

**NEW RIVER/MOUNT ROGERS WORKFORCE INVESTMENT AREA**  
**CONSORTIUM AND WORKFORCE BOARDS JOINT MEETING**

**MEETING AGENDA**

**May 17, 2023**

- I. Call to Order – Chair Biggs and Chair Miller
- II. Moment of Reflection – Chair Biggs
- III. Roll Call
- IV. Consent Agenda -
  - Approval Meeting Minutes – February 22, 2023 (WDB) and March 15, 2022 (CB)
  - Board Appointment Kelly DeBusk-Washington County Business (CB)
  - July 1, 2023 WDB Reappointments (CB)
  - Operational Summary (both)
  - Financials (both)
- V. Public Comment Period
- VI. Review/Action of Draft PY23 Budget\* (WDB then CB)
- VII. Review/Action of PY23 Contract Award and Funding Allocation Recommendations\* (WDB then CB)
- VIII. Review/Action of PY23 Fiscal Agent Agreement\* (CB only)
- IX. Review/Action PY23 WDB Certification\* (CB only)
- X. Review/Action final documents for the New River/Mount Rogers Workforce Foundation\*
- XI. Review/Action PY23 Training Providers/Programs\* (WDB only)
- XII. Appoint members to the Foundation (CB -3, WDB – 4)
- XIII. Executive Summary – Marty Holliday
  - A. Workforce Reorganization
  - B. Strategic Plan Summary
- XIV. Break for Lunch
- XV. Presentation from the Chairs of the Business Solution Teams (Strategic Goal #2)
- XVI. Updates
  - A. One-Stop Operator Report – Beth Carico
  - B. Program Operators – Beth Carico & Leo Molina
  - C. Grants Updates – Jenny Bolte
- XVII. Complete Travel Reimbursements
- XVIII. Next Meeting at the Wytheville Meeting Center –
  - A. Workforce Board – August 23, 2023 beginning at 10am
  - B. Consortium Board: September 20, 2023 beginning at 10am
- XIX. Adjournment

\*Items needing a vote

# New River/Mount Rogers Workforce Development Board

## MEETING MINUTES

February 22, 2023 – All Virtual

### CALL TO ORDER

Chair Miller called to order the regular meeting of the NRMR Workforce Development Board at 10:04 am on February 22, 2023.

### ROLL CALL

Ms. Holliday conducted a roll call. The following persons were present and Online:

#### Board Members

Mike Miller, Chair  
Jay Williams, Vice-Chair  
Aaron Vaughn  
Christi Altizer  
Thad Austin  
Jimmy Smith  
Jeff Dunnack  
Mary Ann Gilmer  
Nicole Hair  
Phil Hull  
Perry Hughes  
Jordan Loupe  
Christy Lowe

Larry Wyatt  
Shannon Mutter  
John Overton  
Carla Pauley  
Joy Butler  
Bryan Phipps  
Brad Rodriquez  
Vicky Collins  
  
*Alternate*  
Brittany Quesenberry

#### Staff

Marty Holliday  
Jenny Bolte  
Della Wheeler  
Renee Sturgill  
Janiele Hamden

#### Guests

Mary Biggs, CLEO Chair  
Beth Carico  
Leo Molina  
Stephanie Surret  
Kathy Malone  
Gwyn Johnson

A quorum was present.

### CONSENT AGENDA

Mr. Dunnack made the motion to approve the Consent Agenda as presented with a second from Mr. Overton. The motion was passed unanimously.

### PUBLIC COMMENT PERIOD

Hearing none, Chair Miller moved on with the agenda.

### COMMITTEE REPORTS

- **One-Stop Operations & Delivery Committee:**

Ms. Holliday reviewed the RFP Timeline with the Board, noting that the RFP was out and responses were due back in early March. She stated that she needed a few more reviewers.

**Strategic Planning Committee:**

Ms. Holliday told the board that the PY22 Update had been approved. She reminded the members that at each meeting they would review one Strategic Goal, and this meeting would be Goal #1.

### **GUEST SPEAKER:** Stephanie Surret, Ex. Director of the Center for Manufacturing Excellence

Ms. Surret gave an overview of the of the CME and the work that they are doing with the YouthBuild Program.

**CONSORTIUM BOARD UPDATE**

Ms. Biggs, Consortium Board Chair, informed the Board that since both boards met in December and the Consortium Board would not meet until March, there was no update to give, but that she was looking forward to working with everyone.

**EXECUTIVE DIRECTOR SUMMARY**

Ms. Holliday shared the ROI report (which was better than normal), updated on the Workforce System reorganization and went over Goal #1 Strategies and Action Items, reminding them about the information shared by Ms. Surrent and the YouthBuild Integrated Education Training Model and the three new graduates.

**PARTNER REPORTS**

Reports for the following partner agencies were given Reports for the following partner agencies were given, highlighting how they are supporting Goal #1: Adult Education, Ms. Mutter; Institute of Higher Education, Mr. Hughes;; Job Corp, Mr. Loupe; TANF Programs, Ms. Collins; Title 1 Rehabilitation Act of 1973, Ms. Altizer; Virginia's Employment Services, Ms. Lowe; WIOA Title 1 Programs, Ms. Carico and Mr. Molina; Special Grants, Ms. Bolte.

**ADJOURNMENT**

Chair Miller stated that the next meeting would be an in-person Joint Meeting with the Consortium Board at the Wytheville Meeting Center beginning at 10:00 am. With no further business to discuss, the meeting was adjourned at 11:55.

Respectfully Submitted,

Marty Holliday  
Executive Director

# **New River/Mount Rogers Workforce Development Area Consortium Board**

## **INFORMATIONAL MINUTES**

**March 15, 2023**

### **CALL TO ORDER**

Chair Biggs called to order the regular meeting of the NRMR Workforce Development Area Consortium Board at 10:01 am on March 15, 2023 at Wytheville Community College.

### **MOMENT OF REFLECTION**

Chair Biggs lead the Board in the pledge of allegiance and a moment of reflection. She then asked the members to introduce themselves as there were a few new members.

### **ROLL CALL**

Ms. Holliday conducted a roll call. The following persons were present. A quorum was present.

#### **Board Members In Person**

Montgomery County – Mary Biggs, Chair  
Bland County - Cameron Burton  
Floyd County – Joe Turman  
Grayson County – Michael Hash  
Pulaski County – Laura Walters  
Washington County – Charlie Hargis  
Bristol City – Michael Pollard  
Galax City – Mike Larrowe

#### **Guests**

Gwen Johnson, Goodwill  
Leo Molina, Jr. - Goodwill  
Beth – People Inc.  
Linda Millsap – Floyd County

#### **Staff**

Marty Holliday  
Renee Sturgill  
Jenny Bolte  
Kimber Simmons

### **PUBLIC COMMENTS**

Ms. Biggs opened the floor to public comment. Hearing none, she proceeded with the next item on the agenda.

### **CONSENT AGENDA**

Ms. Walters made the motion to approve the Consent Agenda items. Mr. Turman seconded the motion and the motion was passed unanimously.

### **ELECTION OF OFFICERS**

Chair Biggs turned the meeting over to Ms. Holliday. Ms. Holliday presented the slate of officers brought by the Nomination Committee: Chair – Mary Biggs (PDC 4) and Vice Chair – Lori Deel (PDC 3). Ms. Holliday reminded the members that the chair and vice chair had to be from different planning districts. She asked for any nominations from the floor. Hearing none, she called for a vote. It was a unanimous decision. Ms. Holliday returned the meeting to Chair Biggs.

### **SHORT-TERM DISABILITY FOR EMPLOYEES**

Ms. Holliday gave an update on the situation with short-term disability (historical and current), explaining that the current situation was a self-pay and not something that the Board could. She presented several scenarios that were available to the Board and the cost of each. Ms. Burton made the motion that Ms. Holliday continue to evaluate Short-term Disability and make the selection best suited, keeping the cost below \$15,000 per year. Mr. Hargis seconded the motion and the motion passed unanimously.

### **NEW RIVER/MOUNT ROGERS WORKFORCE FOUNDATION UPDATE**

Ms. Holliday asked the Board to review the documents regarding the proposed foundation. A discussion followed with input from Board members. Ms. Holliday will make the suggested changes and send the documents to legal counsel for review before the May 17<sup>th</sup> meeting.

#### **EXECUTIVE DIRECTOR SUMMARY**

Ms. Holliday shared the ROI report (which was better than normal), updated on the Workforce System reorganization and went over Goal #1 Strategies and Action Items.

#### **WORKFORCE DEVELOPMENT BOARD UPDATE**

Mr. Miller noted that the Workforce Board was up for recertification and that Ms. Holliday was pulling together the necessary documents. Ms. Holliday told the members that she was given a short waiver for the due date to be May 18 (after the May meeting) and not May 1.

#### **INFORMATIONAL ITEMS**

Ms. Carico provided the One-Stop Operator report and People Inc's program updates. Mr. Molina provided Goodwill's program updates. Ms. Simmons provided her Business Services report. Ms. Bolte provided Board Grant updates.

#### **NEXT MEETING**

Chair Biggs reviewed the travel reimbursement and meeting schedule. The next meeting would be the Joint Board Meeting on May 17, 2023 at 10 am at the Wytheville Meeting Center.

#### **ADJOURNMENT**

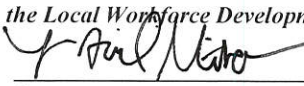
With no further business to discuss, the meeting was adjourned at 12:10 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Marty Holliday". The signature is stylized with a large, looped "M" and a cursive "Holliday".

Marty Holliday  
Executive Director

# NOMINATION FORM

|                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                                                                                        |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>1-Name (First, MI, Last)</b><br>Kelly DeBusk                                                                                                                                     |  | <b>2-LWDA #</b><br>2                                                                                                                                                                                                                                                                                                                   | <b>3-Date</b><br>4/7/23 |
| <b>4-Street Address</b><br>34001 Glove Dr.                                                                                                                                          |  | <b>13-Nominee Characteristics</b>                                                                                                                                                                                                                                                                                                      |                         |
| <b>5-City</b><br>Glade Spring,                                                                                                                                                      |  | Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                       |                         |
| <b>6-County</b><br>Washington                                                                                                                                                       |  | Race:                                                                                                                                                                                                                                                                                                                                  |                         |
| <b>7-State</b> Virginia                                                                                                                                                             |  | White <input checked="" type="checkbox"/> Black <input type="checkbox"/>                                                                                                                                                                                                                                                               |                         |
| <b>8-ZIP</b><br><small>24340</small>                                                                                                                                                |  | Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>                                                                                                                                                                                                                                                                |                         |
| <b>9-Home Phone (include area code)</b>                                                                                                                                             |  | Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>                                                                                                                                                                                                                                                                 |                         |
| <b>10-Work Phone (include area code)</b>                                                                                                                                            |  | Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>                                                                                                                                                                                                                                                               |                         |
| <b>11-FAX</b>                                                                                                                                                                       |  | <b>14-Recommended for (see section number)</b>                                                                                                                                                                                                                                                                                         |                         |
| <b>12-E-Mail</b>                                                                                                                                                                    |  | <b>16- Labor/ CBO/ Apprenticeship</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                         |                         |
| <b>15-LWDA Name</b><br>New River/Mount Rogers                                                                                                                                       |  | <b>17-Private Sector (Business)</b> <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                |                         |
| <b>16-Labor/ CBO/ Apprenticeship Representative</b>                                                                                                                                 |  | <b>18-Education</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                                           |                         |
| Title <input type="checkbox"/> Labor <input type="checkbox"/> CBO <input type="checkbox"/> Organization <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> |  | <b>19-VEC</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                                                 |                         |
|                                                                                                                                                                                     |  | <b>20-Economic Development</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                                |                         |
|                                                                                                                                                                                     |  | <b>21-VDARS/VDBVI</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                                         |                         |
|                                                                                                                                                                                     |  | <b>22-DSS</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                                                 |                         |
|                                                                                                                                                                                     |  | <b>23-Optional/Other</b> <input type="checkbox"/>                                                                                                                                                                                                                                                                                      |                         |
| <b>17-Private Sector (Business) Representative</b>                                                                                                                                  |  | Yes No                                                                                                                                                                                                                                                                                                                                 |                         |
| Title <u>Compliance Manager</u>                                                                                                                                                     |  | Minority-Owned Business <input type="checkbox"/> <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                   |                         |
| Business <u>Appalachian Plastics, Inc.</u>                                                                                                                                          |  | Female-Owned Business <input type="checkbox"/> <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                     |                         |
| Type of Business <u>Manufacturing</u>                                                                                                                                               |  | Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input checked="" type="checkbox"/>                                                                                                                                                                                                                             |                         |
|                                                                                                                                                                                     |  | Number of Employees <u>65</u>                                                                                                                                                                                                                                                                                                          |                         |
| <b>18-Education Representative</b>                                                                                                                                                  |  | <b>19-VEC Representative</b>                                                                                                                                                                                                                                                                                                           |                         |
| Title _____                                                                                                                                                                         |  | Title _____                                                                                                                                                                                                                                                                                                                            |                         |
| Institution _____                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                        |                         |
| Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>                                                  |  |                                                                                                                                                                                                                                                                                                                                        |                         |
| <b>20-Economic Development Representative</b>                                                                                                                                       |  | <b>21-VDARS/VDBVI Representative</b>                                                                                                                                                                                                                                                                                                   |                         |
| Title _____                                                                                                                                                                         |  | Title _____                                                                                                                                                                                                                                                                                                                            |                         |
|                                                                                                                                                                                     |  | <b>22-DSS Representative</b>                                                                                                                                                                                                                                                                                                           |                         |
|                                                                                                                                                                                     |  | Title _____                                                                                                                                                                                                                                                                                                                            |                         |
| <b>24-Nominator</b>                                                                                                                                                                 |  | <b>23-Optional/ Other Representative</b>                                                                                                                                                                                                                                                                                               |                         |
| <i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i>                                                                           |  | Title _____                                                                                                                                                                                                                                                                                                                            |                         |
|  4/6/23                                                                                          |  | Agency _____                                                                                                                                                                                                                                                                                                                           |                         |
| Signature _____ Date _____                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                        |                         |
| Lennie Gail Mitcham, Executive Director                                                                                                                                             |  | <b>25-Action by Chief Elected Official</b>                                                                                                                                                                                                                                                                                             |                         |
| Printed/Typed Name & Title of Nominator                                                                                                                                             |  | Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. |                         |
| Southwest Virginia Alliance for Manufacturing                                                                                                                                       |  | Term of Appointment: From <u>7/1/2023</u> To <u>6/30/2026</u>                                                                                                                                                                                                                                                                          |                         |
| Nominator Organization                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                        |                         |
| 276-492-2100 276-698-3152                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                        |                         |
| Phone: <u>lgmitcham@swvam.org</u> FAX _____                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                        |                         |
| Email _____                                                                                                                                                                         |  | Signature of Chief Elected Official _____ Date _____                                                                                                                                                                                                                                                                                   |                         |

