

JOINT WDB/CONSORTIUM BOARD

MEETING AGENDA

December 11, 2019

CALL TO ORDER & WELCOME – Chair Miller / Chair Williams

PLEDGE OF ALLEGIANCE/MOMENT OF REFLECTION – Chair Williams

INTRODUCTION OF BOARD STAFF AND GUESTS

ROLL CALL

APPROVAL OF THE AGENDA (Both Boards Separately)

PUBLIC COMMENT PERIOD

ACTION ITEMS (Both Boards Separately)

- A. Consortium Board Consent Agenda – Previously Distributed
 - a. Approval of the Meeting Minutes – July 17, 2019
 - i. September 19, 2019 Minutes are informational only
 - b. Financial Summary
 - c. Approval of Executive Committee Actions on September 19 and October 15, 2019
 - d. Approval of WDB Nomination of Jay Williams for Giles County Business
- B. WDB Consent Agenda – Previously Distributed
 - a. Approval of the Meeting Minutes – October 23, 2019 – Previously Distributed
 - b. Operational Summary

WDB COMMITTEE REPORTS

Budget and Administration Committee PY18 ROI Report	
One-Stop Operations Committee - PY18 Year End Performance - PY20 Request for Proposal - MOU & RSA Update	Training Provider Committee 2020 Eligible Training Providers

EXECUTIVE SUMMARY – Marty Holliday

PARTNER REPORTS

Adult Education: Shirley Carlson	TANF Programs: Larry Lindsey
Career & Technical Education: Barry Hollandsworth	Title 1 Rehabilitation Act of 1973: Pam Allison
Community Based Organizations: Terry Smusz & Rob Goldsmith	Virginia's Employment Services: Karen Akers
Institute of Higher Education: Perry Hughes	WIOA Title I Programs: - One-Stop Operator-Beth Carico - Update on Youth Project - Update on Incumbent Worker Project - Update on Rapid Response
Economic & Community Development: Josh Lewis	Special Grants: WDB Staff - Pathways to the American Dream - Go Virginia Region 2 - Economic Equity
Job Corps: Jordan Loupe	

IMPORTANT ITEMS IN THE BACK OF THE PACKET:

- Travel Reimbursement (please complete and leave on the table)
- Inclement Weather Policy
- 2020 Meeting Schedules (Both Boards – please check headings for your correct schedule)

ADJOURNMENT/LUNCH FOR THE STRATEGIC PLAN PRESENTATION

New River/Mount Rogers Workforce Development Area Consortium Board

July 17, 2019 MEETING MINUTES

A meeting of the NR/MR WDA Consortium Board was held on July 17, 2019 at the Wytheville Meeting Center, Wytheville VA. Those in attendance were as follows:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Jay Williams – Giles, Chair Dr Eric Workman – Bland Rex Hill – Carroll Lauren Yoder – Floyd Kenneth Belton – Grayson Joe Guthrie – Pulaski Kevin Mumpower – Bristol City Travis Haynes – Galax City Rob Gropman – Radford City	Marty Holliday Beverly Suthers Della Wheeler Ronnie Martin Jenny Bolte	MaryAnn Gilmer – Goodwill of the Valleys, Inc. Joanie McCleary - People Inc.

At 10:05 am, Chair Williams called the meeting to order with a moment of reflection.

Chair Williams asked Ms. Suthers to call the roll. A quorum was present.

Dr. Workman made a motion to approve the Consent agenda Items as presented, with a second from Mr. Hill.

Moving on with Agenda Chair Williams opened the floor to public comment. Hearing none, he proceeded with the next item on the agenda.

Ms. Holliday reviewed the Draft PY19 Budget, stating that the program allocations have now been received from the State, but the carryover figures from the Program Operators will be unknown until August. The draft PY19 budget will be reworked after the final carryover figures are known. The Final PY19 Budget will be presented at the September Board meeting. A brief discussion followed. Dr. Workman made a motion to approve the Draft PY19 Budget as presented with a second from Mr. Gropman. There was a called vote: Giles – Yes, Carroll – Yes, Bland – Yes, Floyd – Yes, Grayson - Yes, Pulaski – Yes, Radford City – Yes. * Galax City, Bristol City had not arrived yet.

Next, Dr. Workman made the motion to approve the updated PY19 Contract Extensions and Funding Allocations, with a second from Mr. Hill. There was a called vote: Giles – Yes, Carroll – Yes, Bland – Yes, Floyd – Yes, Grayson - Yes, Pulaski – Yes, Galax City – Yes, Radford City – Yes. * Bristol City had not arrived yet.

In the absence of Mr. Miller, Ms. Holliday updated the Board on the WDB activities stating a quorum was not present for the June 2019 meeting. However, there were discussions concerning the cut in WIOA Funding for the area. Program Operators would be losing staff and closing offices as a result. A brief discussion concerning funding sources followed.

Ms. Holliday preceded to update the Board on the Executive Summary and Informational items. She noted that Pathways staff, Sharon, Layman, recently completed the ACT Profiler Training.

Ms. Holliday stated representatives from the State would be coming on July 19th to present information on how funding allocations are determined by the State for the Local Workforce Development Areas. Board members were invited to and encouraged to attend this meeting.

Next, Ms. Holliday reviewed grants that are currently being pursued. A brief discussion followed.

Ms. McCleary, updated the Board on the One Stop Operations and the Youth Special Project. Ms. Gilmer updated the Board on their Youth Special Project.

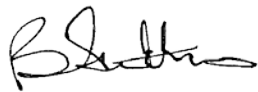
Ms. Holliday updated the Board on current Grants with Ms. Bolte updating the Board on the Pathways Grant and DOL Monitoring results.

Chair Williams opened the floor for Board member time. Dr. Workman thanked staff for all the work they do, and stated that Bland County is expecting some growth in the future. Mr. Mumpower state that word needed to get out concerning programs offered through GENEDGE and the MTC, which will assist business in the area. Chair Williams thanked staff and partners for all the work they have done this past year.

Chair Williams proceeded to highlight Board Travel, and the next meeting on September 18, 2019 at the Wytheville Meeting Center at 10:00 am.

The meeting was adjourned at 11:07 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "B. Suthers", written in a cursive style.

Beverly W. Suthers
Workforce Operations Coordinator

New River/Mount Rogers Workforce Development Area Consortium Board

September 18, 2019

INFORMATIONAL MEETING MINUTES

A meeting of the NR/MR WDA Consortium Board was held on September 18, 2019 at the Wytheville Meeting Center, Wytheville VA. Those in attendance were as follows:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Jay Williams – Giles, Chair Lauren Yoder – Floyd Kenneth Belton – Grayson Mary Biggs – Montgomery Joe Guthrie – Pulaski Rob Gropman – Radford City	Marty Holliday Beverly Suthers Della Wheeler Ronnie Martin Jenny Bolte	Mike Miller – WDB Chair MaryAnn Gilmer – Goodwill of the Valleys, Inc. Beth Carico - People Inc. Robert Myers - JVSG

At 10:06 am, Chair Williams called the meeting to order with a moment of reflection and the Pledge of Allegiance.

Chair Williams asked Ms. Suthers to call the roll. A quorum was not present.

Chair Williams asked if there were any questions or comments concerning the Consent Agenda Items since these could not be voted on. There were none.

Moving on with Agenda Chair Williams opened the floor to public comment. Hearing none, he proceeded with the next item on the agenda.

Ms. Holliday reviewed the Final PY19 Budget with the Board stating that the Final Budget had been sent to the Finance Committee for review. Mr. Gropman praised the Staff for how the budget cuts were dealt with. There were no comments or concerns from the Board.

Next, Ms. Holliday reviewed the changes in the PY19 Contract Extensions and Modifications. Since there was more carryover money than anticipated, she was able to give the Program Operators more funds to work with to serve clients. The Executive Committee will meet following the meeting to vote all items on the Agenda.

Chair Miller updated the Board on the WDB activities, namely working on the final PY19 Budget. He also stated there have been some resignations on the WDB that would need to be filled in order to remain in compliance. A brief discussion followed.

Ms. Holliday preceded to update the Board on the Executive Summary and Informational items. WDB vacancies were discussed as well as requesting Locality Support for next year. As WIOA dollars continue to shrink, other ways will be needed to support business in the jurisdiction. She noted that in December the Board would vote for Ms. Holliday to do “an ask” for funds from the jurisdictions.

Ms. Carico, updated the Board on the One Stop Operations with Mr. Meyers sharing the Veteran Success Story.

Ms. Holliday updated the Board on current Grants with Ms. Bolte updating the Board on the Pathways Grant.

Chair Williams opened the floor for Board member time. Chair Williams thanked the Board and staff for the opportunity to serve on the Board, and informed the Board he would not be returning for the new year.

