training Program - Reimbursement Request Form**

Date of Request: _____

Company Name: _____

Company Address: _____

Federal ID#: _____

Number of Employees: _____

Training Provider: _____

Dates of Training: _____

Program of Study: _____

Completion Date: _____

#	Name	Wage	Job Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

I certify that the above employees have completed the company's retraining effort and are currently employed by the company.

Signature: _____

Date: _____

Title: _____

New River/Mount Rogers Workforce Development Board
Course Evaluation Form

Company Name:	Date:
Supervisor Name:	Department:
Program of Study:	Start/End Date:

Please rate the following criteria regarding your Incumbent Worker Training experience.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
My staff is better able to perform their jobs because of the skills acquired in the training course.					
I have noticed an improvement in staff performance.					
My staff has been using the knowledge, skills, and abilities learned in the training in performing their job.					
As a result of the training, I feel that my staff is prepared to take on more responsibility.					
Attending the training has improved my staff's motivation at work.					
It would be useful to my organization to continue this type of training.					
The course location was convenient for my staff.					
The course schedule was convenient for my staff.					

Please list any material not covered in this specific course that you would like to see added or additional training you would like to see offered to your staff in the future.

Please share any "Success Stories" you may have as a result of this training.

Signature: _____

Title: _____

BY-LAWS OF THE NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT CONSORTIUM BOARD

Preamble

WHEREAS, pursuant to the New River/Mount Rogers Workforce Investment Consortium Agreement (the “Joint Powers Agreement”) entered into by the following political subdivisions of the Commonwealth of Virginia:

Bland County	Smyth County
Carroll County	Washington County
Floyd County	Wythe County
Giles County	Bristol City
Grayson County	Galax City
Montgomery County	Radford City
Pulaski County	

have been duly constituted as the New River/Mount Rogers Workforce Investment Area Consortium (the “**Consortium**”); and

WHEREAS, the Consortium has been duly authorized by the Agreement to adopt by-laws for the Consortium.

NOW, THEREFORE, the Consortium does hereby adopt the following by-laws:

Article I ***Consortium Established***

The jurisdictions aforementioned have been hereby constituted a multi-jurisdictional public body for the purpose of engaging in activities under Section 117(c)(1)(B) of Public Law 105-220, the Workforce Investment Act (the “**Act**”), and Va. Code 15.2-1300. The scope of authority granted to the Consortium by the Member Jurisdictions is found in the New River/Mount Rogers Workforce Investment Area Consortium Agreement (the “**Agreement**”).

Article II ***Governance***

A. CONSORTIUM:

1. The Consortium shall be governed by the 13 “Chief Local Elected Officials” appointed respectively from the 13 Member Jurisdictions (the “**Representative**”).
2. A Representative must be a member of the governing body or its chief administrative officer. The Member Jurisdiction may appoint an alternative Representative to serve when the designated Representative is unavailable.

3. The length of the term for each Representative is determined by the appointing Member Jurisdiction. The Member Jurisdiction is responsible for filling any vacancy that may occur.

4. Each Member Jurisdiction shall provide the Consortium Board with written notice of the appointment of its Representative and alternative Representative and the length of their terms. The appointment notices shall be permanent records of the Consortium. Until such written notice is provided to the Consortium the Representative may not vote or take action on any matter before the Consortium Board.

B. OFFICERS:

1. The Consortium shall elect a Chair and a Vice-Chair at the January meeting. The Chair and the Vice Chair shall at all times come from different planning districts. The election of the Chair shall precede the election of the Vice-Chair. The term for each officer shall be one year. Vacancies shall be filled by election for the remainder of the unexpired term.

2. The Chair shall preside over meetings of the Consortium, act as chair of the Executive Committee, appoint all committees created by the Consortium, be responsible for the management of the affairs of the Consortium and other duties as set forth in the Consortium Agreement.

3. When the Chair is absent or unable to serve, the Vice-Chair shall perform the duties of the Chair.

4. The Chair, and when the Chair is incapacitated or unavailable, the Vice-Chair shall have signatory authority for all contracts, grant documents, appointments, and other transactions authorizing the Board. The Consortium Board may appoint other Representatives, The Grant Recipient, and/or the fiscal agent to exercise limited signatory authority provided that the authorization and the scope of the signatory authority is specified in a resolution adopted by the Board.

5. The Executive Director shall be responsible for the taking, recording, duplicating, distribution, retaining, and disposing of all minutes of the Consortium under the guidelines of the Library of Virginia and state law. The Executive Director may delegate this function to staff.