# WDB Member Term Expiration Dates As of 7/1/23

| <u>6/30/24</u>         | <u>6/30/25</u>       | <u>6/30/26</u>        |
|------------------------|----------------------|-----------------------|
| Jimmy Smith            | Perry Hughes         | John Overton          |
| Thad Austin            | Phil Hull            | Kelly DeBusk          |
| Larry Wyatt            | Christy Lowe         | Jeff Carter           |
| Michael Miller         | Mary Ann<br>Gilmer   | Carla Pauley          |
| Bryan Phipps           | Joy Butler           | Christi Altizer       |
| Mark Tapp              | Aaron Vaughan        | Shannon<br>Mutter     |
| Jay Williams           | Nichole Hair         | Jordan Loupe          |
| Vicki Collins          | Bradley<br>Rodriguez | Jayme Brewer          |
| Barry<br>Hollandsworth | Chris Pfolh          | Jeff Dunnack          |
|                        | Martha Rasnake       | Mary Anne<br>Holbrook |

**New River/Mount Rogers Workforce Development Board**  
**Financial Report**  
**Report Period: 07/01/22 – 3/31/23**

**WIOA Administration Funds**

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**PY21**

|                                           |    |            |
|-------------------------------------------|----|------------|
| Available Funds                           | \$ | 187,395.00 |
| Board Expenditures                        | \$ | 187,395.00 |
| Total PY21 Administrative Funds Available | \$ | -          |

**PY22**

|                                           |    |                  |
|-------------------------------------------|----|------------------|
| Available Funds                           | \$ | 191,074.00       |
| Board Expenditures                        | \$ | 95,670.00        |
| Total PY22 Administrative Funds Available | \$ | <b>95,404.00</b> |

**WIOA Adult Program Funds**

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**PY21**

|                                  |    |            |
|----------------------------------|----|------------|
| Available Funds                  | \$ | 547,757.00 |
| Board Expenditures               | \$ | 547,757.00 |
| Total PY21 Adult Funds Available | \$ | -          |

**PY22**

|                                  |    |                   |
|----------------------------------|----|-------------------|
| Available Funds                  | \$ | 597,734.00        |
| Board Expenditures               | \$ | 135,639.00        |
| Total PY22 Adult Funds Available | \$ | <b>462,095.00</b> |

**WIOA DLW Program Funds**

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**PY21**

|                                |    |                  |
|--------------------------------|----|------------------|
| Available Funds                | \$ | 477,944.00       |
| Board Expenditures             | \$ | 429,746.00       |
| Total PY21 DLW Funds Available | \$ | <b>48,198.00</b> |

**PY22**

|                                |    |                   |
|--------------------------------|----|-------------------|
| Available Funds                | \$ | 398,129.00        |
| Board Expenditures             | \$ | -                 |
| Total PY22 DLW Funds Available | \$ | <b>398,129.00</b> |

**WIOA Youth Program Funds**

---

**PY21**

|                                  |    |            |
|----------------------------------|----|------------|
| Available Funds                  | \$ | 660,855.00 |
| Board Expenditures - OSY         | \$ | 569,472.00 |
| Board Expenditures - ISY         | \$ | 91,383.00  |
| Total PY21 Youth Funds Available | \$ | -          |

**PY22**

|                                  |    |                   |
|----------------------------------|----|-------------------|
| Available Funds                  | \$ | 723,801.00        |
| Board Expenditures - OSY         | \$ | 27,405.00         |
| Board Expenditures - ISY         | \$ | 6,379.00          |
| Total PY22 Youth Funds Available | \$ | <b>690,017.00</b> |

**Ticket To Work**

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|                            |    |                 |
|----------------------------|----|-----------------|
| Available Funds to Date    | \$ | 93,502.00       |
| Board Expenditures to Date | \$ | 84,213.00       |
| <b>Remaining Balance</b>   | \$ | <b>9,289.00</b> |

**One Stop Security Support**

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|                          |    |                  |
|--------------------------|----|------------------|
| Available Funds          | \$ | 252,858.00       |
| Board Expenditures       | \$ | 237,264.00       |
| <b>Remaining Balance</b> | \$ | <b>15,594.00</b> |

**2023 Contract**

|                          |    |                  |
|--------------------------|----|------------------|
| Available Funds          | \$ | 49,920.00        |
| Board Expenditures       | \$ | 11,895.00        |
| <b>Remaining Balance</b> | \$ | <b>38,025.00</b> |

**Covid Recovery-Mount Rogers & New River Valley**

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|                            |           |                 |
|----------------------------|-----------|-----------------|
| Available Funds to Date    | \$        | 40,000.00       |
| Board Expenditures to Date | \$        | 30,665.00       |
| <b>Remaining Balance</b>   | <b>\$</b> | <b>9,335.00</b> |

**Local Support**

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|                            |           |                  |
|----------------------------|-----------|------------------|
| Available Funds to Date    | \$        | 32,779.00        |
| Board Expenditures to Date | \$        | 22,360.00        |
| <b>Remaining Balance</b>   | <b>\$</b> | <b>10,419.00</b> |

**New River/Mount Rogers Workforce Development Board**  
**Financial Report**  
**Report Period: 07/01/22 – 3/31/23**

**WIOA Administration Funds**

---

**PY21**

|                                           |    |            |
|-------------------------------------------|----|------------|
| Available Funds                           | \$ | 187,395.00 |
| Board Expenditures                        | \$ | 187,395.00 |
| Total PY21 Administrative Funds Available | \$ | -          |

**PY22**

|                                           |    |                  |
|-------------------------------------------|----|------------------|
| Available Funds                           | \$ | 191,074.00       |
| Board Expenditures                        | \$ | 95,670.00        |
| Total PY22 Administrative Funds Available | \$ | <b>95,404.00</b> |

**WIOA Adult Program Funds**

---

**PY21**

|                                  |    |            |
|----------------------------------|----|------------|
| Available Funds                  | \$ | 547,757.00 |
| Board Expenditures               | \$ | 547,757.00 |
| Total PY21 Adult Funds Available | \$ | -          |

**PY22**

|                                  |    |                   |
|----------------------------------|----|-------------------|
| Available Funds                  | \$ | 597,734.00        |
| Board Expenditures               | \$ | 135,639.00        |
| Total PY22 Adult Funds Available | \$ | <b>462,095.00</b> |

**WIOA DLW Program Funds**

---

**PY21**

|                                |    |                  |
|--------------------------------|----|------------------|
| Available Funds                | \$ | 477,944.00       |
| Board Expenditures             | \$ | 429,746.00       |
| Total PY21 DLW Funds Available | \$ | <b>48,198.00</b> |

**PY22**

|                                |    |                   |
|--------------------------------|----|-------------------|
| Available Funds                | \$ | 398,129.00        |
| Board Expenditures             | \$ | -                 |
| Total PY22 DLW Funds Available | \$ | <b>398,129.00</b> |

**WIOA Youth Program Funds**

---

**PY21**

|                                  |    |            |
|----------------------------------|----|------------|
| Available Funds                  | \$ | 660,855.00 |
| Board Expenditures - OSY         | \$ | 569,472.00 |
| Board Expenditures - ISY         | \$ | 91,383.00  |
| Total PY21 Youth Funds Available | \$ | -          |

**PY22**

|                                  |    |                   |
|----------------------------------|----|-------------------|
| Available Funds                  | \$ | 723,801.00        |
| Board Expenditures - OSY         | \$ | 27,405.00         |
| Board Expenditures - ISY         | \$ | 6,379.00          |
| Total PY22 Youth Funds Available | \$ | <b>690,017.00</b> |

**Ticket To Work**

---

|                            |    |                 |
|----------------------------|----|-----------------|
| Available Funds to Date    | \$ | 93,502.00       |
| Board Expenditures to Date | \$ | 84,213.00       |
| <b>Remaining Balance</b>   | \$ | <b>9,289.00</b> |

**One Stop Security Support**

---

|                          |    |                  |
|--------------------------|----|------------------|
| Available Funds          | \$ | 252,858.00       |
| Board Expenditures       | \$ | 237,264.00       |
| <b>Remaining Balance</b> | \$ | <b>15,594.00</b> |

**2023 Contract**

|                          |    |                  |
|--------------------------|----|------------------|
| Available Funds          | \$ | 49,920.00        |
| Board Expenditures       | \$ | 11,895.00        |
| <b>Remaining Balance</b> | \$ | <b>38,025.00</b> |

**Covid Recovery-Mount Rogers & New River Valley**

---

|                            |           |                 |
|----------------------------|-----------|-----------------|
| Available Funds to Date    | \$        | 40,000.00       |
| Board Expenditures to Date | \$        | 30,665.00       |
| <b>Remaining Balance</b>   | <b>\$</b> | <b>9,335.00</b> |

**Local Support**

---

|                            |           |                  |
|----------------------------|-----------|------------------|
| Available Funds to Date    | \$        | 32,779.00        |
| Board Expenditures to Date | \$        | 22,360.00        |
| <b>Remaining Balance</b>   | <b>\$</b> | <b>10,419.00</b> |

# **PY23 BUDGET**

## PY'22 Carryover Funds

### Formula

|                 |                  |
|-----------------|------------------|
| Administration  | \$ 25,000        |
| <u>Program</u>  |                  |
| DLW             | \$ 200,000       |
| Adult           | \$ 80,000        |
| Youth           | \$ 150,000       |
| Totals          | <u>\$430,000</u> |
| Carryover Funds | <u>\$455,000</u> |

## PY '23 WIOA Allocations

|        | Admin            | Program            | Projected<br>PY'23<br>Allocation | PY22 Allocation    |
|--------|------------------|--------------------|----------------------------------|--------------------|
| DLW    | \$37,601         | \$338,410          | \$376,011                        | \$442,366          |
| Adult  | \$63,094         | \$567,847          | \$630,942                        | \$664,149          |
| Youth  | \$72,380         | \$651,421          | \$723,801                        | \$804,223          |
| Totals | <u>\$173,075</u> | <u>\$1,557,678</u> | <u>\$1,730,753</u>               | <u>\$1,910,738</u> |