Chair Williams proceeded to highlight Board Travel, and the next meeting would be the Joint Meeting and Lunch with the Workforce Development Board on December 11, 2019 at the Wytheville Meeting Center at 10:00 am.

The meeting was adjourned at 11:17 am.

Chair Williams called the Executive Committee to order at 11:18 am.

Members present: Jay Williams – Chair, Kenneth Belton – Vice Chair, and Mary Biggs.

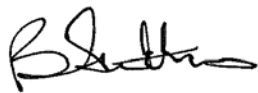
Ms. Biggs made the motion to approve the Consent Agenda, Mr. Belton seconded the motion and the motion passed.

Mr. Belton made the motion to approve the PY19 Final Budget. Ms. Biggs seconded the motion and the motion was passed.

Ms. Biggs made the motion to approve the PY 19 Contract Extensions and Modifications. Mr. Belton seconded the motion and the motion passed.

Chair Williams adjourned the meeting at 11:30am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'B. Suthers', written in a cursive style.

Beverly W. Suthers
Workforce Operations Coordinator

New River/Mt Rogers Workforce Development Board Financial Report

Report Period: 07/01/19-10/31/19

WIOA Available Administration Funds		\$ 268,690
Obligated	265,457	
Un-Obligated	<u>3,233</u>	
Expenditures		\$ 57,672
Board/Fiscal Agent	48,715	
One-Stop Operator	<u>8,957</u>	
Balance		\$ 211,018

WIOA Available Adult Program Funds		\$ 669,543
Obligated	668,126	
Un-Obligated	<u>1,417</u>	
Expenditures		\$ 171,361
Board	17,425	
Operators	<u>153,935</u>	
Balance		\$ 498,182

WIOA Available DLW Program Funds		\$ 580,075
Obligated	577,920	
Un-Obligated	<u>2,155</u>	
Expenditures		\$ 116,650
Board	14,250	
Operators	<u>102,400</u>	
Balance		\$ 463,425

WIOA Available Youth Program Funds		\$ 986,192
Obligated	983,648	
Un-Obligated	<u>2,544</u>	
Expenditures		\$ 206,540
Board	28,201	
Operators	<u>178,339</u>	
Balance		\$ 779,652

GoVA Talent Available Funds		\$ 25,000
Obligated	25,000	
Expenditures		\$ 5,583
Board	5,583	
Balance		\$ 19,417

Rapid Response Available Funds		\$ 206,700
Obligated	206,700	
Expenditures		\$ 18
Board	18	
Balance		\$ 206,682

Economic Equity Available Funds		\$ 200,000
Obligated	200,000	
Expenditures		\$ 18
Board	18	
Balance		\$ 199,982

Jeffrey Morris
Central District Supervisor

Larry "Jay" Williams
Eastern District Supervisor

John Lawson
Western District Supervisor

County of Giles



Paul "Chappy" Baker
At-Large Supervisor

Richard McCoy
At-Large Supervisor

Board of Supervisors

315 NORTH MAIN STREET
PEARISBURG, VIRGINIA 24134

November 13, 2019

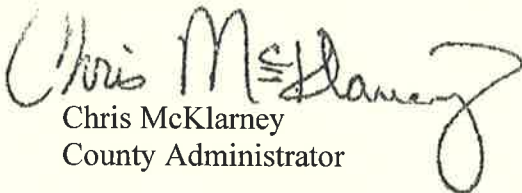
Ms. Marty Holliday
Executive Director
NR/MR Region Career Works
6580 Valley Center Drive, Suite 119
Radford, Virginia 24141

Dear Ms. Holliday:

The Giles County Board of Supervisors, at its meeting on November 6, 2019, voted to nominate Mr. Jay Williams to the New River/Mount Rogers Region Career Works Board. Mr. Williams would serve to represent business in the 3rd Planning District and represent the interests of Giles County on the Board.

A completed nomination form is attached as required. Please give me a call if you need further information.

Sincerely,


Chris McKlarney
County Administrator

/mb

RECEIVED

NOV 13 2019

Per _____



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

NOMINATION FORM A
Local Workforce Development Board

1-Name (First, MI, Last) Jay Williams		2-LWDA # 2	3-Date 11/06/19
4-Street Address 244 Smith Hollow Road		13-Nominee Characteristics Gender: Male ☒ Female ☐ Race: White ☒ Black ☐ Hispanic ☐ Amer. Indian ☐ Native Alaskan ☐ Asian ☐ Pacific Islander ☐ Other ☐	
5-City Pembroke	6-County Giles		
7-State Virginia	8-ZIP 24136		
9-Home Phone (include area code) (540) 235-6086	10-Work Phone (include area code)		
11-FAX	12-E-Mail		
15-LWDA Name New River/Mount Rogers		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 _____ Owner Business <u>LJ Williams Excavating</u> Type of Business <u>Excavating</u>			
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.		Title _____ Affiliation _____	
Signature Date 11/13/19 Jeff Morris/Chair		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	
Printed/Typed Name & Title of Nominator Giles County Board of Supervisors			
Nominator Organization (540) 921-2525 (540) 921-1329			
Phone jmmorris@gilescounty.org FAX E-Mail			

NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

October 23, 2019

A meeting of the New River/Mount Rogers Workforce Development Board was held on October 23, 2019 at the Wytheville Meeting Center. Those in attendance were as follows:

Board Members

Mike Miller, Chair
Howard Bartholomay
Carol Blankenship
Brookes Dawson
Joseph Ferrell
Mary Ann Gilmer
Robert Goldsmith
Larry Linsey
Jordan Loupe
Timothy McVey
Austin Phipps
Robert Pierce

Jimmy Smith
Terry Smusz
Mark Tapp
Vicki Mars (Alternate)

Jay Williams – CLEO Chair

Guest

Beth Carico
Brenda Rigney
Camden Phillips
Ashley Schutrum
Julia Gohlke
Laura Venable
David Bowers

Staff

Marty Holliday
Ronnie Martin
Della Wheeler

Chair Miller called the meeting to order at 10:03 a.m.

Chair Miller had the guest introduce themselves.

Ms. Holliday called the roll and a quorum was present.

Ms. Smusz made the motion to approve the Consent Agenda as presented with a second by Mr. Lindsey. The motion passed unanimously.

Chair Miller asked if anyone in the audience wished to address the Board during the public comment period. Ms. Holliday asked Dr. Julia Gohlke to talk about the Appalachian Teaching Project as she and a few of her students were in attendance. Dr. Gohlke gave an overview of the work her class was doing on individuals in recovery returning to work in the NRV. They hoped to make connections today.

Chair Miller next asked for Committee Reports.

- **Budget and Administration Committee:** Ms. Holliday brought the members attention to the adjusted budget, noting the changes were due to funds received for the Rapid Response project and the Economic Equity project.

- **Executive Committee**: Mr. Miller gave an overview of the Joint Executive Committee Meeting, noting that the Committee deferred making any decision on the PY20 Request for Proposal (RFP) as they felt that the full board should be in on the discussion and decision. A lengthy discussion followed with members voicing concern about loss of relationships and competitiveness if the RFP required a single provider covering the whole region for all programs. While other members voice concern over loss of funding and the ability to maintain two providers. Mr. Ferrell made the motion to develop the RFP for a single provider covering the whole region. The motion was seconded by Ms. Blankenship. Mr. Goldsmith and Ms. Gilmer abstained. The motion did not pass. The RFP will be written the same as in previous years. A request was made that a section be added for all bidders to detail out their relationships in the region.
- **One-Stop Operations & Delivery System**: Ms. Blankenship asked Ms. Holliday to update the Board on the MOU and Resource Sharing Agreements (RSA). Ms. Holliday explained that the single region MOU and the seven RSAs were due to the State on Oct. 31. She told the Board that she did not have all partner signatures at this time, but she would send in what she had. She felt that many workforce areas were in the same situation. She would keep the Board updated on any issues regarding partner signatures. Mr. Miller called for a motion on accepting the MOU and RFAs as presented. Ms. Gilmer made the motion. Mr. Goldsmith seconded the motion and the motion passed unanimously.
- **Training Provider Committee**: Mr. McVey noted the timeline in the packet and that the Board would vote on the approved Training Providers and programs at the December meeting.

Mr. Williams told the Board that he did not run for office and would not be serving on the Consortium Board after Dec. 31, 2019. He thanked the Board members for all that they do to serve the region.

Chair Williams asked the members to review the PY19 Committee Assignments and to let him know if there were any problems.

Ms. Holliday reviewed the executive summary.

Moving on with the agenda, Chair Miller called for partner reports:

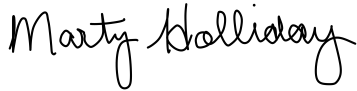
PARTNER REPORTS

Reports for the following partner agencies were given: Community Based Organizations, Ms. Smusz and Mr. Goldsmith; Post-Secondary Education, Vickie Mars, Job Corp, Mr. Loupe; TANF Programs, Mr. Lindsey; One-Stop Operator Report, Ms. Carico; and Special Grants, Ms. Holliday.