C. COMMITTEES:

1. There is created a standing Executive Committee consisting of the Consortium Chair and Vice Chair and as appointed by the Chair two Representatives from the Mount Rogers planning district area and one from the New River planning district area. The Chair and Vice-Chair of the Consortium shall serve respectively as the Chair and Vice-Chair of the Executive Committee. The Executive Committee shall be responsible for management of the day-to-day affairs of the Consortium between meetings thereof as authorized from time to time by the Consortium.

2. There is created a standing Finance Committee consisting of two Representatives from the Mount Rogers planning district area and two Representatives from the New River planning district area so appointed by the Chair. The fiscal agent and grant recipient shall serve as advisory members of the Finance Committee. The Finance Committee shall meet no fewer than

three times a year. The purpose of the Finance Committee is to oversee and monitor expenditures to ensure compliance with the adopted budget and contractual requirements; to assist in the development in conjunction with the WIB of an annual budget for the Consortium; and to oversee the auditing process. The Finance Committee shall report to the Consortium Board at its first meeting following the meeting of the Finance Committee.

3. There is created a standing Nominating Committee for the purpose of identifying qualified individuals within the Workforce Investment Area to serve on the Workforce Investment Board (“the WIB”). The committee shall be composed of two Representatives from the Mount Rogers planning district area, one Representative from the New River planning district area, up to two Representations so appointed by the Chair, and two members of the WIB Board who are appointed by its Chair shall serve on this committee. The Nominating Committee shall work with the Executive Director and member jurisdictions to recruit qualified individuals to serve on the WIB Board.

4. The Consortium Board may create other standing committees, designate their duties and membership, and authorize the Chair to appoint Representatives.

5. The Consortium Board may create such joint committees with the WIB as are needed to effectively administer the provisions of the Act.

6. All committees authorized hereunder shall report and be accountable to the Consortium Board and shall operate consistent with the Freedom of Information Act and the Conflicts of Interests Act.

D. POWERS OF THE CONSORTIUM:

The Board shall exercise those powers granted to the Chief Elected Official the Act, including:

1. Appointment of the Workforce Investment Board under Section 117 (c) of the Act, and any applicable agreements.

2. Designate an entities to serve as a grant subrecipient or as a fiscal agent.

3. Entering into planning, operational, and oversight agreements with the WIB .

4. Select One-Stop Operators, jointly with the WIB.

5. Approve a the 5-year Strategic Plan, jointly with the WIB.

6. Approve budget, developed by the WIB, for carrying out the duties of the Consortium.

7. Approve the budget, authorize the expenditure of all funds, monitor use of funds and program operations to ensure compliance with the law, hire staff, appoint an Executive Director, and establish policies for the Consortium including the WIB and all committees thereof.

8. Exercise such other powers and establish such policies under the Act and under the Joint Powers Agreement as may be necessary and proper in order to carry out the foregoing powers.

Article III *Meetings, Voting*

A. MEETINGS:

1. The Consortium Board shall meet bi-monthly beginning in January of each year. Regular meeting dates shall be established by the Consortium Board at its January meeting and notice of the meeting schedule, times, and locations shall be posted by the Executive Director and mailed to the Clerk of each Member jurisdiction for posting where public notices are posted in their jurisdiction. Meetings notices shall also be posed on the Consortium webpage and at the Consortium offices.
2. Special meetings may be called by the Chair when deemed necessary or upon written application of at least one-third members entitled to vote at the meeting.
3. With the consent of the Executive Committee, the Chair may cancel any meeting so called if it is determined that the business is not sufficient to warrant a meeting or if it is known that there will not be a quorum attending.
4. Notice of all regular and committee meetings shall be given to each member in writing postmarked to him or her either personally, electronic mail or by mail a minimum of seven (7) days prior to the date called for the meeting. Such notice shall include the tentative agenda and description of any matter(s) that the members may be called to vote upon at the regular meeting. Agenda topics should be coordinated with a Chair prior to this deadline.
5. Notice of special meetings shall be provided to each member in writing a minimum of forty-eight (48) hours in advance of the special meeting. Such notice shall include a description of the matter(s) for which the special meeting is called. At any special meeting only business specified in the special meeting notice may be transacted unless all Representatives are present.
6. All meetings of the Consortium Board and its committees shall be open to the public. The Consortium Board shall make available to the public, on a regular basis through its open meetings, information regarding the activities of the Consortium Board, including information regarding the Strategic Plan prior to submission of the Plan, information regarding membership on the WIB, and, upon request, minutes of the meetings of the Consortium Board.
7. A meeting or a portion of a meetings may be closed to the general public only in compliance with the exemptions granted in FOIA.
8. All meetings of the Consortium Board shall be publicly announced in compliance with the open meetings provisions of FOIA.