## Total Available Funding Summary

|                 | Admin                   | Program                   | Total                     |           |
|-----------------|-------------------------|---------------------------|---------------------------|-----------|
| WIOA Funding    | \$173,075               | \$1,557,678               | \$1,730,753               |           |
| Carryover       | \$25,000                | \$430,000                 | \$455,000                 |           |
| POWER           |                         | \$306,154                 | \$306,154                 |           |
| Youthbuild      |                         | \$402,051                 | \$402,051                 |           |
| Local Support   |                         | \$13,989                  | \$13,989                  |           |
| Ticket to Work  |                         | \$6,700                   | \$6,700                   |           |
| WORC            |                         | \$628,328                 | \$628,328                 | 1,791,533 |
| CAREER (NDWG)   |                         | \$39,506                  | \$39,506                  |           |
| Innovations     |                         | \$158,814                 | \$158,814                 |           |
| Ready SWVA      |                         | \$615,126                 | \$615,126                 |           |
| Proposed Grants |                         | \$208,354                 | \$208,354                 |           |
| <b>Total</b>    | <u><b>\$198,075</b></u> | <u><b>\$4,366,699</b></u> | <u><b>\$4,564,775</b></u> |           |

4,564,775

## PY23 BUDGET

### **Expenses**

|                                   |                    |
|-----------------------------------|--------------------|
| Staff Salaries                    | \$614,994          |
| Fringe Benefits                   | \$215,248          |
| Travel                            | \$26,000           |
| Office Space                      | \$37,000           |
| Communication/Phones              | \$16,000           |
| Supplies                          | \$35,000           |
| Postage                           | \$250              |
| Printing                          | \$1,500            |
| Copies & Copier Maint.            | \$0                |
| Outreach/Media Adv.               | \$30,000           |
| Equipment Rent                    | \$1,700            |
| Dues/Pubs                         | \$5,000            |
| Training/Professional Development | \$7,000            |
| Meeting Expense                   | \$7,000            |
| Contractual Ser.                  | \$1,586,000        |
| Professional Services             | \$15,000           |
| Liability Insurance               | \$5,000            |
| Miscellaneous                     | \$3,000            |
| <b>Expenses</b>                   | <b>\$2,605,692</b> |
| <b>Fiscal Agent Services</b>      | <b>75,000</b>      |
| <b>Board Reserved Funds</b>       | <b>45,000</b>      |
| <b>WIOA Program Operators</b>     | <b>1,830,171</b>   |
| <b>Undesignated</b>               | <b>8,912</b>       |
| <b>Total Budget</b>               | <b>\$4,564,775</b> |

**PY 23 Board Expenditures by Program**

|                        |                  |
|------------------------|------------------|
| Formula Administration | \$75,706         |
| Formula Adult Program  | 40,217           |
| Formula DLW Program    | 40,217           |
| Formula Youth Program  | 70,531           |
| WIOA Formula Total     | <b>\$226,670</b> |

|                 |           |
|-----------------|-----------|
| Local Support   | \$13,989  |
| Ticket to Work  | \$6,700   |
| POWER           | \$306,154 |
| WORC            | \$628,328 |
| Youthbuild      | \$402,051 |
| CAREER          | \$39,506  |
| Innovations     | \$158,814 |
| Ready SWVA      | \$615,126 |
| Proposed Grants | \$208,354 |

|                   |                    |
|-------------------|--------------------|
| Non-Formula Total | <b>\$2,379,021</b> |
|-------------------|--------------------|

|                    |                    |
|--------------------|--------------------|
| <b>Grand Total</b> | <b>\$2,605,692</b> |
|--------------------|--------------------|

|                                     |               |
|-------------------------------------|---------------|
| <b><u>Fiscal Agent Services</u></b> | <b>75,000</b> |
|-------------------------------------|---------------|

|                                      |                  |
|--------------------------------------|------------------|
| <b><u>WIOA Program Operators</u></b> | <b>1,830,171</b> |
|--------------------------------------|------------------|

|                             |               |
|-----------------------------|---------------|
| <b><u>Reserve Funds</u></b> | <b>45,000</b> |
|-----------------------------|---------------|

**Draft**  
**New River/Mount Rogers Workforce Development Area**  
**Summary of Funding Allocations and Board Expenses**  
**Program Year 23**

| <b>Funding Source</b>   | <b>Projected Funding</b> | <b>% of Funds</b> |
|-------------------------|--------------------------|-------------------|
| Formula Administration  | 198,075                  | 4.3%              |
| Formula Adult Program   | 647,847                  | 14.2%             |
| Formula DLW Program     | 538,410                  | 11.8%             |
| Formula Youth Program   | 801,421                  | 17.6%             |
| POWER                   | 306,154                  | 6.7%              |
| Youthbuild              | 402,051                  | 8.8%              |
| Local Support           | 13,989                   | 0.3%              |
| Ticket to Work          | 6,700                    | 0.1%              |
| WORC                    | 628,328                  | 13.8%             |
| CAREER                  | 39,506                   | 0.9%              |
| Innovations             | 158,814                  | 3.5%              |
| Ready                   | 615,126                  | 13.5%             |
| Other                   | 208,354                  | 4.6%              |
| <b>Projected Totals</b> | <b>4,564,775</b>         | <b>100.0%</b>     |

**Board Expenses**

|                        |                |
|------------------------|----------------|
| Formula Administration | 75,706         |
| Formula Programs       | 150,965        |
| POWER                  | 91,154         |
| Youthbuild             | 202,051        |
| Local Support          | 9,549          |
| WORC                   | 323,328        |
| Ticket                 | 6,700          |
| CAREER                 | 4,506          |
| Innovations            | 58,814         |
| Ready                  | 5,126          |
| Proposed               | 108,354        |
| <b>Total</b>           | <b>863,958</b> |

**Fiscal Agent Services** **\$75,000**

**Board Reserved** **\$45,000**

**Draft**  
**New River/Mount Rogers Workforce Development Area**  
**Summary of Funding Distributions**  
**Program Year 23**

**Distribution to Program Operators**

|                                   |         |                           |
|-----------------------------------|---------|---------------------------|
| Program Costs:                    |         |                           |
| One-Stop Operator                 | 50,000  |                           |
| Formula Adult                     | 588,854 |                           |
| Formula DLW                       | 479,314 |                           |
| Formula Youth                     | 712,003 |                           |
| <b>Total to Program Operators</b> |         | <b><u>\$1,830,171</u></b> |

**Distribution to Sub-recipients**

|                                |        |                        |
|--------------------------------|--------|------------------------|
| POWER                          | 95,000 |                        |
| <b>Total to Sub-recipients</b> |        | <b><u>\$95,000</u></b> |

**Distribution to Contractors**

|                             |         |                         |
|-----------------------------|---------|-------------------------|
| POWER                       | 120,000 |                         |
| Youthbuild                  | 200,000 |                         |
| WORC                        | 305,000 |                         |
| CAREER                      | 35,000  |                         |
| Local                       | 4,440   |                         |
| Innovations                 | 100,000 |                         |
| Ready                       | 610,000 |                         |
| Proposed                    | 100,000 |                         |
| <b>Total to Contractors</b> |         | <b><u>1,474,440</u></b> |

**Non Designated/Distributed Funds**

|                                         |       |                       |
|-----------------------------------------|-------|-----------------------|
| Formula Administration                  | 2,370 |                       |
| Formula Adult Program                   | 2,110 |                       |
| Formula DLW Program                     | 2,212 |                       |
| Formula Youth Program                   | 2,220 |                       |
| <b>Total Non Designated/Distributed</b> |       | <b><u>\$8,912</u></b> |

**Grand Totals**

|                   |           | <b><u>% of Funds</u></b>           |
|-------------------|-----------|------------------------------------|
| Board Expenses    | 1,036,252 | 23.5%                              |
| Fiscal Agent      | 75,000    | 2.4%                               |
| Board Reserved    | 45,000    | 0.9%                               |
| Program Operators | 1,830,171 | 51.5%                              |
| Sub-recipients    | 95,000    | 4.6%                               |
| Contractors       | 1,474,440 | 16.2%                              |
| Non Designated    | 8,912     | 0.8%                               |
| <b>Total</b>      |           | <b><u>\$ 4,564,775    100%</u></b> |

PY'23 Contract Award  
Recommended Funding\*

One Stop Operator

|                         |          |
|-------------------------|----------|
| People Inc. of Virginia | \$50,000 |
|-------------------------|----------|

Adult

|                         |           |
|-------------------------|-----------|
| People Inc. of Virginia | \$588,854 |
|-------------------------|-----------|

DLW Program

|                         |           |
|-------------------------|-----------|
| People Inc. of Virginia | \$479,314 |
|-------------------------|-----------|

Youth Program

|                         |           |
|-------------------------|-----------|
| People Inc. of Virginia | \$712,003 |
|-------------------------|-----------|

\*New recommendation may be made after official allocation and carryover are known.

# **New River Mount Rogers Workforce Development Area Consortium**

## **Fiscal Agent Service Agreement**

This Agreement entered into this 1<sup>st</sup> day of July, 2023 by and between the Pulaski County Board of Supervisors (the Grant Recipient of Workforce Innovation and Opportunity Act funds for the New River/Mount Rogers Workforce Development Area Consortium), hereinafter called the “Grant Recipient”, the New River/Mount Rogers Local Workforce Development Area Consortium, hereinafter called the “Consortium” and the New River Valley Regional Commission, hereinafter called the “Fiscal Agent”. The Agreement is being entered into pursuant to section 107 (d) (12) (B) (II) of the Workforce Innovation and Opportunity Act of 2014 and pursuant to Article V, Section 2 of the Joint Powers Agreement entered into by the thirteen (13) member jurisdictions forming the New River/Mount Rogers Workforce Development Area Consortium under the Workforce Innovation and Opportunity Act (P.L.113-128)(“WIOA”).

WITNESSETH that in consideration of the mutual covenants, promises and Agreements herein contained the parties agree as follow:

### **SCOPE OF SERVICE AND RESPONSIBILITIES:**

The Fiscal Agent will receive and manage all formula WIOA funds for the area including Adult, Dislocated Worker, and Youth, as well as state reserve WIOA, and other federal funds allocated to the local workforce area, and Grants and Agreements. The Fiscal Agent shall be generally responsible for the acceptance and maintenance, disbursement, accounting and reporting WIOA and all other grant funds for the Consortium during the period.

The Fiscal Agent duties and responsibilities shall be performed for the direct benefit of the Consortium and performed in accordance with, and governed by, applicable WIOA, Federal and State regulations. The Fiscal Agent’s work shall be performed in accordance with the policies and procedures of the Workforce Services Division of the Virginia Community College System (“VCCS”). In addition the Fiscal Agent will provide services related to grants management, general accounting and financial services, oversight for fund integrity, staff support and technical assistance on fiscal matters.

The Fiscal Agent shall cooperate with and assist the Consortium Board and the New River Mount Rogers Workforce Development Board (“WDB”) with their workforce objectives in conformity with WIOA regulations.

The Fiscal Agent has no duties or responsibilities for the oversight, management or results of any program for which funds are disbursed. The Fiscal Agent does not make decisions about who receives the money or approve budgets. The Fiscal Agent will serve as an accounts payable and receivable operation. The Fiscal Agent disburses the funds at the direction of the Consortium Board as long as those directives do not violate any provision of WIOA or OMB Circulars or Federal Acquisition Regulations (FAR). The federal funds will pass through the operation on a reimbursement basis. The Fiscal Agent, its employees, or its subcontractors,

may not provide WIOA career service, training service or other direct job seeker workforce services in the area where the entity is the Fiscal Agent.

The Fiscal Agent will exercise the degree of skill and care expected by the financial reporting and accounting profession. The Fiscal Agent accepts responsibility for the quality, accuracy and timeliness of the work performed by the Fiscal Agent and its employees, subcontractors and agents. The Fiscal Agent accepts financial responsibility for any errors and omissions attributed to employees of the Fiscal Agent that cause harm to the Consortium and for the faithful performance of its employees, including employee theft.

The Consortium accepts financial responsibility for any errors and omissions attributed to information prepared by Consortium employees.

The detailed scope of work is attached as Exhibit A and hereby is incorporated into and made a part of this Agreement.

**PERIOD OF PERFORMANCE:**

The term of this Agreement shall be for one (1) year commencing on July 1, 2023 and continuing through June 30, 2024. This Agreement may be extended for one (1) or more additional years if agreed to in writing by all parties.

**COMPENSATION AND METHOD OF PAYMENT:**

The Fiscal Agent shall be compensated for services rendered under this Agreement during the term a total amount of Sixty Thousand Dollars and No Cents (\$75,000.00) to be invoiced in four (4) installments. Upon receipt of an invoice from the Fiscal Agent, and as approved by the Consortium's Executive Director, payment will be made to the Fiscal Agent within thirty (30) days in the following increments.