The 2018 WDB meeting schedule was reviewed with Board members noting that the next WDB meeting would be a Joint meeting with the Consortium Board and is scheduled for December 11, 2019 at the Wytheville Meeting Center beginning at 10:00 AM with lunch being provided.

Ms. Holliday discussed the Travel Voucher with Board members. With no further business to discuss, the meeting was adjourned at 12:00 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "Marty Holliday". The signature is written in a cursive, flowing style.

Marty Holliday,
Executive Director

Operational Summary – January 16, 2019

Service Levels:

Thru December 31, 2018, our Program Operators have served the following:

DLW – 172	In Training – 35
Adults – 186	In Training – 48
Youth – 155	

These service levels are the following percentage of planned PY'18 enrollments for the 2nd quarter of the program year:

	<u>Plan</u>	<u>Actual</u>
DLW – 123% of plan	140	172
Adult – Goodwill – 102%	90	92
People – 102%	92	94
Youth – Goodwill – 96%	85	82
People – 92%	79	73

Performance:

Thru December 31, 2018, Program Operators have achieved the following performance levels:

	<u>Total</u>	<u>Attained Standard</u>	<u>Exclusion*</u>
DLW – Placement Rate – 86%	35	30	0
Average Wage at Placement - \$14.29			

	<u>Total</u>	<u>Attained Standard</u>	<u>Exclusion*</u>
Adults:			
<u>Goodwill Industries of the Valleys</u>			
Placement Rate – 95%	21	18	2
Average Wage at Placement - \$9.86			
<u>People, Inc. of Virginia</u>			
Placement Rate – 100%	35	35	0
Average Wage at Placement - \$13.35			
Youth:			
<u>Goodwill Industries of the Valleys</u>			
Placement Rate – 93%	17	14	2
Attained a Degree or Certificate – 60%	17	9	2
<u>People Inc. of Virginia</u>			
Placement Rate – 94%	31	29	0
Attained a Degree or Certificate – 94%	16	15	0

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 planned contract performance goals as well as negotiated Performance Measures.

Financial

Thru December 31, 2018, our Program Operators expended 27% of available PY'18 contract funding for all programs. Under WIOA 43% (40% required) of Adult/DLW funds expended have been for required training activities. 84% (75% required) of WIOA Youth program funds have been expended on Out of School Youth with 26% (20% required) expended on Work Experience activities as defined under WIOA. All expenditures are meeting/exceeding current WIOA and State program spending requirements.

REGIONAL IMPACT OF THE NEW RIVER/MOUNT ROGERS WDB JOB PLACEMENT AND CAREER TRAINING SERVICES

An annual Return on Investment (ROI) Study conducted by Mangum Economics, of Richmond, VA, compares public workforce costs with the economic benefits from employment outcomes attained in order to determine the impact of programs administered by the NR/MR WDB. The study conducted for PY 18 (July 1, 2018, to June 30, 2019) reflects positive ROI results. Highlights of the findings are below.

The full report can be found at: http://bit.ly/NRMR_2018_ROI

FOUND EMPLOYMENT

506 Individuals found employment through New River/Mount Rogers WDB's Workforce Programs which generated **\$15.1** million in additional estimated household income in the region.



INCREASE IN SPENDING

Newly employed adults purchased housing, food, healthcare, and other goods and services. The expenditures supported an additional **509** full-time equivalent regional jobs, which resulted in an additional **\$18.2** million in estimated labor income.

TOTAL REGIONAL IMPACT

Total regional impact of these programs includes an additional **\$10.4** million in additional regional economic output.



INCREASE IN TAX BASE

Impact of these programs generated **\$1.4** Million in additional Federal, State and Local tax revenue.

RETURN ON INVESTMENT

The overall benefit (ROI) is **6.9** times the cost of these public workforce programs.

In conclusion, in PY 2018, the New River/Mount Rogers WDB made a significant contribution to the economy of its service area.



PY 2018 Annual		
State Level		
Adult	Negotiated Level	Actual Performance
Employment 2nd Quarter after Exit	77.00%	80.60%
Employment 4th Quarter after Exit	85.00%	76.70%
Median Earnings 2nd Quarter after Exit	\$6,000.00	\$5,308.00
Credential Attainment within 1 year	70.00%	75.20%
Measurable Skills Gain	Baseline	65.30%
Dislocated Workers		
Employment 2nd Quarter after Exit	85.00%	87.10%
Employment 4th Quarter after Exit	90.00%	87.00%
Median Earnings 2nd Quarter after Exit	\$8,700.00	\$8,178.00
Credential Attainment within 1 year	70.00%	71.20%
Measurable Skills Gain	Baseline	64.40%
Youth		
Employment 2nd Quarter after Exit	66.00%	76.40%
Employment 4th Quarter after Exit	62.80%	75.80%
Median Earnings 2nd Quarter after Exit	Baseline	\$3,195.00
Credential Attainment within 1 year	70.00%	72.90%
Measurable Skills Gain	Baseline	62.90%

PY 2018 Annual		
LWDA 02		
Adult	Negotiated Level	Actual Performance
Employment 2nd Quarter after Exit	77.00%	85.70%
Employment 4th Quarter after Exit	85.00%	78.30%
Median Earnings 2nd Quarter after Exit	\$5,200	\$5,186.00
Credential Attainment within 1 year	70.00%	78.40%
Measurable Skills Gain	Baseline	52.10%
Dislocated Workers		
Employment 2nd Quarter after Exit	85.00%	93.20%
Employment 4th Quarter after Exit	90.00%	92.90%
Median Earnings 2nd Quarter after Exit	\$8,200	\$8,324.00
Credential Attainment within 1 year	70.00%	61.80%
Measurable Skills Gain	Baseline	46.70%
Youth		
Employment 2nd Quarter after Exit	66.00%	77.10%
Employment 4th Quarter after Exit	62.80%	77.90%
Median Earnings 2nd Quarter after Exit	Baseline	\$3,327.00
Credential Attainment within 1 year	70.00%	71.40%
Measurable Skills Gain	Baseline	64.90%

PY'20 PROCUREMENT TIMELINE

<u>Activity</u>	<u>Completion Period</u>
Develop RFP	October 24 – December 1, 2019
Reviewed/Approved by Committee	December 3 – December 11, 2019
Approved by WDB and Elected Officials	December 11, 2019
Send Out Notice to Bidders	December 18, 2019
Run Ad in Paper – 3 Days	December 29 – 31, 2019
Bidders Conference	January 7, 2020
RFP Packet Issued	January 8, 2020
Proposals Due Back	March 7, 2020
Proposals Reviewed/Evaluated/Scored	March 8 – 31, 2020
One Stop Committee Meets to Develop and Approve a Funding Recommendation	April 1 – 15, 2020
Youth Committee Meets to Develop and Approve a Youth Funding Recommendation	April 1 – 15, 2020
WDB Approves Initial Funding	April 22, 2020
CLEO Approves Initial Funding	May 20, 2020
CLEO/WDB Funding Resolution	May 20, 2020 – June 15, 2020
WDB Final Funding Action	June 24, 2020
PY'20 Contracts Begin	July 1, 2020

TO: Prospective Bidders

FROM: New River/Mount Rogers Workforce Investment Area Consortium Board

DATE: January 7, 2020

SUBJECT: Request for Proposal (RFP) Package – WIOA Title I Programs

In compliance with Workforce Innovation and Opportunity Act requirements, the New River/Mount Rogers WDA Consortium Board is soliciting proposals from qualified sources for a One Stop Operator and Deliverers of WIOA Title I services under Title I of the Act.

The document attached to this memo constitute the official New River/Mount Rogers WDA Consortium Board Request for Proposal format and will become the contract if chosen after evaluation and approval by the Workforce Development Area Consortium Board and Workforce Development Board.

Proposals are to be submitted in four (4) copies with the original signatures to be received **no later than 4:30 p.m. on March 7, 2020**. Proposals will be received at the following location.

New River/Mount Rogers Workforce Development Area Consortium Board
6580 Valley Center Drive, Suite 119
Radford, Virginia 24141

Proposals received after the deadline will not be considered for funding.

Technical assistance concerning the Request for Proposal and its submission is available by calling Marty Holliday at (540) 633-6764 or 633-6766.

MH/dw

c: File

Attachments

REQUEST FOR PROPOSAL

PART 1

GENERAL INFORMATION

1. PURPOSE

In compliance with the Workforce Innovation and Opportunity Act, the New River/Mount Rogers Workforce Development Area Consortium Board is soliciting proposals from qualified sources for the following under Title 1 of the Act:

- A. One Stop Operator
- B. Deliverer of Adult Program Services
- C. Deliverer of Dislocated Worker Program Services
- D. Deliverer of Youth Program Services

The purpose of this activity under WIOA is to provide an appropriate mix of program activities that will promote an educated, skilled, technology-competent, and adaptable workforce and provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational skill competencies and provide effective connections to employers. Successful proposers will offer a full range of resources and services to help meet the needs of all potential customers (clients and employers).