9. Minutes of the Consortium Board meetings shall be taken and shall be distributed to all Consortium Board members at or before the next regular meeting of the Consortium Board.

Article IV

Voting

A. QUORUM:

A quorum at any Consortium Board meeting shall consist of a majority of the Representatives duly representing Member Jurisdictions. A quorum at a committee meeting shall consist of a majority of the Representatives appointed to such committee.

B. VOTING:

1. All Representatives shall vote on all actions taken by the Consortium, unless a Representative abstains because of a conflict of interest, or for other good cause.
2. All actions except those listed herein require affirmative vote by a majority of those present and voting.
3. The following actions as provided in Article IV, Section 5 of the Joint Powers Agreement shall require at least four (4) Representatives from the Mount Rogers planning area and three (3) Representatives from the New River planning area voting in the affirmative:
 - a. Issuance of long term debt
 - b. Real Property transaction
 - c. Grants and contractual obligation
 - d. Hiring and discharging Executive Director
 - e. Designation of Fiscal Agent

4. Committees

Voting within each committee shall be by majority vote of the quorum present.

C. AGREEMENTS, PLANS, BUDGETS:

All agreements, local plans, and operating budgets for the programs under the Act, and any amendments thereto, shall be approved by majority vote of the Representatives present at a meeting of the Consortium Board prior to execution by the Chair.

Article VI
Conflict of Interest, Confidentiality

A. CONFLICT OF INTERESTS

1. 29 U.S.C. § 2821(f) of the Workforce Investment Act prohibits a member of the Consortium Board from voting on a matter under considerations by the Consortium Board when:

- a. the matter concerns the provision of the services by the member or by an entity that the member represents; or
- b. the matter would provide direct financial benefit to the member or the immediate family of the member; or
- c. the matter concerns any other activity determined by the Consortium Board to constitute a conflict of interest as specified in the Regional Plan.

2. The Virginia Conflict of Interests Act, Va. Code § 2.2-3100 et. seq. prohibits Representatives from engaging in certain unethical behavior and conflicts of interest. A violation of the Conflict of Interests Act can result in criminal prosecution. All Representatives are required to read this Act and to be familiar with its restrictions. Within two weeks of being appointed, or reappointed as a Representative, the Executive Director shall provide the Representative with a copy of the Act. Each Representative must complete and file with the Executive Director no later than January 15 of each year a *Statement of Economic Interest* form (a copy is available from the Secretary of the Commonwealth).

3. Representatives are expected to avoid unethical behavior in the course of performing their official duties. The Consortium Board not only expects its Representatives to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Representatives must avoid:

- 1. using their position for private gain;
- 2. giving preferential treatment to any person or entity;
- 3. losing their independence or impartiality in making decisions; or
- 4. acting in any way that might erode public confidence in the integrity of the Consortium Board

4. Representatives must abstain from voting on issues and matters that will result in a director or indirect conflict of interest. Abstentions, and the general reasons therefore, should be duly recorded in the minutes of the meeting.

B. CONFIDENTIALITY:

1. All information, whether transmitted orally or in writing, that is of such a nature that is not, at the time, a matter of public record or public knowledge is deemed confidential by the

Consortium Board. Representatives shall not disclose confidential information obtained in the course of or by reason of membership on the Consortium Board to any person or entity not directly involved with the business of the Consortium Board.

2. No Representative shall use confidential information obtained in the course of or by reason of his or her membership on the Consortium Board in any matter with intent to obtain financial gain for the member, the member's immediate family or any business with which the member is associated.

3. No Representative shall disclose confidential information obtained in the course of or by reason of his or her membership on the Consortium Board in any manner with the intent to obtain financial gain for any other person.

Article VII

Workforce Investment Board

A. APPOINTMENTS:

1. The Workforce Investment Board (the "WIB") shall consist of no greater than thirty-nine (39) members, a minimum of fifty-one (51) percent of which must be representatives from business as defined and restricted in the Act. The goal is to have at least twenty-six members representing businesses within the area with equal representation from the thirteen Member Jurisdictions. The remainder of the membership may be filled by persons representing the various workforce, educational, and provider entities in the area as provided in the Joint Powers Agreement.