\$25,000 to be paid by July 15  
\$20,000 to be paid by October 15  
\$15,000 to be paid by January 15  
\$15,000 to be paid by April 15

It is recognized that such payments are being made in advance of services being performed. Should this Agreement terminate for any reason during the term, the Fiscal Agent shall reimburse the Consortium as provided in the Paragraph "TERMINATION".

**FUNDING OF SERVICES:**

Only Workforce Innovation and Opportunity Act funds allocated to the New River/Mount Rogers Workforce Development Area Grant Recipient will be used to pay for services contained in this Agreement. The Fiscal Agent will be immediately notified in writing should the Grant Recipient or the Consortium Board receive insufficient funds from the funding sources previously identified to pay for the requested services. All services contained in this Agreement will cease upon Fiscal Agent receipt of written notification and the Grant Recipient will ensure that the Fiscal Agent receives payment for all services delivered prior to the cessation of this Agreement.

**EMPLOYEES:**

The Fiscal Agent will continue to serve as the payroll and benefits administrator for the employees of the Consortium. The Fiscal Agent will handle all payroll processing, wage reporting, payment for benefits including retirement, health care, workers' compensation and unemployment compensation for the term of this Agreement. It is recognized that for all employment purposes, the NRVRC is not the statutory or common law employer of the Consortium employees. The Executive Director of the Consortium is responsible for maintaining all time records required under the Fair Labor Standards Act, all leave records, and personnel records. In order for the processing of payroll, the Consortium Executive Director shall provide the Fiscal Agent time and leave records of Consortium employees on a schedule established by the Fiscal Agent.

**OWNERSHIP OF DOCUMENTS:**

All records of the Fiscal Agent relating to this Agreement and performance there under (the "Consortium Records") are official records of the Consortium and shall be subject to the Virginia Freedom of Information Act and/or the Government Data Collection and Dissemination Act (VA Code §§ 2.2-3700 et. seq. and 2.2-3800 et. seq.). The Consortium Records shall be made available to the Grant Recipient, Consortium Board members and its staff, and agents upon their request. At the termination of this Agreement, the Consortium Records shall be returned to the Consortium within in ten (10) business days.

**TERMINATION:**

This Agreement may be terminated by either party provided that sixty (60) days written notice of intent to terminate be provided. Should this Agreement terminate prior to June 30, 2024, or during any subsequent term, the cost to the Grant Recipient will be based on the rate of 1/12 of the agreed upon price (\$5833.33 for PY2023) for each month that the Fiscal Agent provided the requested services. If payments have been made to the Fiscal Agent prior to notice of terminate this Agreement, the Fiscal Agent agrees to reimburse the Grant Recipient for all remaining months on this Agreement for which services have not been provided at the aforementioned rate.

**BONDING/INDEMNIFICATION:**

The Fiscal Agent shall obtain a fidelity bond in an amount sufficient to protect all Consortium funds handled by the Fiscal Agent. The Fiscal Agent shall provide upon executing this Agreement a copy of the fidelity bond. The bond shall provide that should the bond be cancelled for any reason, notice of cancellation shall be sent to the Grant Recipient and the Consortium Executive Director.

The Fiscal Agent agrees to indemnify, defend and hold harmless the Consortium and its officers, agents and employees from any claims, damages and actions of any kind of nature, whether at law or in equity, arising from or caused by the Fiscal Agent including any services of any kind or

nature provided by the Fiscal Agent, provided that such liability is not attributable to the sole negligence on the part of the Consortium.

#### **LIABILITY INSURANCE:**

The Fiscal Agent shall arrange for appropriate insurance during the life of the Agreement to cover bodily injury, and property damage liability in order to protect it and the Consortium from claims for damages for personal injury, including death, as well as from claims for property damage, which may arise from its activities under this Agreement. Such insurance must be issued by a company admitted within the Commonwealth of Virginia and with at least a Best's Key Rating of A:V1. The Fiscal Agent shall provide the Consortium with a certificate of insurance showing such insurance to be in force and providing that the insurer shall give the Consortium at least 30 days notice prior to cancellation or other termination of such insurance.

#### **CERTIFICATION:**

The Fiscal Agent in executing this Agreement hereby certifies to the obligations and responsibilities placed on it in Exhibit A.

#### **MISCELLANEOUS:**

No delay or omission by any party hereto to exercise any right or power accruing upon any non-compliance or default by any party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof except as otherwise may be herein provided. A waiver by either party of any covenant, condition of the Agreement to be performed by the other party shall be in writing and shall not be construed to be a waiver of any succeeding breach of any covenant, condition or Agreement herein contained.

This Agreement and all of the provisions hereof shall be binding upon, and shall inure to the benefit of, the parties hereto and their permitted assigns, but neither this Agreement nor any of the rights, interests or obligations hereunder shall be assigned by either of the parties hereto without the prior written consent of the other.

This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia. Jurisdiction and venue for any legal action or suit in connection with or arising out of this Agreement shall lie in Pulaski County, Virginia. The parties hereto hereby covenant and agree that any such action or suit shall be brought only in the Circuit Court of Pulaski County, Virginia, and in no other court.

This Agreement represents the entire Agreement between the parties, and shall not be modified except in writing signed by all parties. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed to be original, and all of which together shall constitute one and the same instruments.

IN WITNESS WHEREOF, the above parties have caused this Agreement to be duly executed intending to be bound thereby.

New River Valley Regional Commission

Pulaski County, Virginia

BY: \_\_\_\_\_  
Kevin Byrd

By: \_\_\_\_\_  
Laura Walters

TITLE: Executive Director

TITLE: Chairman, Pulaski County  
Board of Supervisors  
(Grant Recipient)

ADDRESS:  
New River Valley Regional Commission  
6580 Valley Center, Suite 124  
Radford, VA 24141

ADDRESS:  
Pulaski County Board of Supervisors  
143 Third Street NW, Suite 1  
Pulaski, VA 24301

New River/Mount Rogers Workforce Development Area Consortium Board

BY: \_\_\_\_\_  
Mary Biggs

TITLE: Chair

ADDRESS:  
6580 Valley Center Drive, Suite 119  
Radford, VA 24141

**SCOPE OF SERVICES AND RESPONSIBILITIES**  
**NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT AREA CONSORTIUM**  
**FISCAL AGENT SERVICES**

**Acceptance and Maintenance of WIOA Funds**

1. The Fiscal Agent shall be responsible for up fronting cost of Consortium operating expenses for the term of the Agreement and shall be reimbursed for eligible expenses.
2. The Fiscal Agent will receive and manage all funds in compliance with applicable State and Federal Laws, Consortium policy and fund-specific regulations; and ensure internal controls to maintain fiscal integrity.
3. Unless this Fiscal Agent is given other instructions in writing, the Fiscal Agent is not required to maintain separate depositories for the various grant funds.

**Disbursement of Funds**

1. The Fiscal Agent shall disburse WIOA Funds ("Funds") in accordance with the Workforce Innovation and Opportunity Act of 2014, WIOA Final Regulations, Published June 30, 2016, and Federal/State policies and requirements.
2. Disbursements shall be made by the Fiscal Agent from available funds at the direction of the Consortium Executive Director within a reasonable time following receipt of complete and accurate requests for reimbursement accompanied by original invoices or payroll records and in compliance with WIOA regulations. Prior to paying on any accounts payable, the Fiscal Agent shall submit to the Consortium Finance Committee an Accounts Payable Register for review and approval on such accounts. The Fiscal Agent shall make the Accounts Payable Register available to the Consortium Finance Committee via email with three (3) business days to review prior to funds being dispersed.
3. The Fiscal Agent shall reimburse lower tier sub-recipients according to the applicable cost principles found in OMB Circular A-21, Cost Principles for Educational Institutions; A-87, Cost Principles for State, Local and Indian Tribal Governments; and A-122, and Cost Principles for Non-Profit Organizations. The OMB circulars are incorporated herein by reference and are further specified in program regulations at 29 CFR 95.27 and 29 CFR 97.22. For commercial organizations acting either as a direct grant holder or as a sub recipient to a direct grantee, the cost principles detailed in the FAR, 48 CFR Part 31, apply.

## **Accounting of Funds**

1. The Fiscal Agent will maintain an accounting of all revenue, expenditures, program income and applicable credits associated with the WIOA funds by funding stream, for the duration of the term of its services.
2. The Fiscal Agent will ensure that all financial procedures are in compliance with Generally Accepted Accounting Procedures (GAAP), Office of Management and Budget (OMB) policies, Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and any other federal or state regulatory requirements and limit risk of questioned or disallowed costs.
3. The Fiscal Agent will implement any such type of invoicing system, or procedures deemed necessary by the Consortium and the Fiscal Agent in order to comply with its duties and responsibilities as Fiscal Agent.
4. The Fiscal Agent will maintain an accounting of expenditures by expense type and service provider/vendor.
5. Using up-to-date fund accounting software the Fiscal Agent will establish and maintain appropriate ledgers to manage obligations and expenditures of funds.
6. The Fiscal Agent in conjunction with the Consortium Executive Director will establish procedures and processes to ensure that all amounts receivable or due to the local workforce area are collected and recorded on a timely basis.
7. The Fiscal Agent will maintain a record of all financial transactions for the WIOA and other funds allocated and expended in the local workforce area.
8. As needed, the Fiscal Agent will assist with cost allocation planning, reporting, invoicing and documentation procedures and other fiscal management procedures.

## **Financial and Grant Reporting**

1. To support the oversight role of the Consortium the Fiscal Agent will prepare and disseminate financial reports on a monthly basis in formats prescribed by the entities to identify revenues, expenditures, accounts payable, accounts receivable and balances and obligations, by funding streams and lower tier sub-recipients.
2. The Fiscal Agent will develop standard financial reports, accessible to the Consortium, its Finance Committee, and its Executive Director.
3. The Fiscal Agent will report total obligations by funding stream on a quarterly basis.
4. On a monthly basis, the Fiscal Agent will provide financial reports to the Consortium Executive Director.

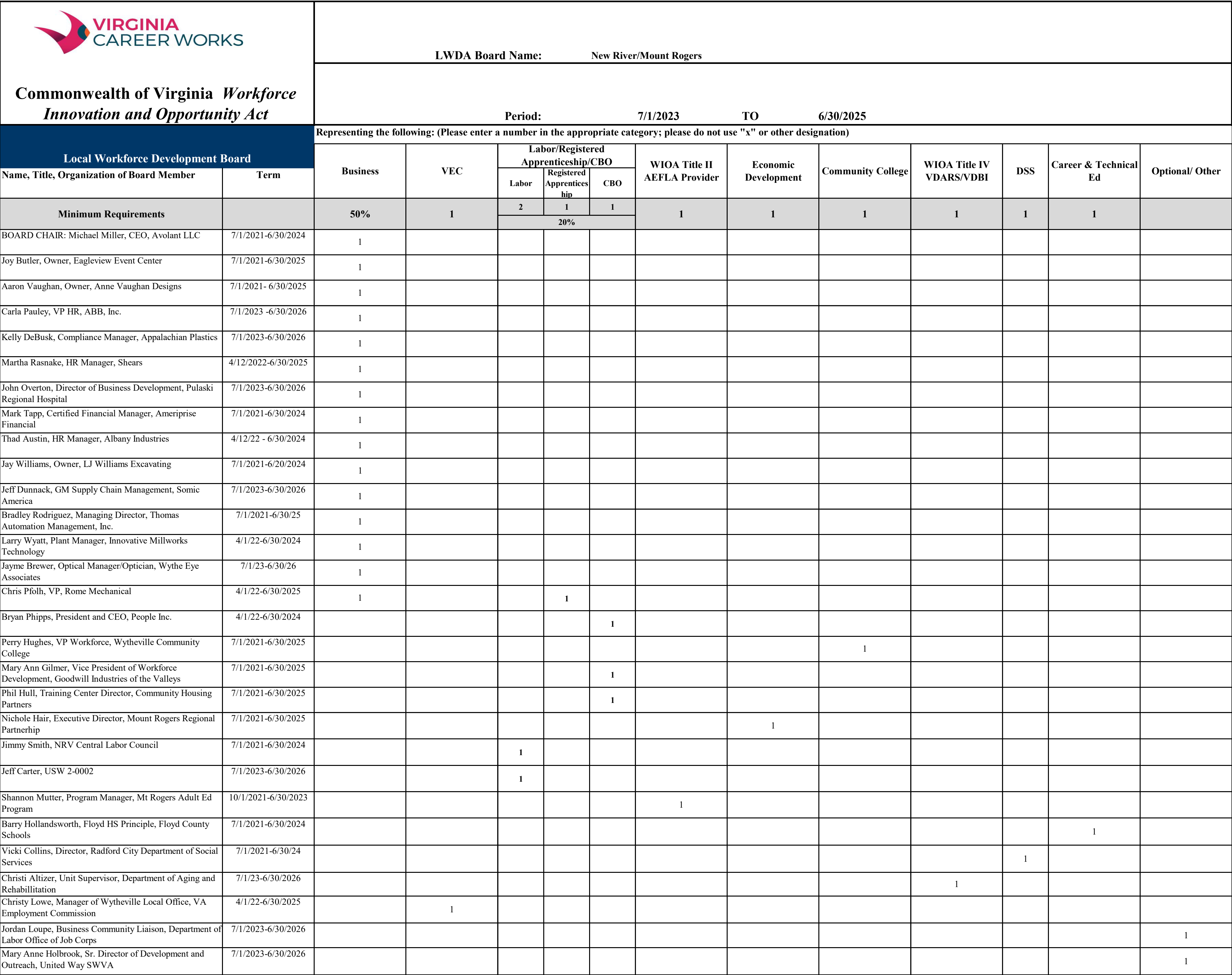
5. The Fiscal Agent will coordinate with the Consortium Executive Director to ensure that the parties are informed as to the appropriate expenditure of WIOA funds in conformance with Federal and State Regulations and WIOA provisions, and other rules and regulations such as OMB and FAR and that expenditures of these funds are properly and accurately accounted for.
6. In a timely manner, the Fiscal Agent will work with the Consortium Executive Director to prepare required federal and state financial reports associated with management of grant funds.
7. The Fiscal Agent will be required to prepare financial reports and grant closeouts at the direction of the funding sources.