2. PROPOSAL OPTIONS

The following types of proposals will be considered for funding by the Workforce Development Area Consortium Board:

- A. One-Stop Operator with no WIOA Services Delivery

Will operate/manage the One Stop Center(s) and will coordinate service delivery in the center(s).

B. One Stop Operator with WIOA Service Delivery

Will coordinate service delivery in the One Stop Center(s) and receive WIOA program funds to deliver one or more WIOA Adult/Dislocated Worker/Youth services.

C. Deliverer of WIOA Adult/Dislocated Worker/Youth Services Only

Will deliver WIOA Adult/Dislocated Worker/Youth services in the One Stop Center and/or satellite facilities. The service deliverer will not be the One Stop Operator, yet will be responsible for program performance and liable for expenditure of program funds.

3. DURATION

The program shall commence on July 1, 2020, and be completed no later than June 30, 2021. The Consortium Board reserves the option of extending the initial contract for one (1) additional year subject to negotiation. This one (1) year contract extension option may be exercised up to three (3) times subject to negotiation. Maximum duration may not exceed four (4) years, which includes all allowable extensions. All extensions are at the sole discretion of the Consortium Board and Workforce Development Board.

4. TYPE OF CONTRACT

Type of contract will be cost reimbursement. All proposers must have sufficient available resources to operate the proposed program(s), if funded, during both start-up and during the time in which invoices are being processed for payment and until such time as payment is received.

5. LIMITATION

This Request for Proposal does not commit the New River/Mount Rogers Workforce Development Area Consortium Board to award a contract or to pay for any cost incurred in the preparation of a proposal to this request, nor to be bound to procure or contract for these services. The Workforce Development Area Consortium Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the Workforce Development Area Consortium

Board to do so. The Consortium Board may require the offerors selected to participate in negotiations and to submit any price, technical, or other revisions to their proposals as many results from negotiations.

6. LEGAL STATUS

All non-governmental agencies must provide verification of legal status of the agency.

7. QUALIFICATIONS

Specific information concerning your qualifications, experience, and related accomplishments must be provided. If you have previously been a provider of WIA/WIOA services in Virginia, please include a letter of recommendation from the Director(s) of all Workforce Area(s) in which you have been contracted to provide Adult, DLW or Youth services. This is not required if you have previously provided services in the New River/Mount Rogers Workforce Development Area.

8. PERFORMANCE

Performance Specifications contained in Part II are minimum standards for acceptability. The Program Operator is required to meet (80%-100%) or exceed (100%+) all negotiated performance standards contained in the approved contract. Should the Program Operator fail (less than 80%) to meet one (1) or more performance standards, technical assistance will be provided by Consortium Board staff, and the Program Operator will be required to develop and submit, for approval, a plan of action to meet or exceed the failed performance standards. Should the Program Operator fail to meet the negotiated performance standards for two (2) consecutive years or achieve less than 50% of any performance standard, including the first year of contract operation, the Consortium Board may elect to terminate the contract for non-performance.

9. STANDARD OF CONDUCT

Once this Request for Proposals document has been issued, no proposer is allowed to make any contact with any WDB members or Consortium Board members by phone, fax, e-mail, mail, or in person, to solicit support for their proposal or to attempt to discredit the proposal that may be submitted by any other proposer. Any proposer violating this provision

will not be considered for funding under this RFP. Additional data or information may be submitted only if requested by the Consortium Board or WDB.

10. EVALUATION CRITERIA

Prospective offerors are advised that the selection of an offeror for contract award is to be made after a careful evaluation of the proposals reviewed by a panel of specialists within the Workforce Development Board/Consortium Board. Each panelist will evaluate the proposals for acceptability with emphasis on the various factors contained on the following proposal evaluation criteria assigning to that factor a numerical weight. The scores will then be used to select an offeror or develop a list of offerors with whom negotiations can be conducted if desirable and necessary.

11. FUNDING REQUEST

Proposers may submit a proposal to deliver services to clients for any combination of jurisdictions, however, the total amount of funding requested cannot exceed the projected total available funding by jurisdiction for those jurisdictions being proposed for Service Delivery contained in this RFP. The Consortium Board is seeking a single entity to be the One Stop Operator and a single entity to deliver Dislocated Worker Services to all jurisdictions within the New River/Mount Rogers Workforce Development Area (Area 2). The successful proposer to deliver Dislocated Worker Services will also be required to deliver services under any Rapid Response funding that may be received. Also the successful proposer agrees to assume continuation of all active clients and furtherance of on going program activities effective July 1, 2020. The Workforce Development Board will assist in the program transfer to the successful proposer. Additionally, any proposer desiring to bid for Adult or Youth services delivery must bid for **both** Adult and Youth to insure that each jurisdiction is served by a single entity delivering both Adult and Youth services.

Note: Proposers approved for initial funding may be eligible to receive additional funds during the program year without additional procurement action if such funds become available subject to approval of both the Workforce Development Board and Consortium Board.

12.SIGNATURE

The proposal shall be signed only by a corporate officer authorized to bind the offeror and is a firm offer for 180 days. The proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the offeror; and also who may be contacted during the period of proposal evaluation. Documentation of resolution by governing body authorizing the official signing the proposal to legally bind the agency must be obtained prior to the proposal submission and submitted to the Consortium Board prior to the effective date of approved contract.

13.CONTRACT AWARD

The New River/Mount Rogers Workforce Development Area Consortium Board may award a contract based on offers received without discussion of such offers with the offerors. Therefore, each offer should be submitted in the most favorable terms from a price and technical standpoint, which the offeror can make. The Consortium Board reserves the right to request additional data, or oral discussion or presentation, in support of written proposals. No additional information will be accepted unless specifically requested by the Consortium Board. A contract shall be awarded only if in the best interest of the Consortium Board, price and other factors being considered. Execution of a contract is contingent upon successful negotiation of the offer and the signing of the contract by all designated parties.

PROPOSAL EVALUATION CRITERIA

One Stop Operator (Non-service Delivery)

A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work.	25 points
B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.	25 points
C. Offeror has necessary administrative structure, staffing, organization, experience, including operational controls, to meet requirements to be a One Stop Operator.	15 points
D. Offeror has submitted a reasonable timeline for securing detailed MOUs with required One-Stop Program Partners and developing a cost allocation plan for sharing One-Stop Center costs among required partners.	10 points
E. Reasonableness of proposal costs.	15 points
F. A satisfactory record of integrity, business ethics, and fiscal accountability.	10 points
TOTAL	100 points

PROPOSAL EVALUATION CRITERIA

One Stop Operator (Service Delivery)

A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work.	20 points
B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.	25 points
C. Offeror has submitted a reasonable timeline for securing detailed MOUs with required One Stop Program Partners and, developing a cost allocation plan for sharing of One Stop Center costs among required partners.	5 points
D. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources.	10 points
E. Offeror has necessary administrative structure, staffing, organization, experience, accounting and operational controls, to meet requirements to be a One Stop Operator and Service Deliverer.	10 points
F. Offeror has provided sufficient details to ensure that services are available in all localities than are planned on being served.	5 points
G. Offeror has provided information about the Businesses, Agencies and/or Organizations that they have relationships with in the localities they plan to serve. Who are they and what is the relationship.	5 points
H. Reasonableness of proposal costs.	10 points
I. Reasonableness of planned program goals as a result of program de-sign and the ability to provide services that can lead to the achievement of competency by the clients.	5 points
J. A satisfactory record of integrity, business ethics, and fiscal accountability.	5 points
TOTAL	100 points

PROPOSAL EVALUATION CRITERIA

Deliverer of Title I WIOA Adult/Dislocated Worker Services

- | | |
|--|-----------|
| A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work. | 25 points |
| B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program. | 25 points |
| C. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources. | 10 points |
| D. Administration, staffing, and the necessary organization, experience, accounting and operational controls. | 10 points |
| E. Offeror has provided sufficient details to ensure that services are available in all localities than are planned on being served. | 5 points |
| F. Offeror has provided information about the Businesses, Agencies and/or Organizations that they have relationships with in the localities they plan to serve. Who are they and what is the relationship. | 5 points |
| G. Reasonableness of proposal costs | 10 points |
| H. Reasonableness of planned program goals as a result of program de-sign and the ability to provide services that can lead to the achievement of competency by the clients. | 5 points |
| I. A satisfactory record of integrity, business ethics, and fiscal accountability. | 5 points |