2. All appointments to WIB shall be made by the Consortium Board after solicitation for nominations in accord with the Act and in consultation with the Member Jurisdictions. A majority vote of the Consortium Board is required for each appointment.

3. Each person appointed to the WIB shall serve a three year term. Original appointments shall be proportionately assigned one, two, and three year terms so as to achieve staggered terms. Appointees may serve no more than three consecutive terms.

4. All appointments to fill vacancies on the WIB shall be made by the Consortium for the remainder of the unexpired term.

5. Resumes solicited from persons interested in serving on the WIB shall be kept for one year and destroyed thereafter. If a WIB vacancy occurs within one year of solicitation for candidate resumes, the Consortium Board may select from the candidates without further solicitation, providing the candidates meet the requirements of the Act.

6. Members may be removed from office for failure to attend meetings regularly, conflicts of interest, incapacity, or other good cause shown.

Article VIII

Procedural Rules

A. RULES OF ORDER: Roberts Rules of Order, Newly Revised, as may be adapted to a small group shall govern the proceedings of the Consortium insofar as they do not conflict with applicable law, administrative rules, or these Bylaws. By majority vote and recorded in the minutes, the Consortium Board may adopt modified rules of order. If such rules are adopted, the modified rules shall be provided to each Representative.

B. CONSORTIUM RECORDS:

1. All records of the Consortium, including those of the Consortium Board and the WIB shall be kept at the Consortium office and be available for public inspection.

2. The Executive Director shall be the official custodian of the records for purposes of the Freedom of Information Act, the Government Data Collection and Retention Act, the document retention and destruction and regulations of The Library of Virginia, and other laws that require the signature of the record custodian.

3. The Consortium Board shall promulgate guidelines for public record accessibility and the rates to be charged for duplication.

4. The Executive Director shall be responsible for keeping on file all official public records and correspondence of the Consortium, WIB and/or their committees and members. The Executive Director shall respond to all requests for records consistent with the Virginia Freedom of Information Act.

5. The functions required of the Executive Director under this section may be delegated to appropriate staff.

Article IX

Non-Discrimination

The Consortium Board shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, region, sex, national origin, disability, marital, citizenship, or veteran status. It shall be the policy and practice of the Consortium Board to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

Article X
Severability

If any of the provisions of these By-Laws shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the By-Laws shall remain in full force and effect.

Article XI
Amendments to By-laws

A. Amendments may be proposed to these By-laws in writing by any member, and upon introduction, shall be referred to the Executive Committee, which shall report its recommendations to the Consortium at a subsequent meeting. Adoption shall require approval by the recorded vote of two-thirds (2/3) of the Representatives.

B. Copies of all proposed amendments shall be furnished to each member at least ten (10) days prior to consideration.

Article XII
Ratification

These By-laws shall be effective January 27, 2010, upon adoption by a recorded affirmative vote of those present at a meeting of the Consortium Board called for such purpose.

PY'16 Budget Changes Overview

Carry-over Funds

<u>Item</u>	<u>Draft</u>	<u>Final</u>	<u>Change</u>
Administration	\$70,000	\$77,251	+\$7,251
Adult Program	\$25,000	\$53,674	+\$28,674
DLW Program	\$170,000	\$154,283	-\$15,717
Youth Program	\$50,000	\$118,775	+\$68,775
Total	\$315,000	\$403,983	+\$88,983

Available Funding Summary

<u>Item</u>	<u>Draft</u>	<u>Final</u>	<u>Change</u>
WIOA Carry-over	\$315,000	\$403,983	+\$88,983
Rapid Response	\$750,000	\$1,229,730	\$479,730
Total	\$3,791,187	\$4,359,900	+\$568,713

Non Designated/Distributed Funds

<u>Item</u>	<u>Draft</u>	<u>Final</u>	<u>Change</u>
Administration	\$1,828	\$9,079	+\$7,251
Adult Program	\$49,429	\$78,103	+\$28,674
DLW Program	\$69,985	\$54,268	-\$15,717
Youth Program	\$135,833	\$204,608	+\$68,775
Rapid Response	\$150,000	\$629,730	+\$479,730
POWER Grant	\$8,000	\$8,000	\$0
Total	\$415,075	\$983,788	+\$568,713

Executive Summary

"FINAL" - PY'16 BUDGET

PY'15 Carryover Funds

Formula

Administration	\$77,251
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Program

DLW	\$154,283
Adult	\$53,674
Youth	\$118,775

Totals	<u>\$326,732</u>
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Total Carryover Funds	<u>\$403,983</u>
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PY '16 WIOA Allocations