### **Auditing of Funds**

1. The Fiscal Agent shall arrange for an annual audit of all Consortium funds and provide the Consortium Board with a complete copy of such audit.

### **Payroll Services**

1. The Fiscal Agent shall process payroll for Consortium staff on the same basis as payroll is processed by the Fiscal Agent for its employees, including the payment of all federal and state taxes including federal and state unemployment taxes, social security and Medicare. Such payroll disbursements shall be made consistent with state and federal law requirements.
2. The Fiscal Agent shall enroll Consortium employees in the Virginia Retirement System, Local Choice Health Plan and Workers' Compensation plan under its name and make payments on a monthly basis to such plans to assure uninterrupted coverage under both benefit plans. If the employees are enrolled in VRS, Local Choice and Workers' Compensation under the Fiscal Agent's EIN and employer account, the Fiscal Agent will get written acknowledgment from each plan that the Consortium employees may be pooled (e.g. included as covered employees) under such plans with the same coverage and benefits as provided to Fiscal Agent employees.
3. The Consortium Executive Director will confer with the Fiscal Agent prior to employment being offered to a new Consortium employee to insure a smooth coordination of employment and benefits.



|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|----------|--|----|---|---|--|---|---|---|---|---|---|---|--|
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
|          |  |    |   |   |  |   |   |   |   |   |   |   |  |
| Subtotal |  | 15 | 1 | 6 |  | 1 | 1 | 1 | 1 | 1 | 1 | 2 |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |     |                        |                          |                      |                   |       |     |                       |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----|------------------------|--------------------------|----------------------|-------------------|-------|-----|-----------------------|-----------------|
| <div></div> <div>Commonwealth of Virginia <i>Workforce Innovation and Opportunity Act</i></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | LWDA #: _____ 2                                         |     |                        |                          |                      |                   |       |     |                       |                 |
| Local Workforce Development Board<br>Part II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Certification Period: _____ 7/1/2023 TO _____ 6/30/2025 |     |                        |                          |                      |                   |       |     |                       |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Business                                                | VEC | Labor/ CBO/ Apprentice | Title II AE/ LA Provider | Economic Development | Community College | VDARS | DSS | Career & Technical Ed | Optional/ Other |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TOTALS 29                                               | 15  | 1                      | 6                        | 1                    | 1                 | 1     | 1   | 1                     | 2               |
| PERCENT OF TOTAL (Business & Labor Only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 52%                                                     |     | 21%                    |                          |                      |                   |       |     |                       |                 |
| <b>ASSURANCES</b><br>➤ Business appointments include representatives from employers in the local workforce development area that reflect the employment opportunities in the area and adequately represent, to the extent possible, urban, suburban, and rural interests.<br>➤ Business representatives reflect the incidence of small, medium, and large businesses in the local workforce development area.<br>➤ Other members of the Local Board are individuals with optimum policy-making authority within the organizations, agencies, or entities they represent.<br>➤ Appointments reflect the demographic composition of the local labor market.<br><input type="checkbox"/> Current Board membership is available on local Virginia Career Works website. |                                                         |     |                        |                          |                      |                   |       |     |                       |                 |
| <b>Action by the Chief Elected Official</b><br>Subject to the certification required by Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 200-04 (Revised July 1, 2016) of the Virginia Board for Workforce Development, the persons nominated herein have been duly appointed to the Local Workforce Development Board _____ by the Chief Local Elected Official of LWDA # _____ 2 .<br>New River/Mount Rogers Workforce Development Area Consortium Board<br>Mary Biggs, Chair<br>_____<br>Date                                                                                                                                                                                                                                       |                                                         |     |                        |                          |                      |                   |       |     |                       |                 |

## **New River Community College**

Business Administration, AAS

Education, AAS

Engineering - Computer Science Specialization, AAS

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, AA&S

Accounting, AAS

Administrative Support Technology, AAS

Business Management, AAS

Electrical Engineering Technology, AAS

Electronics Technology, AAS

Engineering Design Technology, AAS

Forensic Science, AAS

Human Services, AAS

Human Services - Early Childhood Development Specialization, AAS

Information Technology - Cyber Security Specialization, AAS

Information Technology – Cloud Computing Specialization, AAS

Information Technology – Full Stack Developer Specialization, AAS

Information Technology - Network and Technical Support Specialization, AAS

Information Technology, AAS

Instrumentation and Control Automation Technology, AAS

Machine Technology, AAS

Administrative Support Technology -Medical Administrative Support Specialization, AAS

Nursing, AAS

Administrative Support Technology - Paralegal Administrative Support Specialization, AAS

Paralegal Assistant CSC

Police Science, AAS

Accounting Certificate

Advanced Welder, Career Studies Certificate

Cost Accounting Clerk, Career Studies Certificate

Early Childhood Development, Certificate

General Education, Certificate

Human Services, Certificate

Industrial Maintenance I CSC

Industrial Maintenance II CSC

Payroll Clerk, Career Studies Certificate

Practical Nursing, Certificate

Refrigeration and Air Conditioning, Career Studies Certificate

Visual Communication Design, Career Studies Certificate

Welding Technology, Certificate

Word Processing, Certificate

Machine Shop Operations, Diploma

Accounting/Keyboarding CSC  
Accounts Receivable/Accounts Payable CSC  
Administrative Assistant CSC  
Advanced Manufacturing I CSC  
Advanced Manufacturing II CSC  
Alternative Energy CSC  
Applied Mechatronics CSC  
Automotive Drivability CSC  
Basic Machine Tool Operations CSC  
Child Development CSC  
Child Development, Infant and Toddler CSC  
Computerized Numerical Control CSC  
Construction Technology CSC  
Cyber Security CSC  
Cyber Security and Networking Foundations I CSC  
Cyber Security and Networking Foundations II CSC  
Electrical Construction Technology CSC  
Electricity CSC  
Engineering Design Fundamentals I CSC  
Engineering Design Fundamentals II CSC  
Engineering Design Technology CSC  
Foundations of Criminal Justice CSC  
Fundamentals of Welding CSC  
Human Resource Practices CSC  
Information Technology Foundations CSC  
Information Technology Network CSC  
Information Technology Software Design CSC  
Machine Operations  
Machine Technology Fundamentals I CSC  
Machine Technology Fundamentals II CSC  
Mechatronics Fundamentals CSC  
Medical Coding Foundations I CSC  
Medical Coding Foundations II CSC  
Medical Office Assistant CSC  
Practical Electrical Energy Technician I CSC  
Practical Electrical Energy Technician II CSC  
Practical Electrical Technician I CSC  
Practical Electrical Technician II CSC  
Practical Electronics Technician I CSC  
Practical Electronics Technician II CSC  
Unmanned Systems CSC  
Apartment Maintenance Technician  
Certified Clinical Medical Assistant Certification  
Certified Nurse Aide  
Certified Production Technician  
Commercial Driver's License  
Core Craft Skills  
EKG Technician

Heavy Equipment Operator Level 1  
Heavy Equipment Operator Level 2  
Lean Six Sigma Green Belt  
Lean Six Sigma Yellow Belt  
Pharmacy Technician Program  
Phlebotomy Technician  
Registered Medication Aide  
SHRM Certified Professional (SHRM-CP)  
Solar Technician (SHINE)

### **Wytheville Community College**

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 Nursing  
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 - Electrical Track  
Career Studies in Cyber Security  
Career Studies Certificate in Electrical  
Career Studies Certificate in HVAC  
Career Studies Certificate in Web Design & Office Applications  
Power Line Worker  
General Studies, Spec in Human Services/Substance Abuse

### **Virginia Highlands Community College**

Commercial Driver's License (CDL-A)  
Nurse Aid  
Pharmacy Technician  
SW VA Paramedic Program  
VA Appalachian Tricollege Nursing Program (VATNP)  
Medical Assisting  
Business Administration  
Business Administration - Spec in Business Info Tech  
Education

Education - Specialization in Art  
Education - Specialization in Teacher Preparation  
Education - Specialization in Theater Arts  
General Studies  
General Education  
Horticulture Technology  
Horticulture Technology - Spec in Business & Entrepreneurship  
Career Studies - Agricultural Production & Management  
Science  
Science - Specialization in Horticulture  
Science - Specialization in Engineering  
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)  
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 Advocate (Certificate)  
(HMS) Child Development (CSC)  
Administration of Justice (AAS)  
Machine Operator (CSC)  
Diesel Mechanic (CSC)  
Welding (CSC)  
Air Conditioning, Refrigeration & Heating AAS  
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  
Precision Machining

**Tri-County Driving Academy, Inc.**

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

**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

**TN College of Applied Technology at Elizabethton**

Heating, Ventilation and Air Conditioning Certificate  
Industrial Technology, Machine Tool AAS  
Computer and Information Science  
Auto Body Service Technology  
Administrative Office Technology  
Advanced Manufacturing  
Automotive  
Building Construction Technology  
Computer Information Technology  
Criminal Justice  
Diesel  
Online Dietary Manager  
Industrial Electricity  
Machine Tool Technology  
Millwright Skills  
Phlebotomy  
Pipefitting  
Practical Nursing  
Welding

## **Smyth County Career & Technology Center**

Practical Nursing I & II

## **Center of Manufacturing Excellence in SW VA**

Advanced Manufacturing Technician

CNC Lathe Production Technician

CNC Machining Center Production Technician

Leadership Development

Lean Six Sigma Black Belt

Lean Six Sigma Green Belt

Lean Six Sigma Yellow Belt

Mechatronics and Industrial Automation Technician

Quality Assurance Technician

## **Healthcare Academy of SW VA**

Certified Nursing Assistant (CAN)

Personal Care Aide

## **Giles County Technology Center**

Practical Nursing Phase I & II

## **Birth in Color**

Community Based Doula Training

## Executive Summary – May 17, 2023

### Staff Activities

- System Building/Backbone Organization Support
  - Accountable Care Community (SWVA and NE TN) <https://www.strongacc.org/>
    - ACC Leadership Council
    - ACC Evaluation Committee Co-Chair
  - Go Virginia
    - Member of Region 1 Advanced Manufacturing Committee
    - Member of Region 2 Workforce Committee
  - Ongoing:
    - POWER Recovery Ready Eco-system lead
    - Continued support of all four, and leadership of one, Business Solution Units
    - Member NRV Regional Commission and MR Planning District CEDS committee
    - Career & Technical Education Advisory Board member: Bland, Carroll, Giles, Montgomery, Pulaski, Washington and Wythe Counties and Cities of Bristol and Radford and Blue Ridge Job Corp
- Community Outreach
  - Various Facebook Postings
  - Podcast on 2023 Programs and the Strategic Plan
  - 2023 National Association of Workforce Board Forum Presenter
  - Governor's Workforce Summit 4/18
  - NRV Childcare Summit 4/19
  - Meet/Greet w/ Secretary of Labor 4/20
  - STRONG ACC Childcare Summit 4/26
  - Housing Summit 4/26
  - YMCA SUD Symposium Presenter 5/4
- Business Engagement/Outreach
  - Layoff assistance as needed.
  - Recruitment Activities for those that request.
  - Smyth County Chamber event – 2/28
  - Regional Talent Collaborative 3/6
  - Onward NRV Spring Investor Reception 3/9
  - Montgomery Chamber event 4/20
  - Floyd Chamber Presentation 4/25
  - WorkKeys Testing for Volvo – May 1, 2, 6, & 12