TOTAL 100 points

PROPOSAL EVALUATION CRITERIA

Deliverer of Title I WIOA Youth Services

A. The experience and evident capability of the Proposer to perform the work required, the ability to meet the program design specifications, the technical knowledge and expertise, and a satisfactory record of past performance.	25 points
B. Proposal presentation and the degree to which the Proposer demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow.	25 points
C. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources.	10 points
D. Administration, staffing, and necessary organization, experience, accounting, and operational controls to meet the requirements as a services provider.	10 points
E. Offeror has provided sufficient details to ensure that services are available in all localities than are planned on being served.	5 points
F. Offeror has provided information about the Businesses, Agencies and/or Organizations that they have relationships with in the localities they plan to serve. Who are they and what is the relationship	5 points
G. Reasonableness of proposal costs in regards to allocations for operational costs versus direct participant costs.	10 points
H. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients.	5 points
I. A satisfactory record of integrity, business ethics, and fiscal accountability.	5 points
TOTAL	100 points

Projected Available Funding

Program Cost

One Stop Operator - **\$50,000**

Dislocated Worker-WIOA 2 - **\$500,000**

Jurisdictional Breakdown – Service Delivery

PD #3

Jurisdiction	Adult Available Funds	Youth Available Funds
Bland County	\$24,826	\$54,657
Carroll County	\$48,113	\$52,083
Grayson County	\$39,942	\$59,234
Smyth County	\$53,127	\$72,061
Washington County	\$63,013	\$84,922
Wythe County	\$47,500	\$63,956
Bristol City	\$46,203	\$81,407
Galax City	\$39,415	\$38,616
Total	\$362,139	\$506,936

PD #4

Jurisdiction	Adult Available Funds	Youth Available Funds
Floyd County	\$30,376	\$70,381
Giles County	\$32,347	\$63,370
Montgomery County	\$81,988	\$103,844
Pulaski County	\$45,293	\$73,596
Radford City	\$59,857	\$59,873
Total	\$249,861	\$371,064

Grand Total	\$612,000	\$878,000
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Training Providers

New River Community College

Business Administration, AA&S

Education, AA&S

Engineering - Computer Science Specialization, AA&

Engineering, AA&S

General Studies - Computer Science Specialization, AA&S

General Studies - Fine Arts Specialization, AA&S

General Studies - Visual Communication Design Specialization, AA&S

General Studies, AA&S

Liberal Arts, AA&S

Science -College of Agriculture and Life Sciences at Virginia Tech (CALS), AA&S – Did Not Meet Performance Requirements

Science, AA&S

Accounting, AAS

Administrative Support Technology, AAS

Architectural and Engineering Design Specialization, AAS - Did Not Meet Performance Requirements

Business Management, AAS

Early Childhood Development Specialization, AAS

Electrical Engineering Technology, AAS

Electronics Technology, AAS

Forensic Science, AAS

Human Services, AAS

Information Technology - Cyber Security Specialization, AAS

Information Technology (with a Specialization in Game Design)

Information Technology - Mobile and Web Applications Development Specialization, AAS

Information Technology - Network and Technical Support Specialization, AAS

Information Technology, AAS

Instrumentation and Control Automation Technology, AAS

Machine Technology, AAS

Marketing Management Specialization, AAS

Medical Administrative Support Specialization, AAS

Nursing, AAS

Paralegal Administrative Support Specialization, AAS

Police Science, AAS

Machine Shop Operations, Diploma

Automotive Analysis and Repair, Diploma

Accounting Certificate

Early Childhood Development, Certificate

General Education, Certificate – Did Not Meet Performance Requirements

Human Services, Certificate – Did Not Meet Performance Requirements

Industrial Maintenance, Certificate

Practical Nursing, Certificate

Welding Technology, Certificate

Word Processing, Certificate – Did Not Meet Performance Requirements

Accounting/Keyboarding, Career Studies Certificate – Did Not Meet Performance Requirements

Accounts Receivable/Accounts Payable, Career Studies Certificate – Did Not Meet Performance Requirements

Administrative Assistant, Career Studies Certificate – Did Not Meet Performance Requirements

Advanced Manufacturing Technology, Career Studies Certificate – Did Not Meet Performance Requirements

Advanced Welder, Career Studies Certificate

Alternative Energy, Career Studies Certificate – Did Not Meet Performance Requirements

Automotive Drivability Career Studies Certificate – Did Not Meet Performance Requirements

Basic Machine Tool Operations, Career Studies Certificate – Did Not Meet Performance Requirements
Child Development, Career Studies Certificate – Did Not Meet Performance Requirements
Computerized Numerical Control, Career Studies Certificate – Did Not Meet Performance Requirements
Construction Technology, Career Studies Certificate – Did Not Meet Performance Requirements
Cost Accounting Clerk, Career Studies Certificate
Cyber Security, Career Studies Certificate – Did Not Meet Performance Requirements
Electrical-Construction Technology, Career Studies Certificate – Did Not Meet Performance Requirements
Electricity, Career Studies Certificate – Did Not Meet Performance Requirements
Engineering Design Technology, Career Studies Certificate – Did Not Meet Performance Requirements
Entry-Level Welder, Career Studies Certificate
Game Design, Web Design and Animation, Career Studies Certificate – Did Not Meet Performance Requirements
Human Resource Practices, Career Studies Certificate – Did Not Meet Performance Requirements
Machine Operations, Career Studies Certificate – Did Not Meet Performance Requirements
Mechatronics, Career Studies Certificate – Did Not Meet Performance Requirements
Nurse Aide, Career Studies Certificate – Did Not Meet Performance Requirements
Operator, Career Studies Certificate – Did Not Meet Performance Requirements
Paralegal Assistant, Career Studies Certificate – Did Not Meet Performance Requirements
Payroll Clerk, Career Studies Certificate
Refrigeration and Air Conditioning, Career Studies Certificate
Visual Communication Design, Career Studies Certificate
Pharmacy Technician Program
Commercial Drivers License
Information Technology Foundations CSC – Did Not Meet Performance Requirements
Lean Six Sigma Yellow Belt – Did Not Meet Performance Requirements
Lean Six Sigma Green Belt
Certified Clinical Medical Assistant Certification
Manufacturing Technician 1 (MT1) – Did Not Meet Performance Requirements

Wytheville Community College

Truck Driving/CDL credit – Did Not Meet Performance Requirements
Truck Driving/CDL non-credit
Certified Nurse Aide
Welding
Information Systems Technology
Career Studies Certificate in Pharmacy Technician
Construction Technology - Heating, Ventilation & Air Conditioning Track
Information Systems Technology - Networking Specialization
Career Studies Certificate in Dental Assisting
Practical Nurse
Construction Technology - Carpentry
Accounting
Administrative Support Technology
Associate of Applied Science in Nursing
Corrections Science Degree
Business Management & Leadership
Admin Support Tech - Health Info Management Specialization
Machine Technology
Police Science
Construction Technology - Alternative Energy Systems Track – Did Not Meet Performance Requirements
Construction Technology - Carpentry – Did Not Meet Performance Requirements
Construction Technology - Electrical Track
Construction Technology - Plumbing Track – Did Not Meet Performance Requirements
Career Studies in Cyber Security

Career Studies Certificate in Electrical
Carrer Studies Certificate in HVAC
Career Studies Certificate in Plumbing– Did Not Meet Performance Requirements
Career Studies Certificate in Solar Installer– Did Not Meet Performance Requirements
Career Studies Certificate in Web Design & Office Applications
Power Line Worker
Dental Hygiene

Wytheville Community College waiting on information

Commercial Driver's License (CDL-A)
Nurse Aid
Pharmacy Technician
Phlebotomy Technician
SW VA Paramedic Program
VA Appalachian Tricollege Nursing Program (VATNP)
Medical Assisting
Dental Assisting
Business Administration
Business Administration - Spec in Business Info Tech
Education
Education - Specialization in Art
Education - Specialization in Teacher Preparation
Education - Specialization in Theatr Arts
General Studies
General Education
Horticulture Technology
Horticulture Technology - Spec in Landscape & Hardscape Construction Management
Horriculture Technology - Spec in Business & Entrepreneurship
Career Studies - Agricultural Production & Management
Science
Science - Specialization in Horticulture
Science - Specialization in Engineering
Career Studies Certificate - Turf Grass Management
Career Studies Certificate - Lanscape Management
Mechatronics (CSC)
Business Administration (AAS)
Business Administration - Business Info Tech (AAS)
Accounting (AAS)
Accounting & Info Systems Tech (Certificate)
Management (AAS)
Supervision & Management (Certificate)
(MGT) Industrial Supervision (CSC)
Retail Management (CSC)
(MGT) Small Business Management (CSC)
Technical Studies (AAS)
Administrative Support Technology - Executive Admin Assistant (AAS)
Administrative Support Technology - Medical Office Specialist (AAS)
Administrative Support Technology - Legal Assisting (AAS)
Clerical Studies (Certificate)
(AST) Teleservices (CSC)
Health Information Management (Certificate)
Information Systems Technology (AAS)
Information Systems Technology - Spec in Networking (AAS)