	Admin	Program	Total	PY'15 Allocation
DLW	\$58,589	\$527,303	\$585,892	\$703,946
Adult	\$79,536	\$715,825	\$795,361	\$716,830
Youth	\$100,492	\$904,431	\$1,004,923	\$898,240
Totals	<u>\$238,617</u>	<u>\$2,147,559</u>	<u>\$2,386,176</u>	<u>\$2,319,016</u>

Total Available Funding Summary

	Admin	Program	Total
WIOA Allocations	\$238,617	\$2,147,559	\$2,386,176
WIA Carryover	\$77,251	\$326,732	\$403,983
DEI Grant		\$187,436	\$187,436
R.R. Funding		\$1,229,730	\$1,229,730
Power Grant		\$152,575	\$152,575
Total	<u>\$315,868</u>	<u>\$4,044,032</u>	<u>\$4,359,900</u>

"FINAL" PY'16 BUDGET

WIOA Expenses

Staff Salaries	\$257,429
Fringe Benefits	81,603
Travel	33,000
Office Space	27,500
Telephone	7,500
Office Supplies	6,000
Postage	100
Printing	500
Copies & Copier Maint.	1,500
Media Adv.	3,000
Equipment Rental	1,600
Dues/Pubs	5,500
Training	3,500
Meeting Expense	6,500
Capital Outlay	6,000
Contractual Ser.	7,500
Audit Fee	2,800
Miscellaneous	73,580
WIOA Expenses	\$525,112
Fiscal Agent Services	60,000
Board Reserved Funds	50,000
Total Budget	\$635,112

Miscellaneous

Attorney Fees	5,000
Unemployment Insurance	0
Assistive Technology	500
DARS "Train the Trainer"	1,000
Asset Development Summits	500
Mystery Shoppers Training	2,500
Mystery Shoppers	380
ADA Consultant Workforce Center	100
Adult Ed Instructors	9,000
WIB Cost to Participate	7,400
Asset Building	800
Registration for Trade Shows	4,000
Co Sponsor WIB Sponsored Events	500
Sponsored Employment Network	500
Flexible Funding Account	40,000
AZTEC Software Licenses	0
Document Shredding	400
Signage	100
Storage	900
Total	\$73,580

Budget Breakdown by Program

WIOA Expenses

Formula Administration	\$146,789
Formula Adult Program	41,396
Formula DLW Program	57,318
Formula Youth Program	68,598
Formula Total	<u>\$314,101</u>

DEI	\$187,436
Power Grant	<u>\$23,575</u>
Non-Formula Total	\$211,011

Grand Total	<u><u>\$525,112</u></u>
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Fiscal Agent Services - \$60,000

Formula Administration Funds - **\$60,000**

Board Reserved Funds - \$50,000

Formula Administration Funds - **\$50,000**

"FINAL"
New River/Mount Rogers Workforce Development Area
Summary of Funding Allocations/Carryover/Distributions
Program Year 2016

Funding Source	Projected Funding	% of Funds
Formula Administration	\$315,868	
Formula Adult Program	\$769,499	
Formula DLW Program	\$681,586	
Formula Youth Program	\$1,023,206	
DEI	\$187,436	
Rapid Response	\$1,229,730	
POWER Grant	\$152,575	
Projected Totals	\$4,359,900	
 <u>Distribution of WIOA Expenses</u>		
Formula Administration	\$146,789	
Formula Programs	\$167,312	
DEI	\$187,436	
POWER Grant	\$23,575	
Total	\$525,112	12%
 <u>Fiscal Agent Services</u>	 \$60,000	 1.0%
 <u>Board Reserved</u>	 \$50,000	 1.0%

"FINAL"
New River/Mount Rogers Workforce Development Area
Summary of Funding Allocations/Carryover/Distributions
Program Year 2016

Distribution to Program Operators

% of Funds

Administration:			
One-Stop Administration		\$50,000	
Program Costs:			
Formula Adult	\$650,000		
Formula DLW	\$570,000		
Formula Youth	\$750,000		
Rapid Response	\$600,000		
POWER Grant	\$121,000	\$2,691,000	
Total to Program Operators		\$2,741,000	63%

Non Designated/Distributed Funds

Formula Administration	\$9,079		
Formula Adult Program	\$78,103		
Formula DLW Program	\$54,268		
Formula Youth Program	\$204,608		
Rapid Response	\$629,730		
POWER Grant	\$8,000		
Total Non Designated/Distributed	\$983,788		23%