# New River/Mount Rogers Workforce Development Region

2023 Q1 QUARTERLY  
WORKFORCE REPORT



# Introduction

## Welcome to the Quarter 1 2023 Workforce Report.

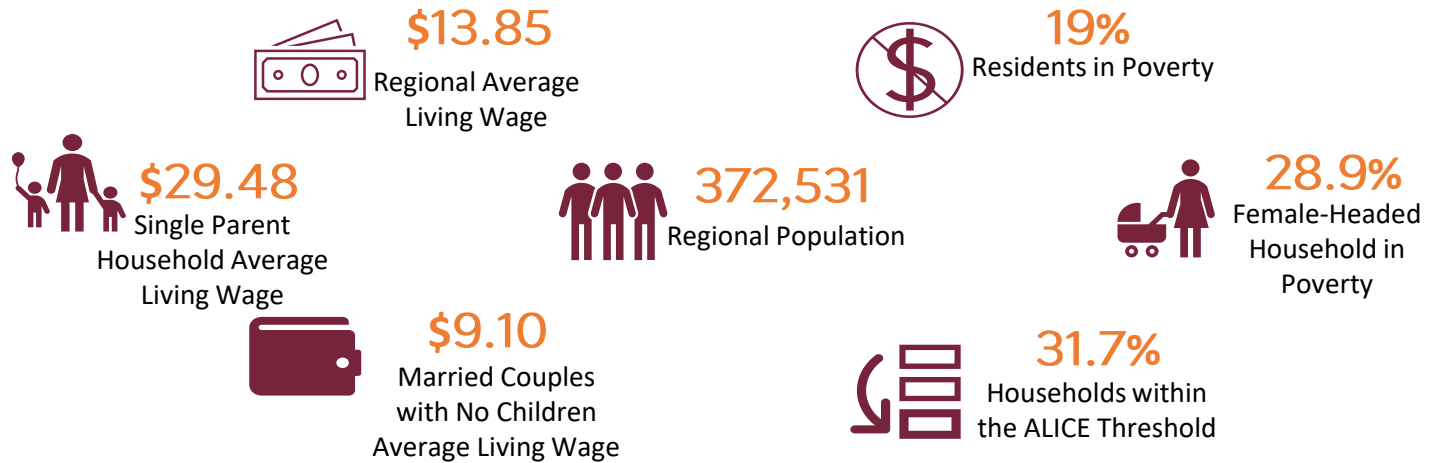
The New River/Mount Rogers Workforce Development Board (WDB) has been engaged in the business of workforce solutions since 2000, focusing within the counties of Bland, Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Smyth, Washington, and Wythe, and the cities of Bristol, Galax, and Radford. The organization holds to its mission of facilitating and coordinating workforce initiatives that enable economic growth and increase the standard of living of regional citizens. This focus has required services and partners to evolve over the years and yet, anchors the work in the heart of developing a robust workforce that supports a growing economy in the New River/Mount Rogers Workforce Development Area as well as across southwest Virginia and beyond. Local work has been guided by a vision and mission that has been revisited over the years. Following the integration of sector initiative work, expansion of the integration of workforce system efforts, and incorporation of the state's focus, the joint Workforce Development and Consortium boards approved the revised vision and mission statements to guide the organization over the next three years. The vision represents the biggest and best thinking about how the region will look when it fully achieves its strategic mission. The goals help build the path to that vision.

This quarter's report highlights key elements of the New River/Mount Rogers Workforce Development Board Strategic Plan. The overall intent of the plan is to promote a shared understanding of the workforce needs within the New River/Mount Rogers Workforce Development Area and foster development of more comprehensive and integrated approaches, such as sector-based strategies, system building, and career pathways, to address the needs of businesses and workers. The Workforce Development System is intended to help individuals in the region reach their full potential, regardless of disability, ethnicity, or barriers to employment. The Region 2 Workforce Development Board is charged with helping residents obtain and succeed in family-sustaining wage jobs while meeting business needs for a skilled workforce.



# Regional Economic Overview

## Overview

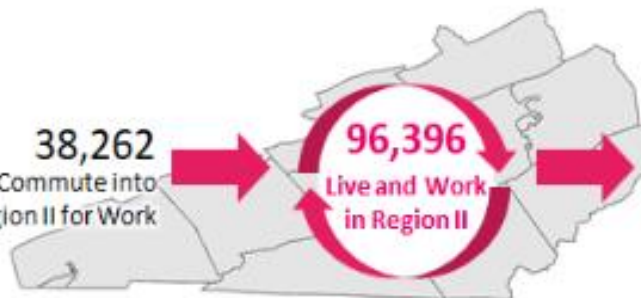


In December of 2022, the unemployment rate in the region was at 2.57%. The labor force participation rate was 61.45%, increasing by 3.82% from the year prior. In the region, 71% of jobs were held by resident workers, while 29% of jobs were held by nonresident, commuter workers. Many workers both lived and worked within the region.

### Top In-Commuters

Sullivan County, TN (2,307)  
Roanoke County, VA (2,214)  
Tazewell County, VA (1,867)  
Roanoke City, VA (1,759)  
Russell County, VA (1,550)

38,262  
Commute into  
Region II for Work



### Top Out-Commuters

Roanoke City, VA (4,580)  
Roanoke County, VA (2,703)  
Sullivan County, TN (2,603)  
Tazewell County, VA (1,892)  
Surry County, NC (1,388)

41,868  
Commute out of  
Region II for Work

## Target Industries

### Manufacturing

26.4% Gross Regional Product

17.2% Total Regional Employment

2015-2020: 3% Decline

2020-2025: 6% Growth

### Healthcare and Social Assistance

8% Gross Regional Product

11.4% Total Regional employment

2015-2020: 4% Growth

2020-2025: 7% Growth

### Construction/Skilled Trades

3.7% Gross Regional Product

3.9% Total Regional Employment

2015-2020: .03% Decline

2020-2025: <1% Growth

### Professional, Scientific, and Technical Services

4.5% Gross Regional Product

3.3% Total Regional Employment

2015-2020: 3% Decline

2020-2025: 4% Growth

### Transportation, Logistics, and Warehousing

3.3% Gross Regional Product

2.4% Total Regional Employment

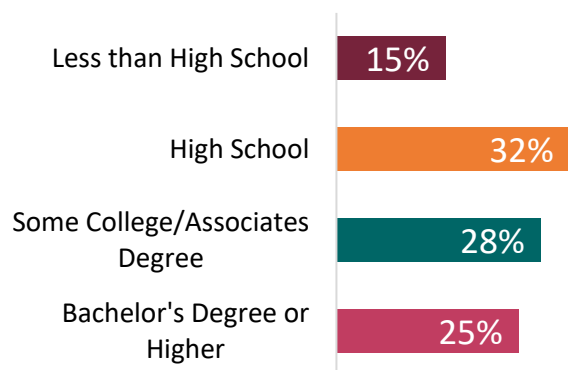
2015-2020: 5% Growth

2020-2025: 6% Growth

# Local Workforce Analysis

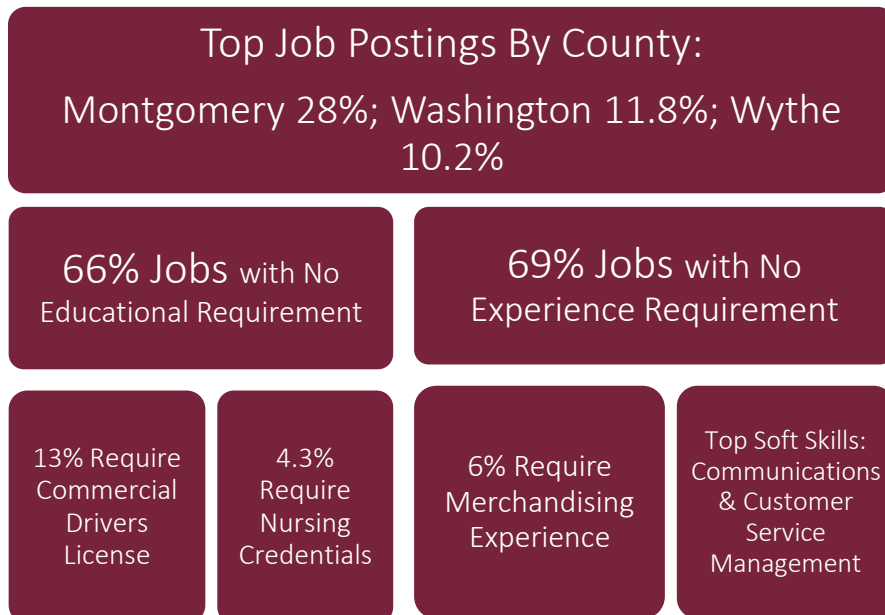
## Workforce

### Educational Attainment



Many residents have a high school diploma, followed by some college or an associate's degree. The WDB is continuing to improve the pathways to higher education leading to an increase in employment opportunities and skill attainment for residents.

### In Demand Skills & Qualifications According to Job Postings



## SWOT Analysis

The WDB recognizes both its organizational strengths, weakness, opportunities, and threats, and those that exist for the overall region as well. Promoting the strengths and opportunities while addressing the weaknesses and threats can improve programmatic outcomes. These include:

### Strengths

- Securing discretionary funding
- Higher education opportunities
- Strong leadership role in the region

### Weaknesses

- Vocational stigma
- Poor services marketing
- System is difficult to navigate

### Opportunities

- Low cost of living
- Easily accessible federal, state, and private grants
- West Virginia Simulated Workspace Program

### Threats

- Declining/aging population
- Few opportunities for recent college graduates
- Low wages

# Vision, Mission, Goals, and Strategies

## Vision

The WDB envisions a region where **every business has access to a qualified, job-ready workforce** and every citizen in the region has the skills needed to **secure sustainable, meaningful employment, competitive wages, and career advancement** through an integrated workforce support infrastructure.

## Mission

The WDB supports the region's economy through a collaborative approach to **meeting needs of businesses and job seekers that is flexible and adaptable to the changing economic ecosystem**. And we hold ourselves accountable to all our stakeholders in the region.

## Goals and Strategies

**Goal 1: Build the region's talent supply to align with current and anticipated business needs and ensure workers earn family sustaining wages.**

- **Strategy A:** Increase the use of Career Pathways and Lattice Models for targeted industries.
- **Strategy B:** Develop three new **Integrated Education and Training (IET) programs** offerings in partnership with business/industry.
- **Strategy C:** Provide a minimum of 10 **jobseeker and business engagement events** annually.
- **Strategy D:** Increase the **capacity of the workforce system** by expanding the professional development of workforce professionals.

**Goal 2: Increase opportunities for the region's businesses to fill jobs in high demand occupations that are strategic to the region's economy.**

- **Strategy A:** Increase by 20% business engagement efforts.
- **Strategy B:** Leverage the four **Business Solutions Teams** to identify and address the service delivery needs of businesses.
- **Strategy C:** Through a sector approach, **engage businesses and other partners**, such as economic development, education and training providers, chambers of commerce, and community organizations, to align public and private resources to address business needs in those sectors.
- **Strategy D:** Increase the **understanding, accessibility and usage of worked based learning** in the region's high demand occupations.
- **Strategy E:** Increase **engagement and support to regional businesses** that were particularly economically impacted during the COVID-19 pandemic.

**Goal 3: Increase outreach and recruitment efforts to promote workforce services, stimulate career awareness, and promote Career Pathway opportunities of regional businesses.**

- **Strategy A:** Increase use of **social media** and other tools to tell the regional workforce story and promote regional workforce programs.
- **Strategy B:** Increase **workforce, community, education (including K12) and economic development partner participation** in BSUs and subregion Partner activities to serve businesses and job seekers in a more effective and efficient way.
- **Strategy C:** Increase the **effectiveness of work-based learning program outreach** to businesses and potential participants.
- **Strategy D:** Use data and success stories to **demonstrate the impact of workforce programs** on the region.