Networking A+ (Certificate)
Web Programming & Design (Certificate)
(IST) Computer Programming (CSC)
(IST) Software Applications (CSC)
(IST) User Support Specialist (CSC)
(IST) CISCO Networking & A+ (CSC)
(IST) Web Design & Development (CSC)
(IST) Database Security & Design (CSC)
Human Services (AAS)
Human Services - Specialization in Early Childhood Education (AAS)
Early Childhood Teaching Assistant (Certificate)
Human Services Advocate (Certificate)
(HMS) Child Development (CSC)
Administration of Justice (AAS)
Machine Operator (CSC)
Diesel Mechanic (CSC)
Welding (CSC)
Air Conditioning, Refrigeration & Heating AAS
Air Conditioning, Refrigeration & Heating (Diploma)
Refrigeration (Certificate)
Solar Energy Technology (Certificate)
Electricity (Certificate)
Electrical Technology (AAS)
Electrical Technology - Specialization in Electromechanical Tech (AAS)
Electrical Technology - Specialization in Energy Tech (AAS)
Practical Nursing
Cyber Security - Career Studies Certificate
Unmanned Aerial Systems (UAS)
Industrial Electricity
Electrical Tech - Spec in Mechatronics
Precision Machining

Tri-County Driving Academy, Inc.

Commercial Driver Training (Class A CDL)
Diesel Mechanics/Heavy Truck Maintenance
Heavy Equipment Operations Training

Fast Track Health Care Education waiting on information

Certified Nurse Aide
Medication Aide
Clinical Administrative Assistant
Clinical Medical Assistant
Electrocardiography Technician - EKG/EGG Tech
Esthetics
Phlebotomy Technician
Pharmacy Technician
Patient Care Technician
Massage Therapy

New River Criminal Justice Training Academy

Entry Level Dispatcher
Basic Entry Level Law Enforcement

Basic Entry Level Jail

CDS Tractor Trailer Training

Class "A" CDL

Alliance Tractor Trailer Training Center

CDL

NE State Community College

Heating, Ventilation and Air Conditioning Certificate

Industrial Technology, Machine Tool Associate of Applied Science

Computer and Information Science

Auto Body Service Technology

SW VA Advance Manufacturing Center of Excellence

Siemens Level II— Did Not Meet Performance Requirements

Shielded Metal Arc Welding — Did Not Meet Performance Requirements

Flux Cored Arc Welding — Did Not Meet Performance Requirements

Gas Metal Arc Welding— Did Not Meet Performance Requirements

Gas Tungsten Arc Welding— Did Not Meet Performance Requirements

TN College of Applied Science at Elizabethton

Administrative Office Technology

Automotive Technology

Computer Information Technology

Diesel Powered Equipment Technology

Electricity

Heating, Ventilation and Air Conditioning

Machine Tool Technology

Millwright

Pipefitting

Practical Nursing

Welding

Dietary Manager - Online

Phlebotomy Technician

ProTrain No Students for the second year

Certified Electronic Health Records Specialist

Certified Maintenance & Reliability Technician

Certified Clinical Medical Assistant

A+, Net+, Security+

Pharmacy Tech - In Classroom

Medical Billing and Coding - In Classroom w/ CPT and ICD-10

Medical Assistant

A+, Net+, Security+ -In Classroom

ToolingU No Students for the second year

AWS Sense 1

Production Manufacturing Engineer

Certified Manufacturing Technician

MSSC: Manufacturing Processes & Production
NIMS: Turning Operations: Turning Chucking Skills
NIMS: Milling 1
NIMS: Metalforming 1
NIMS: Planning, Benchwork & Layout 1
NIMS: Measurement, Materials and Safety
NIMS: Grinding 1
NIMS: CNC Lathe Operations
NIMS: CNC Milling Operations
NIMS: Drill Press
Siemens Mechatronics
Accelerated Advanced Manufacturing 101
Manufacturing Supervisor
Press Operator
Press Brake Operator
Machining: Toolroom Machinist
Quality: Lean Manager
Maintenance Mechanical Technical
Production Grinder
Maintenance Supervisor
Industrial Sales
CNC Programmer
CNC Mill Operator
Assembly: Electrical
CNC Lathe Operator
Welding: Arc Welding
Assembler
Machining: Raw Material Production
Inspector - Mechanical
Machining: Manual Lethe Operator
Maintenance: Robotics Technician
Machining: Surface Grinding Operator
Machinist: Machine Setter
Assembly Fundamentals
Assembly: Line Leader/Supervisor
Maintenance Mechanic
Centerless Grinder Operator
Maintenance Fundamentals
Assembly: Electrical
Final Inspector
Control/Automation Technician
Maintenance Electrician
Heavy Equipment Assembler
Light Duty Equipment Assembler
Machining Fundamentals
In-Process Inspector
Fluid Power Specialist
Grinding Specialist
Electrical/Electronic Assembler

VA State University Did Not Receive

Clinical Medical Assistant Program
Medical Billing & Coding Program

Old Dominion University

Scaling Networks

Networking Essentials

Connecting Networks

Introduction to Networks

Routing & Switching Essentials

IT Essentials

MedCerts

HI-6000 Medical Assistant

HI-6000E Medical Assistant with Clinical Externship— Did Not Meet Performance Requirements

Executive Summary – December 11, 2019

Staff Activities

- System Building/Backbone Organization Support
 - Accountable Care Community (SWVA and NE TN)
 - ACC Management Team
 - ACC Data & Evaluation Committee (Co-Chair representing VA)
 - Go Virginia
 - Member of Region 1 Hire Education Committee
 - Member of Region 2 Workforce Committee
 - Ongoing:
 - Work Ready Community Steering Team and regional lead
 - Program development/oversight of the Pathways to the American Dream initiative for Areas 1, 2, 3 & 17
 - Continued support of all four, and leadership of one, Business Solution Units
 - Center of Excellence Board Director's Member (Chair of the Partner Committee)
 - Montgomery Chamber of Commerce Education and Talent Committee
 - Member NRV Regional Commission and MR Planning District CEDS committee
 - Career & Technical Education Advisory Board member: Bland, Carroll, Giles, Montgomery, Smyth and Washington Counties and Cities of Bristol and Radford
 - Region 2 Go Virginia Career Expo Planning Team
- Community Outreach
 - ACC Sectors and Leadership Meeting 9/17/19
 - Career Quest – 9/18/19 and 9/19/19
 - VT Peers @ Eastern Middle in Giles 9/20/19
 - SWVA United Way Career Expo 9/25/19
 - ACC Metrics and Measurements Committee – 10/7/19
 - Washington County CTE Advisory Meeting 10/8/19
 - Go VA Region 1 Exchange 10/10/19
 - Press Conference for TAPP on receiving RESTORE funds 10/14/19
 - ACC Sector & Leadership Meeting 10/15/19
 - Carroll County CTE Advisory Meeting 10/16/19
 - Giles County CTE Advisory Meeting 10/22/19
 - ACC Metric and Measurements Committee 11/7/19
 -
- Business Engagement/Outreach
 - Career Quest 9/18/19 & 9/19/19
 - SWVA United Way Career Expo
 - SVAM Manufacturing Awards Banquet 10/3/19
 - Women in Business 10/21/19
 - Meeting w/ Citizens and Floyd County 11/23/19
 -
- Staff Training
 - Jenny Bolte, Beverly Suthers and Marty Holliday – EO Training 10/22-10/24/19
 - Liz Annis and Renee Sturgill in Career Coach Training – on going
 - Liz Annis, Jenny Bolte & Renee Sturgill Career Pathway and Sector Strategies Training 11/7/19

VBWD One-Stop Report
New River/Mt. Rogers Workforce Development Board
Wytheville One-Stop Campus and Affiliate Sites

Reporting Period: July 1, 2019 – October 31, 2019 (YTD)

In alignment with the balanced scorecard approach, each Local Workforce Development Board will forward a quarterly report to the Virginia Board of Workforce Development to include:

Customer Service	
Job seeker customer satisfaction survey results (% of respondents)	Very Satisfied – 67% Satisfied – 33% “The staff explains all processes very well & helps with information that is best for you. Thanks.”
Business customer satisfaction survey results (% of respondents)	Very Satisfied – 67% Satisfied – 33%
Operations	
Number of new “participants” (job seeker customers) for the one-stop	Wytheville – 228 Radford – 455 Galax – 158 Bristol – 259
Number of hires attributed to the One-Stop Center	Wytheville – 43 Radford – 22 Galax – 12 Bristol – 9
Number of training activities completed	73
Number of workforce credentials attained	58 – 79.5% of individuals trained attained a credential
Number of new employers registered in Virginia Workforce Connection (VWC)	Wytheville – 6 Radford – 15 Galax – 7 Bristol – 10
Number of new job orders entered into VWC	Wytheville – 570 Radford – 1,122 Galax – 248 Bristol – 329
Number of services to employers in VWC	Wytheville – 4,585 Radford – 2,441 Galax – 1,321 Bristol – 614