Grand Totals

WIOA Expenses	\$525,112	
Fiscal Agent	\$60,000	
Board Reserved	\$50,000	
Program Operators	\$2,741,000	
Non Designated	\$983,788	
Total	\$4,359,900	

2016 Consortium Board Committees

Executive Committee

John Garner, Chair
Andy McCready, Vice-Chair
Jay Williams
Brenda Sutherland
Dr. Eric Workman

Nomination Committee

Dr. Eric Workman - Chair
Terri Morris
Mary Biggs

Finance Committee

Andy McCready, Chair
Terri Morris
Mary Biggs
Joe Hale

WDB Appointment/Nomination Committee

Mary Biggs, Chair
Phil McCraw
Vernon Smith
Rob Gropman

Strategic Planning (Joint with WDB)

Brenda Sutherland
John Garner
Jay Williams
Dr. Eric Workman

One Stop (Joint with WDB)

Terri Morris
Andy McCready
Charles Atkins
Kevin Mumpower

Consortium Board Contact List

Jurisdiction	Representative	Mailing Address	Phone Number	E-mail Address
Bland County	Dr. Eric Workman	P.O. Box 510 Bland, VA 24315	(276) 688-4622	eworkman@bland.org
Carroll County	Phil McCraw	605 1 Pine Street Hillsville, VA 24343	(276) 733-7445	pmccraw@carrollcountyva.org
Floyd County	Terri Morris	P.O. Box 218 Floyd, VA 24091	(540) 745-9300	tmorris@floydcova.org
Giles County	Jay Williams	401 Snidow Street Pembroke, VA 24136	(540) 626-7232 (540) 922-0006 (C)	jmccoy@gilescounty.org
Grayson County	Brenda R. Sutherland	166 Caty Sage Road Elk Creek, VA 24326	(276) 768-7072	bsutherland@graysoncountyva.com
Montgomery County	Mary W. Biggs	701 Hutcheson Drive Blacksburg, VA 24060	(540) 951-2906 (540) 230-7308 (C)	biggsmw@montgomerycountyva.gov
Pulaski County	Andy McCready	4801 Wurno Rd. Pulaski, VA 24301	(540) 980-8700	amc@pulaskicounty.org
Smyth County	Charles Atkins	6235 Lee Highway Atkins, VA 24311	(276) 783-6100	kwoods@smythcounty.org
Washington County	Vernon Smith	15513 Windbreak Lane Abingdon, VA 24210	(276) 623-1085 (H) (276) 494-8179 (C)	vsmith@washcova.com
Wythe County	Joe Hale	PO Box 507 Max Meadows, VA 24360	(276) 637-0076	supvr_fortchiswell@wytheco.org
Bristol City	Kevin Mumpower	300 Lee Street Bristol, VA 24201	(276) 669-3834 (H) (276) 791-6723 (C)	kevin.mumpower@bristolva.org
Galax City	John Garner	P.O. Box 276 Galax, VA 24333	(276) 236-4301 (W)	jgarner@galaxva.com
Radford City	Rob Gropman	612 7th Street Radford, Virginia 24141	(276) 722-2569	robert.gropman@radfordva.gov

WDB Vacancies as of 9/21/16

Bland County Business Rep

Giles County Business Rep

Radford City Business Rep

Smyth County Business Rep

Wythe County Business Rep

Operational Summary – September 21, 2016

Service Levels:

Thru August 31, 2016, our Program Operators have served the following:

DLW –	In Training –
Adults –	In Training –
Youth –	

These service levels are the following percentage of planned PY'16 enrollments for the 1st quarter of the program year:

	<u>Plan</u>	<u>Actual</u>
DLW – % of plan		
Adult – Goodwill – 138%	53	73
People – %		
Youth – Goodwill – 123%	53	65
People – %		

Performance:

Thru August 31, 2016, Program Operators have achieved the following performance levels:

	<u>Total</u>	<u>Attained Standard</u>	<u>Exclusion*</u>
DLW – Placement Rate – %			
Average Wage at Placement - \$			

	<u>Total</u>	<u>Attained Standard</u>	<u>Exclusion*</u>
Adults:			
<u>Goodwill Industries of the Valleys</u>			
Placement Rate – 100%	6	4	2
Average Wage at Placement - \$11.75			

People, Inc. of Virginia

Placement Rate – %
Average Wage at Placement - \$

Youth:

Goodwill Industries of the Valleys

Placement Rate – 100%	5	5	0
Literacy/Numeracy Gains – 100%	1	1	0
Attained a Degree or Certificate – 40%	5	2	0

People Inc. of Virginia

Placement Rate – %
Literacy/Numeracy Gains – %
Attained a Degree or Certificate – %

Exclusions:

1. Institutionalized
2. Health/Medical or Family Care
3. Deceased
4. Reserve Forces Called to Active Duty
5. Relocated to a Mandated Program
6. Invalid or Missing Social Security Number

Operator performance is in line with contract planned performance goals as well as negotiated Common Measures.