**Goal 4: Reduce workforce system barriers through collaboration and innovative solutions**

- **Strategy A:** Increase the use of **Integrated Resource Teams** to create customer-centered partnerships and improve employment outcomes for jobseekers.
- **Strategy B:** Increase **partnerships with services** for worker commuting, maintaining sobriety, childcare assistance, housing, and other barriers that present challenges to successful obtainment and retention of employment.
- **Strategy C:** Leverage **discretionary funds and support innovative initiatives** to remove the largest barriers to employment (e.g., affordable childcare, transportation, housing, broadband).
- **Strategy D:** Strengthen alignment of service delivery with other workforce and community programs, such as corrections, social services, public libraries, businesses, and veterans' services.

# Partnership Strategies and Services

## Strategies



The strength of the local workforce system is the collaborative synergies achieved by the participating partners and it is implicit that all partners will coordinate their service delivery efforts with each other. Fostering partnership is vital to the dynamic evolution of an integrated workforce development system.

The workforce board is designed to be a regional convenor for business engagement. The board also uses WorkKeys Assessments, National Career Readiness Certificates, and FastForward programs to prepare workers and determine skills that match employment needs.

## Services

### Coordination with Secondary and Postsecondary Education

The WDB is primarily interested in **occupational skills training programs related to in-demand occupations**, such as healthcare, information technology, transportation and distribution, advanced manufacturing, trades/construction, and the public safety industry.

### Coordination with Local Community Colleges

The WDB works with **New River Community College, Virginia Highlands Community College, and Wytheville Community College** to promote and connect academic programs to regional employment demands.

### Coordination with Adult Education and Literacy

The WDB ensures that **resources are available and accessible for adult education** to the community.

### Coordination with Economic Development and Small Businesses

The WDB is engaged with local, regional, and state level economic development entities and with the addition of the Business Services Coordinator to the staff, this coordination has only increased. Growing micro-enterprises and entrepreneurship is also a critical focus; the WDB is working with Virginia Tech on Project SHOW to provide input on servicing small businesses and conducting outreach to determine local needs.

### Coordination of Activities with Supportive Services

The WDB continues to **seek partners and programs that support critical services to aid both job creation and retention in the region**. These resources contribute to the system support to which case managers can connect clients to help them find meaningful employment with family sustaining employment:

- TANF and SNAP
- Homeownership and housing counseling
- Section 8 rental assistance
- Homeless Prevention Program
- Weatherization
- Supportive Services for Veteran Services
- Domestic Violence Shelter and Outreach Program
- Earned Income Tax Credit
- Early Head Start
- Public Transportation and Ride Share Services

# Programs

## Virginia Career Works Centers

The Virginia Career Works Centers, also known as America's Job Centers, are designed to provide a full range of assistance to job seekers, workers, and businesses under one roof. The centers offer a comprehensive array of services designed to match talent with opportunities. There are 7 VA Career Works Centers in the region, with the Wytheville VA Career Works Center being the comprehensive location for services, and the others being affiliate locations.



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## Core Programs

The VA Career Works Centers and the WDB manage many core programs, including, but not limited to:

### WIOA Programs

Programs funded by the Workforce Innovation and Opportunity Act:

- **WIOA I:** Adult and Dislocated Workers & Youth Training Programs
- **WIOA II:** Adult Education and Literacy
- **WIOA III:** Employment Services
- **WIOA IV:** Vocational Rehabilitation

### WDB Programs

- **Pathways to a Strong and Healthy Region;**
- **Build Your Career;**
- **Pathways to New Beginnings**

### Other Partner Programs

- Senior Community Service Employment Program
- Virginia Department of Juvenile Justice
- VA CARES
- Apprenticeships
- Veteran Services
- Career and Technical Education
- RESTORE – assists families impacted by the opioid crisis
- Temporary Assistance to Needy Families (TANF)

## Performance Measures

| Performance Measure                                | Adult   | Dislocated Worker | Youth   |
|----------------------------------------------------|---------|-------------------|---------|
| Employment Rate 2 <sup>nd</sup> Quarter After Exit | 85.6%   | 85.0%             | 74.7%   |
| Median Earnings 2 <sup>nd</sup> Quarter After Exit | \$5,500 | \$8,500           | \$3,553 |
| Measurable Skill Gains                             | 71.5%   | 57.0%             | 57.0%   |
| Employment Rate 4 <sup>th</sup> Quarter After Exit | 85.0%   | 90.0%             | 63.8%   |
| Credential Attainment Rate                         | 74.0%   | 70.0%             | 70.0%   |

From 2020 -2021, many participants in WIOA programs found employment after they exited the program. Over half recorded measurable skill gains after program participation.

# Workforce Development Board Programs

## Current Programs

The WDB has numerous programs that the staff support to provide resources to the community. Currently, the programs that the Region 2 WDB offers include:

### Build Your Career

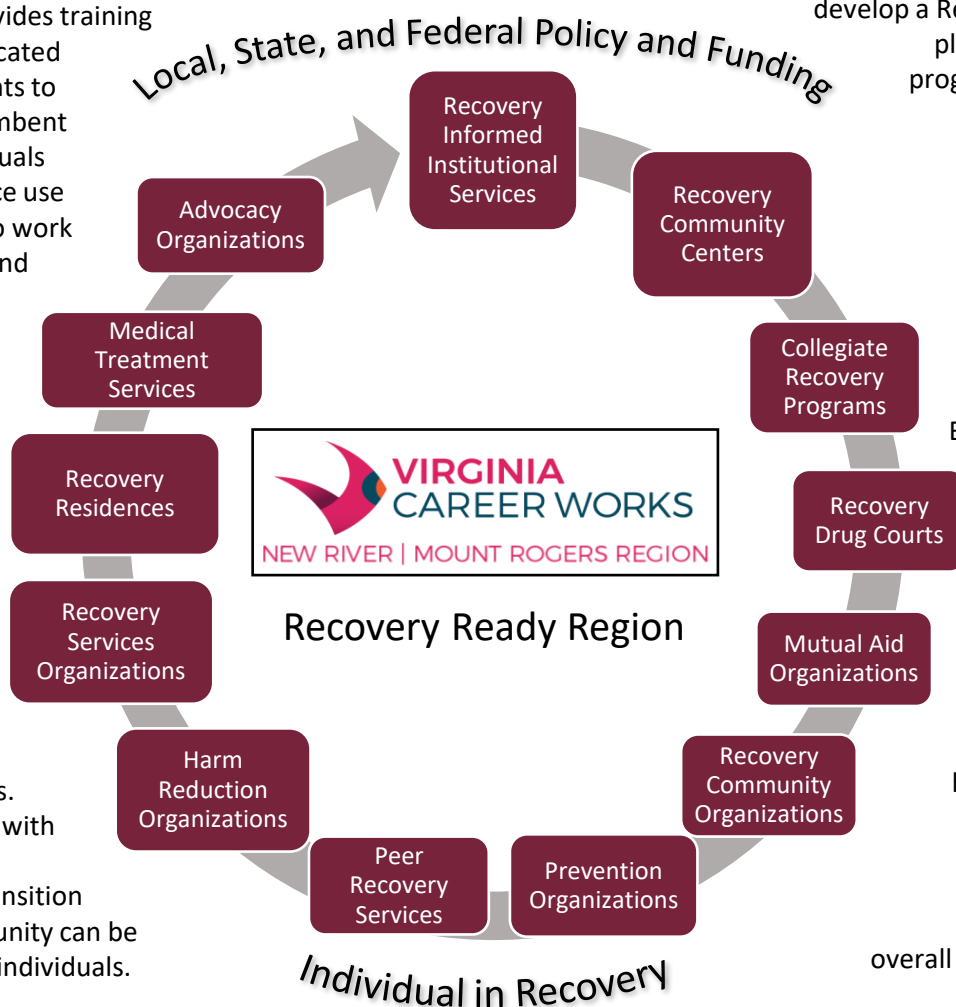
This program is funded through a Department of Labor YouthBuild grant that supports at-risk youth ages 16-24 to gain skills to enter construction, manufacturing, and healthcare industries. The training uses an Integrated Education and Training (IET) model focusing on career pathways in these specific industries. To support the goal of providing disadvantaged youth with opportunities to obtain education and employment skills in local in-demand jobs, Build Your Career intentionally aligns partners, services, and resources to positively influence behavior change and empower youth through employment in meaningful careers. Project activities address barriers that often impede youth from successfully completing postsecondary training, earning credentials and attaining/retaining employment. Case Management and supportive Services are provided to youth while they are actively enrolled in the program and throughout the 12-month follow-up for continued success.

### Pathways to New Beginnings

The Department of Labor and the Appalachian Regional Commission fund this program through the Workforce Opportunities for Rural Communities (WORC) initiative, which provides training and support to dislocated workers, new entrants to the workforce, incumbent workers, and individuals affected by substance use disorder returning to work in the Appalachian and Delta regions. Pathways to New Beginnings focuses on supporting individuals returning from incarceration or with substance use disorders to gain skills necessary to enter the construction, manufacturing, and healthcare industries. This program assists with reentry services and ensuring that the transition back into the community can be successful for these individuals.

### Pathways to a Strong and Healthy Region

Funded by an Appalachian Regional Commission POWER grant, this program supports individuals with substance use disorder to return to employment and develop a Recovery Ready Region plan. Participants in the program will receive both occupational and credentialing for employment, as well as receive peer support services offered through the New River Valley and Mount Rogers Community Services Boards. The long-term impact of the program is to create a more vibrant economic region due to decreased impacts of substance use disorder on the criminal justice, health, and workforce sectors, as well as increase the skills and earnings potential of those in recovery, overall improving the region.



# Key Partners

## Traditional Partners

|                                                                                   |                                                                                   |                                                                                             |                                                                                    |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|   |  | WIOA I: Goodwill Industries of the Valley, People Inc., DLW and One-Stop Operator           |   | K-12 Career and Technical Education:<br>All 13 School Districts                   |
|   |                                                                                   | WIOA II: MR Regional Adult Education, NRCC Office of Transitional Programs                  |   | TANF: All 13 Departments of Social Services                                       |
|   |                                                                                   | WIOA III: VA Employment Commission Offices                                                  |   | Job Corps: Blue Ridge Job Corps                                                   |
|   |                                                                                   | WIOA IV: Dept. of Aging and Rehabilitative Services, Dept. of the Blind & Visually Impaired |   | VA Dept. of Juvenile Justice                                                      |
|   |                                                                                   | Community Colleges: New River, Highlands, Wytheville                                        |   | VA CARES: New River Community Action and People Inc.                              |
|  |                                                                                   | Apprenticeships: VA Dept. of Labor and Industry                                             |  | Other: Pathways to the American Dream, Build Your Career, Pathways New Beginnings |

## Non-Traditional Partners

| Chambers of Commerce and Industry Organizations                                                                                               | Economic Development                                                                                                                                                                                                                                                                                                                                                         | Technology Councils                                                                                                                | Others                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>City of Bristol, Floyd County, Montgomery County, Pulaski County, Smyth County, Twin County, Washington County, Wytheville/Wythe/Bland</p> | <p>VEDP, Virginia Tech Center for Economic and Community Engagement, Mount Rogers Planning District Commission, NRV Regional Commission, Virginia's Industrial Advancement Alliance, City of Bristol, Blue Ridge Crossroads Economic Development Authority, Floyd County, Montgomery County, Pulaski County, Smyth County, Washington County, Wythe/Wytheville Joint IDA</p> | <p>Southwest Virginia Alliance for Manufacturing, Roanoke/Blacksburg Technology Council, Southwest Virginia Technology Council</p> | <p>Virginia Department of Small Business and Supplier Diversity, Small Business Development Centers, Genedge Alliance, Manufacturing Technology Center, Council for Adult Education and Learning, Virginia Adult Learning Resource Center, Virginia Community College Systems Office, United Way Southwest Virginia, Radford University School of Social Work, Center for Manufacturing Excellence</p> |



For more information, please contact:

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# ONE STOP REPORT

July 1, 2022 - April 30, 2023

CUSTOMER  
SERVICE

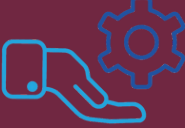


## CUSTOMER SATISFACTION SURVEY RESULTS

JOBSEEKERS - VERY SATISFIED - 100 %

BUSINESSES - VERY SATISFIED - 100 %

OPERATIONS

|  | Wytheville                                            | Radford | Galax | Bristol |
|-----------------------------------------------------------------------------------|-------------------------------------------------------|---------|-------|---------|
| <b>New Jobseeker Customers</b>                                                    | 267                                                   | 557     | 283   | 341     |
| <b>Hires attributed to the One-Stop Center</b>                                    | 2                                                     | 1       | 18    | 10      |
| <b>New Employers Registered in VWC</b>                                            | 10                                                    | 38      | 9     | 39      |
| <b>New Job Orders</b>                                                             | 2,862                                                 | 5,634   | 808   | 1,312   |
| <b>Services to Employers</b>                                                      | 10,010                                                | 6,493   | 2,744 | 2,278   |
| <b>Jobseekers Registered in VWC</b>                                               | 4,500                                                 | 6,921   | 4,107 | 9,410   |
| <b>Employers Served by One Stop</b>                                               | 1,521                                                 | 887     | 433   | 503     |
| <b>Training Activities Completed</b>                                              | 114                                                   |         |       |         |
| <b>Workforce Credentials Attained</b>                                             | 61 - 54% of individuals trained attained a credential |         |       |         |