Number of job seekers registered in VWC	Wytheville – 9,716 Radford – 6,219 Galax – 10,940 Bristol – 5,125
Number of employers served by One Stop (An employer “served” is one who had a defined workforce need and received a solution developed by one or more One-Stop Partners.)	Wytheville – 664 Radford – 262 Galax – 200 Bristol – 126
Resource Management	
Narrative which describes adherence to the Resource Management Plan arrangement	Memorandum of Understanding and partner resource sharing meetings are being held. Partner meetings are held regularly to exchange information: - 10/03/2019 Partner Meeting Galax - 10/02/2019 Partner Meeting Wytheville – Work Opportunity Tax Credit Program - 10/23/2019 Partner Meeting Wytheville – Virginia Bonding Program - 9/25/2019 Partner Meeting held in Radford – speakers include AIPC Ride Share, Community Health Center of the NRV, and Women’s Resource Center – Human Trafficking in the NRV Business Services Units in Abingdon, Wytheville, Galax, and Radford continue to be active and participate in sponsored activities across the region. - Held Fall Career Fair in Abingdon at the Higher Education Center on 11/14/19 – over 20 business participants and 90 attendees - Business Services Team Members from across the region assisted with Speyside Cooperage interviews in Glade Springs on 9/18/19 and 10/23/19 - Beginning planning for spring job fairs - Sponsoring an “Effective Personal Productivity” class with SVAM to be held in Galax beginning 1/23/20.

Professional Development	
List of professional development and other activities completed	Professional and other activities completed by staff include: - Bristol Compressors – 56 affected workers are active on the dislocated worker program. 38 workers are in a TAA approved training and 18 are actively participating in staff assisted job search. - Core Health and Fitness – layoffs ongoing throughout September and October, WIOA enrollments are ongoing (35 completed initial applications and have been contacted for enrollment). Trade session held on 9/25 with another session scheduled for 10/23. DLW program will be serving these individuals through the Rapid Response grant. - TRW –75 total are scheduled to be laid off by August 31st 34 of those 75 were laid off in July and early August. TAA Session was held on 10/2, 15 workers were invited, 8 workers attended. Enrollment into the DLW program is ongoing, will be serving these individuals through the Rapid Response grant. - Blackjewel – one worker came into the Abingdon office to inquire about services. - Bondcote Corporation, laying off 10 workers effective August 15th. - Norfolk and Southern – a few workers have contacted the Radford office inquiring about services. - DressBarn – no definite closure date yet, 3 affected workers. - Haynes Brand Inc. – located in Mt. Airy, received a list of affected workers who reside in VA. 48 affected workers are Virginia Residents. Rapid Response Session held on 12/10 for affected workers from Haynes Brand and Parkdale Mills - Wytheville Community College – conducting outreach to affected workers regarding rapid response services - Parkdale Mills - Galax, unsure of how many affected workers. Serving workers as they contact the local office regarding unemployment claims - Volvo – 700 workers to be laid off beginning 1/20/20. Rapid Response services being coordinated - Paramount Mfg – Abingdon, 22 workers laid off. Held Rapid Response Resource fair for affected workers on 11/22 at the Small Business Incubator in Abingdon. Job Fairs: • November 14, 2019 – Fall Career Fair in Abingdon over 20 businesses and 90 job seekers in attendance • Several individual and multi-employer hiring events have been held at all centers. Participating companies include: The Results Network, Adecco, Backcountry, The Budd Group, Blue Ridge Residential Services, Firestone, Imperial Group, 1901 Group, National Bank, and more.

	Staff Development: • All front line staff in the Radford office are certified Resume Specialists • US Census Training • Records Management Training • JSVG Staff member finished the Professional of Human Resources course with Syracuse University, NY • 2 JSVG staff completed Military Culture and Suicide Prevention training with DVS • Galax staff participated in a Twin County Community Resource Guide Planning Committee meeting • VEC staff Participated in the Women in Business Luncheon • Military spouses a priority customer, what you can do – webinar/training. • Preventing Workplace Harassment Training • Veteran Mental Health Training • EO Training • Virginia Workforce Connection Training • Cyber Security Training
Number of frontline staff trained and certified in compliance with State policy	21 total – Staff are renewing certifications as required

Kevin Shah heard about the Workforce Innovation and Opportunity Act (WIOA) program through his aunt who had participated in the Dislocated Worker program with People Incorporated. He was enrolled on the Youth program in September of 2014. Kevin had come to the United States from India for better opportunities and to achieve his educational goals. Kevin resided with his aunt and uncle in Marion, VA as his parents remained in India. He needed additional assistance for tuition to attend VHCC in the Business Administration with a specialization in Information Technology Program as he was classified as an out-of-state student due to not having lived in Virginia for the previous 12 months. Kevin did receive financial aid, but due to paying out-of-state tuition rates he needed financial assistance through the WIOA youth program to pay for the remainder of his tuition. The youth program assisted him with tuition, books, and mileage reimbursement to attend his classes.

While Kevin was living in Marion and attending VHCC he attended work readiness classes on a regular basis. He also attended quarterly leadership development activities. He did a lot of traveling during the summer to India to see his family so he was not able to attend the summer career exploration camps, but his case manager is confident that he would have attended if he had been able.

Upon completion his associate's degree at VHCC, Kevin was accepted to attend Virginia Tech in April of 2016. Kevin began summer classes that same year working towards his Bachelor's degree in Computer Science. The WIOA youth program again assisted Kevin with tuition and books while at VA Tech. Kevin maintained straight A's at both VHCC and Virginia Tech. He graduated Summa Cum Laude with his Bachelor's degree in Computer Science from VA Tech on May 18, 2019.

Kevin started working for Bloomberg in New York City on August 19, 2019 as a Software Engineer-Trainee in the Engineer Training Project Management and Support Department making an annual salary of \$135,000. Kevin is thankful for the assistance that was provided to him through the WIOA Youth program and feels that without this assistance he would not have been able to pursue his dream.



Area Layoffs and Closures – November 30, 2019

Company	Event	Affected Employees	Announcement or Effective Date	Status
Bristol Compressors Washington County	Closure	470 (+22 temp agency employees)	Media announcement, July 31, 2018	Completed
Core Health and Fitness Independence	Closure	102 (+29 temp agency employees)	Media Announcement, December 12, 2018	Ongoing- January, 2020
American Tire Wytheville	Closure	16	January, 2019	Completed
ZF TRW Automotive Atkins	Layoff	75	January, 2019	Completed
Blackjewel Mining Kentucky, WV, Virginia	Closure, Chapter 11 bankruptcy	600-800, Kentucky, WV, Virginia	July, 2019	Completed
Bondcote Corporation Pulaski	Layoff	10	August 15, 2019	Completed
Norfolk & Southern Roanoke	Layoff	100-130	September 3, 2019	Completed
DressBarn Bristol	Closure	Info not available	Media Announcement, August 16 th 2019	Ongoing. All stores closing by the end of 2019
Haynes Brand Inc, Mount Airy, NC	Closure	48 VA Residents	April 2019 – ongoing	Completed
Wytheville Community College	Layoff	23	Media Announcement, October 15, 2019	Effective Date: December 31, 2019
Parkdale Mills Galax	Layoff	TBD		Unknown
VOLVO, Dublin	Layoff	700	Media Announcement, November 22, 2019	Effective Date: January 20, 2020
Paramont Mfg, AbingdonVA	Layoff	22	November, 2019	Completed