Financial

Thru June 30, 2016, our Program Operators have expended 88% of available contract funding for all programs. Under WIOA 49% of Adult/DLW funds expended have been for required training activities. 81% of WIOA Youth program funds have been expended on Out of School Youth with 24% expended on Work Experience activities as defined under WIOA. All expenditures are exceeding current WIOA and State program spending requirements. Available fund balances are as follows:

Administration	\$ 77,251
DLW Program	\$154,283
Adult Program	\$ 53,674
Youth Program	\$118,775

PY'16 WIOA Funding

Effective July 1, 2016, the following PY'16 WIOA allocations have been received:

<u>Program</u>	<u>Received</u>	<u>% Received</u>
DLW	\$92,584	15.80%
Adult	\$101,280	12.73%
Youth	<u>\$1,004,923</u>	100%
Total	\$1,198,787	

Performance

For PY'15, Area 2 has met or exceeded all required performance standards as well as exceeded performance standards met or exceeded by the State. Both Area 2 and State Performance are attached.

Executive Summary – September 21, 2016

Staff Activities

- System Building/Backbone Organization Support
 - Continued support of all four, and leadership of two, Business Solution Units
 - Power-DWG Grant Initiative Partner with VCCS, Area I and VT
 - Community in Schools NRV Board of Director's Member (Secretary)
 - Center of Excellence Board Director's Member (Chair of the Partner Committee)
 - Participating in the Strengthen Economies Together Project for the MR PDC
 - Team member of the Coal Reliant Communities Challenge for Giles County
 - Participating in the NRV Regional Commission CEDS process
 - Career & Technical Education Advisory Board member: Bland, Carroll & Montgomery, Smyth and Washington Counties
 - Program development/oversight of Regional Rapid Response Implementation Plan for Areas 1, 2 & 3
 - Planned and submitted a proposal for the America's Promise Grant with three other workforce areas (1, 3, & 17) and Goodwill Industries of the Valleys
 - Supporting (with staff and funds) the Southwest Virginia Leadership Summit on Oct. 18
- Business Engagement/Outreach
 - Partner and exhibitor at the SWVA Manufacturing Expo – August 8
 - Ran two ½ page ads in the VT Football Magazine (one for business outreach and one for job seeker outreach)
- Staff training and development
 - *General*
 - On-going *Workforce Development Operations Coordinator* Apprentice - Beverly Burke
 - On-going: *MOS Certification* Training - Administrative Assistant (Della Meadows)
 - R. McDavid, D. Meadows and K. Simmons attended VOS training 7-15-16
 - National Certifications
 - M. Holliday completed on-line training for *Business Development Certification* (will be applying for NAWDP the Management and the Business Services Endorsements)

Executive Summary – September 21, 2016

Staff Activities

- System Building/Backbone Organization Support
 - Continued support of all four, and leadership of two, Business Solution Units
 - Power-DWG Grant Initiative Partner with VCCS, Area I and VT
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Multi-WDA Rapid Response Monthly Progress Report