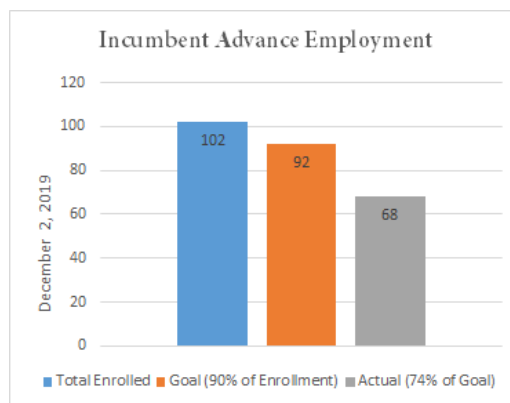
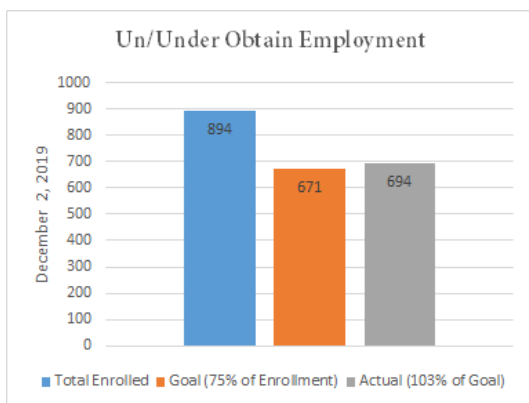
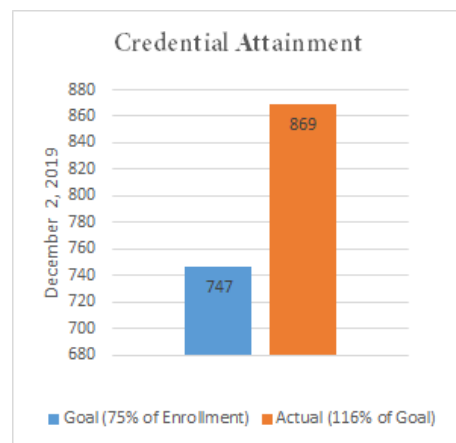
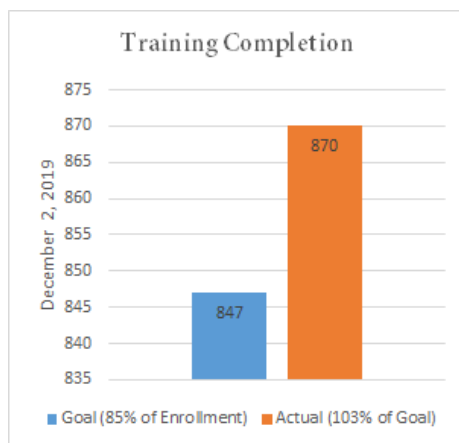
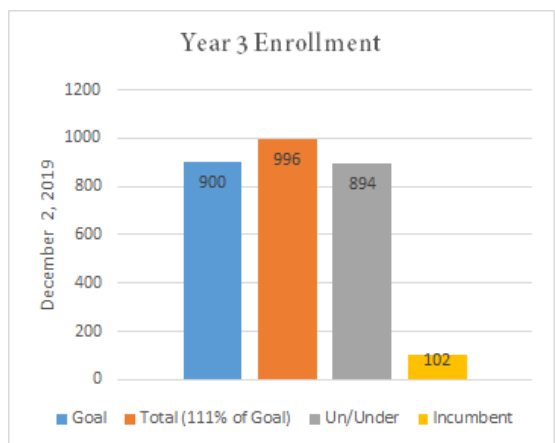
Pathways to the American Dream

Progress Report – December 2019

Building a pipeline of skilled workers to help businesses fill existing job openings and meet job needs for expansion.

Job-Seeker Services

Providing Training and Credentialing toward Middle-Skilled Employment



Median Wage

Year 3 Goal: \$23.44 * Year 3 Actual: \$22.75

Business Services

Developing Transformational Relationships with Businesses



470 businesses have received engagement services



19% Business Penetration rate

Prior Learning Assessment System



CAEL is working with eight of the nine community colleges in the project. Each college identified their areas of need, which have been focused on Challenge Exam coaching, CPL from the Ground Up, Career Advising Certifications, and Faculty Assessor Training.



Credit Awards pre- to -post grant have had a 73% positive rate of change in the project's footprint.

RATE OF CHANGE IN OUR REGION:



Online Portal



Competencies, Career Pathway, and Employment Information

knowledge
to **work**

Evaluation & Best Practices



Goal: What did we change about how we are serving businesses and participants?



Partnerships



Staffing



Communication

What We're Doing Now:

Gathering data from project staff, business-serving partners, and participant-serving partners using project reports, surveys, and interviews.

**Virginia Career Works
New River | Mount Rogers Region
Business Engagement – 4Q2019**

Recruitment Assistance

Job Fairs and Recruiting Events

- Speyside Bourbon Cooperage – Worked with the company to plan and host an Interviewing Event. Held approximately 100 interviews over 2 days.
- Southwestern Virginia Mental Health Institute – Worked with the organization to promote and implement their Nursing Job Fair. 10 employment offers were extended during the event.
- October Job Fair – Assisted with multi-company job fair at the Virginia Career Works-Radford office.
- October Community Job Fair – Assisted with the multi-company job fair at the Montgomery County Department of Social Services office.
- Fall 2019 Community Career Fair – Worked with partners to plan, promote and host a multi-company career fair in Abingdon. Approximately 90 job seekers attended and 23 companies participated. Companies: Agero, Ambulance Services of Bristol, American Merchant, Inc., Appalachian Plastics, Ballard Health, Bristol Broadcasting Company, Carrington Place of Rural Retreat, Emory & Henry College, English Meadows of Abingdon, Francis Marion Manor, General Engineering Company, Jennmar Construction Tools LLC, K-VA-T Food Stores, Luttrell Staffing Group, People Inc, Royal Building Products, Samuel Pressure Vessel Group, Scholle IPN, Speyside Bourbon Stave Mill, Tadano Mantis Corporation, Team Nurse, Trinity Ambulance Services and Westaff.

Workforce Information/Consulting

Workforce Services Conversations

- HAPCO – Met with company representatives to talk about their Intense Short-term Training Pilot Project for Welders and possible support. Also talked about other training needs
- Worked with Fort Chiswell Machine Products on an OJT for a machinist.
- American Merchant, Inc. – Met with HR staff and partners to talk about recruiting and training needs.
- Volvo Trucks – Talked with staff about possible training plans for future needs. A meeting is set for later in December.
- Somic America – Talked with Quality Manager about training needs for supervisors (OSHA training).

Facility Tours

- American Merchant, Inc. – Toured the facility with partners to get a better understanding of positions and talked with the current employees.

Job Posting/Sharing

- Speyside Bourbon Cooperage, Inc.
- County of Montgomery
- Imperial Group
- New River Valley Community Services

Training

Incumbent Worker Training

- ProChem, Inc. – Welding training and certification for 1 employee (ongoing)

- Moog, Inc. – Geometric Dimensioning and Tolerancing training for multiple employees (ongoing)
- Hollingsworth & Vose – Lean Six Sigma Green Belt training for 9 employees (ongoing) and RTI for Maintenance Apprenticeship for 2 employees (Potential)
- General Dynamics – Leadership for Women in Manufacturing training for 1 employee (ongoing)
- HAPCO – Excel training for 52 employees (potential)
- Mitsubishi Chemical Advanced Materials – Lean Six Sigma Black Belt training for 1 employee (potential)

Business Workshops

- Creative Recruiting Lunch & Learn Series – Worked with JIDA, Wytheville-Wythe-Bland Chamber of Commerce and Virginia Employment Commission to plan and host a series of workshops for local businesses and partners
 - o WOTC – a workshop on the Work Opportunity Tax Credit in Wytheville for local businesses and partners
 - o Bonding Program – a workshop on the Federal Bonding Program in Wytheville for local businesses and partners
 - o From Boomers to Zoomers – workshop of multiple generations in the workforce and recruiting/retention of different generations for local businesses and partners
- Leadership Development/Supervisor Skills – Planned and hosted a workshop on leadership and supervisor skills for local businesses. Worked with GENEDGE, SVAM Center of Excellence and Washington County Chamber of Commerce as partners. 27 attendees from the following: Team Nurse, Speyside Bourbon Stave Mill, Virginia Home Health & Hospice, Grace Healthcare of Abingdon, New Peoples Bank, People Inc, Patriotech LLC and United Way of SWVA.
- Leadership Development/Supervisor Skills – Planning a workshop for businesses and partners in the New River Valley.

Other

- Met with the NRV Business Services Unit.
- Met with the Virginia Highlands Business Services Unit
- Met with the Crossroads Business Services Unit
- Attended SVAM Awards Dinner
- Participated in Spectrum Brand's Manufacturing Day activities
- Participated in a DOL webinar about Incumbent Worker Training as Business Engagement
- Participated in staff Leadership training

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 \$0.58/mile = \$ _____
Total Miles Reimbursement Requested

Name

Signature

Date

WDB/Consortium Board Inclement Weather Policy

If Wytheville Community College is closed the WDB/Consortium Board meeting will be cancelled. If Wytheville Community College is on a delayed schedule, the WDB/Consortium Board meeting will be held as scheduled.

2020 Workforce Development Board Meeting Schedule

February 26, 2020

April 22, 2020

June 24, 2020

August 26, 2020

October 28, 2020

December 9, 2020 (Joint with Elected Officials)

All meetings will be held on the **fourth Wednesday*** of **alternating months** at the **Wytheville Meeting Center** (behind Wytheville Community College) beginning at **10:00 a.m.**

***December is the second Wednesday**

2020 Consortium Board Meeting Schedule

January 15, 2020

March 18, 2020

May 20, 2020

July 15, 2020

September 16, 2020

December 9, 2020 (Joint with WDB)

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

***No meeting in November due to the Joint Meeting with the WDB in December**