Month: August		Date: 9/14/16		Submitted by: Marty Holliday															
Goal 1: To provide traditional and non-traditional and reemployment services for Dislocated Workers Goal 2: Provide innovative and collaborative solutions for businesses in transition.				Progress															
				1	2	3	4	5											
				Not Started	Partially Done	Mostly Done.	Completed	Sustain											
Strategies		Progress			Explanation of Rating, comments on challenges, strategies to address and/or next steps														
A. Develop an Outreach Plan/Program		<table><tr><td></td><td></td><td>x</td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>					x			1	2	3	4	5	First draft is completed and a working group assembled to work up the next draft by mid-Sept. to get out to the Project Management Team (PMT) for review.				
		x																	
1	2	3	4	5															
B. Enhance the common screening tool		<table><tr><td>x</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>			x					1	2	3	4	5	Not sure yet about this, yet				
x																			
1	2	3	4	5															
C. Create additional transportation options		<table><tr><td>x</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>			x					1	2	3	4	5	A working group will begin meeting in September				
x																			
1	2	3	4	5															
D. Provide new, non-traditional career services.		<table><tr><td>x</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>			x					1	2	3	4	5	Local Implementation Teams (LIT) will be meeting for the first time in September/October.				
x																			
1	2	3	4	5															
E. Provide non-traditional engagement events.		<table><tr><td>x</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>			x					1	2	3	4	5	Local Implementation Teams (LIT) will be meeting for the first time in September/October.				
x																			
1	2	3	4	5															
F. Provide Community-Based Entrepreneurship Opportunities		<table><tr><td>x</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>			x					1	2	3	4	5	MOU being developed.				
x																			
1	2	3	4	5															
G. Provide lay-off Aversion Strategies***		<table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>								1	2	3	4	5	Local Implementation Teams (LIT) will be meeting for the first time in September/October.				
1	2	3	4	5															
H. Increase capacity of WDBs to engage the Business Community		<table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>								1	2	3	4	5	MOU Being developed				
1	2	3	4	5															

Deliverables	Total Projected	Total This Month	Total to Date
Jobseeker	➤ 386 Career Services (Basic and Individualize)		217
	➤ 185 Individualized Career Services (People Inc.)		168
	➤ ? Training Services		69
	➤ ? Supportive Services		40
	➤ 95 Employed		54
	➤ ? Employed after 6 months		N/A
	➤ ? Completed Training		24
	➤ ? Credentials		25
	➤ ? CRCs		6
Business	➤ 60 Contacted		
	➤ 12 Enhanced Business Services		
	➤ 540 Jobs Saved		

	➤ 50 Jobs Created		
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Goal 3: Use Sector Partnerships as a method of convening, brokering and facilitating the connections, networks and partners. Goal 4: Increase the WDBs capacity for strategic planning, data gathering and analysis.		Progress				
		1	2	3	4	5
		Not Started	Partially Done	Mostly Done.	Completed	Sustain
Strategies	Progress	Explanation of Rating, comments on challenges, strategies to address and/or next steps				
I. Develop relationships with businesses to create an environment for successful layoff aversion.	X 1 2 3 4 5	The work with VT OED is just beginning				
J. Increase communication capacity between businesses and partners	x 1 2 3 4 5	This is				
K. Increase the region's stakeholder's capacity for strategic "thinking" and planning	x 1 2 3 4 5	MOU being developed				
L. Tell the Regional Workforce Story	x 1 2 3 4 5					

Deliverables	Total Projected	Total this Month	Total to Date
Sector Partnerships	➤ 5 sector partnerships created		
	➤ 3 new training programs established		
	➤ 2 Marketing Plans		
	➤ ? Partnership Businesses surveyed		
	➤ ? Management Team and Partnership Meetings	1 Management Team Mtg	1
	➤ ? Rapid Response Events attended	4	4
Strategic Planning	➤ ? using Regional Clearinghouse		
	➤ ? of promotional activities/success stories reported by staff		
	➤ ? of community leaders engaged		
	➤ 3 WDAs ecosystems assessed		

Significant Accomplishments	1. MOUs between Workforce Areas completed (one area is fully executed, one needs signatures) 2. Management Team held their initial meeting 3. Mission/Visioning work completed 4. Outreach Plan in draft form (should be completed by end of Sept)
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Success Story	
Concerns	We are still working though some performance numbers (checking with everyone that might impact those numbers). We will have them completed for September's report. We have a concern about the "Enhanced Services", "jobs saved" and "Jobs Created" performance numbers. These numbers were set using three parts of the plan that were eliminated: Business Liaison position; Incumbent Worker Training; and Enhanced Business assistance (through Genedge and/or MTC). Without these components of the plan we do not have anything that would actually impact jobs, nor do we really have any way to impact "enhanced services" (though we will still try to make the connections). We are requesting that these performance measures be removed.

2016 Consortium Board Meeting Schedule

January 20, 2016

March 16, 2016

May 18, 2016

July 20, 2016

September 21, 2016

December 7, 2016 (Joint with WIB)

All meetings will be held on the **third Wednesday** of **alternating months** at the **Wytheville Meeting Center** beginning at **10:00 a.m.**

Travel Reimbursement Request

I hereby certify that on _____ I traveled to attend a
_____ meeting scheduled
that same date.

I am requesting travel reimbursement as follows:

_____ X \$0.54/mile = \$ _____
Total Miles Reimbursement Requested

Signature

Date