**Regional partner meetings in Radford, Galax, and Wytheville continue on a regular basis.**

- Incumbent Worker Training Projects:
  - Shearers, Hapco, Town of Abingdon, Modea
- Youth Recruitment - High School Career Fairs and Transition meetings (Pulaski, Galax, Grayson, Smyth, Washington)
- Community and Career Fairs:
  - New River Valley, Giles County, Wytheville, Abingdon (VHCC), Smyth County Opportunity Fair, Scholle onsite
- Business Workshop: Stand up and Stand Out - Company Culture
  - March and April - Galax, Wytheville, Fairlawn, Abingdon



### **Regional Business Service Teams Activities include:**

| <b>Company</b>       | <b>Event</b> | <b>Affected Employees</b> | <b>Announcement/<br/>Effective Date</b> | <b>Status</b> | <b>Rapid Response</b>     |
|----------------------|--------------|---------------------------|-----------------------------------------|---------------|---------------------------|
| ZF-TRW<br>Atkins, VA | Closure      | 48                        | 05/31/2023                              | Ongoing       | Yes - 45<br>in attendance |

### **Professional Development Completed by Center staff include:**

- VEC Staff National Second Chance Month - VADOC
- VA Highlands Re-entry Council Smyth County
- SWVA Regional Housing Summit
- DBVI Staff training on Universal Accessibility Station
- Referral Portal Training



**The WDB continues to provide professional development opportunities for staff and partners.**

**Number of frontline staff trained and certified in compliance with State policy: 20**



## Area Layoffs and Closures – March 31, 2023

| Company                                    | Event   | Affected Employees | Announcement/<br>Effective Date | Status  | Rapid Response                                                 |
|--------------------------------------------|---------|--------------------|---------------------------------|---------|----------------------------------------------------------------|
| ZF-TRW<br>Atkins, VA                       | Closure | 45                 | 05/31/2023                      | Ongoing | Yes<br>44 in attendance<br>(1 from Tazewell<br>did not attend) |
| Envigo/Inotiv,<br>Dublin, VA               | Closure | 37                 | 7/27/22 through<br>12/30/2022   | Ongoing | Yes<br>23 in attendance                                        |
| Bed Bath and<br>Beyond –<br>Christiansburg | Closure | 13                 | 12/31/2022                      | Ongoing | TBD                                                            |



# People inc.

*Building Futures, Realizing Dreams™*

July 1, 2022—April 30, 2023

Total Participants: 350

New Enrollments: 115

New Adult Enrollments: 36

New Youth Enrollments: 30

New Dislocated Workers: 49

Enrolled in Training: 66

Enrolled in Work Exp: 15

Credentials Attained: 47

Placed in Employment: 103

Average Wage: \$18.50



## GOODWILL OF THE VALLEYS

### WIOA REPORT

MAY 2023

*Goal: To achieve measurable skills development for the region's job seeking clients in the form of workforce training opportunities and credentials for in demand occupations to meet the needs of area businesses*

## IN-DEMAND OCCUPATIONS 2022-2023

- TRUCK AND COMMERCIAL DRIVING
- HEALTHCARE
- MANUFACTURING/PRODUCTION
- FOOD SERVICE
- CONSTRUCTION & MAINTENANCE
- HVAC/ELECTRICAL



## TRAINING OPPORTUNITIES

- **Commercial Driver's License:**
  - Partners: CDS and NRCC
- **Healthcare:**
  - Partners: GoodCare, NRCC, Fast Track and Medcerts
- **Manufacturing/Production/HVAC/ Electrical:**
  - Partners: NRCC, VWCC
- **Credentials Obtained:** 12

## GIV WIOA REPORTING (APRIL 2023 & YTD)

**ENROLLMENTS:**  
MONTH: 4  
YTD: 81  
**ACTIVE PARTICIPANTS:**  
YTD: 102

**PLACEMENTS TO EMPLOYMENT:**  
MONTH: 8  
YTD: 34  
**WORK EXPERIENCE/INTERNSHIPS:**  
MONTH: 2  
YTD: 18

**CREDENTIALS:**  
MONTH: 2  
YTD: 12

**ACTIVITIES:**  
Career Exploration with VR Headsets  
Job and Resource Fairs  
Summer Youth Camps  
Food Drives  
Focus Groups

**CELEBRATIONS/IMPACT:**  
End of pandemic, in person meetings  
Success Stories  
The Road to Self Sufficiency

**Average wage:**  
ADULTS: \$16.14  
YOUTH: \$16.12

## WIOA AREA 2 SUCCESS STORY – Brenda Kast



*Brenda Kast  
Donation Goods Worker*

Brenda Kast was referred to the WIOA Adult Program by Leisa Palmer from New River Community Action Program, and Christian Missions in Giles County. Brenda, who is an offender, needed assistance with obtaining employment and getting the work experience she needs so that he could be Successful and Marketable in the Workplace.

I Lindsey Chamness her Case Manager in Giles County determined that was eligible, and suitable for enrollment into the WIOA Adult Program. Career assessments were given, and the results were discussed with Brenda Together, me and Brenda came up with an Individualized Employment Plan to

address the ways WIOA would be able to help her become employed.

Brenda was referred to one of our Adult Partners we work with to address her academic needs in obtaining her GED, she is in the process of enrolling for her GED, and she also, felt it was necessary to put all her efforts into finding and keeping a full-time job that she loves, so that she could become financially stable and be able to live on her own. Her transportation at the beginning was a big barrier for her that limited her employment opportunities to employers within walking distance from her home.

Brenda has done her Community Service hours at the Christian Missions, and already had a very good Rapport with Leisa. We have talked to Leisa Palmer over at the Christian Missions, and stated they are very interested in a Work Experience with her where she could learn some new job skills and shadow the Manager on the job site to see if that would be a career she would like to pursue. Leisa also stated that her attendance while doing her Community Service Hours

has been very exceptional and her performance has been exceedingly above and beyond anyone could ask for. Her attendance, performance and attitude were exceptional as reported by her worksite supervisor. As a Donation Goods Worker additional responsibilities were added to her job duties during her work experience, and Brenda maintained excellent communication with the WIOA office throughout the program. After completing 280 hours of her work experience, she was well-trained and ready to enter the workforce. She was hired immediately and remains happily employed with the Christian Missions. She feels that this job has been the best thing that has ever happened to her. She said she never knew that she would love this type of job but having to help people, brings her great amount of joy.

This opportunity came about because community partners recognized her value, even as an offender, and she seized on the chance at redemption. She is a great example of how WIOA can partner with local programs to produce positive solutions for our communities. She is appreciative of all involved in her transformation, and says, "Over a year ago she was loss, homeless, unemployed, not having family help her, but turning her away, feeling hopeless nothing to offer to anyone, not even herself. Now, she has a full-time job, and has her own place to live in that she can call her own, with lots of hope, self-respect, and a heart full of gratitude and joy. She goes on to thank the WIOA program, and her family and friends that has believed in her and helped her through it all to where she is at today. She offers encouragement and hope to others, that even with a background you can still make it.



## NEW RIVER | MOUNT ROGERS REGION

# DISCRETIONARY GRANTS

## MAY 2023

|                                                  | ENROLLED |        | COMPLETED<br>TRAINING |        | EARNED<br>INDUSTRY<br>RECOGNIZED<br>CREDENTIAL |        | OBTAINED<br>EMPLOYMENT |        |
|--------------------------------------------------|----------|--------|-----------------------|--------|------------------------------------------------|--------|------------------------|--------|
|                                                  | GOAL     | STATUS | GOAL                  | STATUS | GOAL                                           | STATUS | GOAL                   | STATUS |
| <b>POWER</b><br>JANUARY 2020 - DECEMBER 2023     |          |        |                       |        |                                                |        |                        |        |
| PEER RECOVERY SPECIALISTS                        | 170      | 108    | 136                   | 108    | 136                                            | 100    | 128                    | 57     |
| H/HS PRACTITIONERS                               | 30       | 29     | 30                    | 5      | 30                                             | 5      | 30                     | 5      |
| OCCUPATIONAL TRAINING                            | 80       | 100    | 64                    | 89     | 64                                             | 89     | 60                     | 76     |
| JOBSEEKERS                                       | 100      | 78     |                       |        |                                                |        | 50                     | 21     |
| <b>YOUTHBUILD</b><br>JULY 2021 - OCTOBER 2024    | 90       | 47     | 77                    | 18     | 77                                             | 11     | 72                     | 18     |
| <b>WORC</b><br>SEPTEMBER 2022 - SEPTEMBER 2025   | 180      | 55     | 144                   | 35     | 144                                            | 35     | 135                    | 20     |
| <b>INNOVATIONS</b><br>NOVEMBER 2022 - MARCH 2024 | 30       | 20     | 25                    | 14     | 24                                             | 8      | 24                     | 10     |
| <b>HRSA</b><br>AUGUST 2022 - JULY 2025           |          | 30     |                       | 13     |                                                | 8      |                        | 9      |

**Virginia Career Works**  
**New River| Mount Rogers Region**  
***Business Engagement – 4<sup>th</sup> Quarter PY 2022***  
***April***

**Recruitment Assistance**

*Job Fairs and Recruiting Events*

- Worked with partners (Joint IDA of Wythe County, Mount Rogers Regional Partnership, Wytheville, Wythe, Bland Chamber of Commerce, Town of Wytheville) to host the 2023 Wythe/Bland Career Fair on April 12. We had seniors from Wythe and Bland County high schools visit the 41 participating companies in the morning. The event opened to the public after lunch.
- Worked the NRV BSU to host the 2023 NRV Job Fair Expo at NRCC on April 20. We had 56 businesses participate as well as 10 resource providers. Over 100 jobseekers also participated.
- Worked with VHCC and SVAM to host the 2023 VHCC GET HIRED Career Fair at the SWVA Higher Education Center in Abingdon. Approximately 50 companies and over 125 jobseekers participated.

**Workforce Information/Consulting**

*Workforce Services Conversations*

- Becker Global: Had a phone call with HR staff to share information about Workforce Services, IWTs.
- Woodgrain: Had a phone call with HR staff to discuss work-based learning opportunities.
- Prestar Packaging: Visited the company with Stephanie Surrentt of the CME to discuss the possibility of the company becoming an affiliate site for Production Technician Training.
- Hitachi Energy: Talked with staff about the possibility of become an affiliate site for Production Technician Training. Also worked with Mt Rogers Regional Adult Education to possibly provide email etiquette training for their staff.

**Training**

*Incumbent Worker Training*

- Current Projects with:
  - Modea
  - Town of Abingdon
  - Shearer's
  - HAPCO
  - Smyth County Machine
  - Reline America
- Tentative Projects with:
  - General Dynamics
  - 2 Child Care Centers (with help from United Way of SWVA)
- Information
  - United Way of SWVA
  - Becker Global

*Business Workshops*

- In March and April, we held 4 business workshops in the region. The Workshop was entitled "Stand Up and Stand Out" and focused on how company culture can positively affect your recruiting and retention efforts. Events were held in: Galax (23), Wytheville (13), Fairlawn (20) and Abingdon (10).

- Working with a planning group of regional partners on a Business Solutions conference for the fall.

**Other**

- Participated in the Crossroads BSU Team meeting.
- Met with 2 new Ticket to Work clients.
- Attended the WCC CTE Signing Day

## 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 \$0.625/mile = \$ \_\_\_\_\_  
Total Miles Reimbursement Requested

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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NEW RIVER | MOUNT ROGERS REGION

## **2023 Workforce Development Board Meeting Schedule**

February 22, 2023: Virtual

May 17, 2023 (Joint with CB): In-person at Wytheville Meeting Center

August 23, 2023: In-person at the Wytheville Meeting Center

October 25, 2023: Virtual

December 6, 2023: (Joint with CB): In-Person at the Wytheville Meeting Center



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NEW RIVER | MOUNT ROGERS REGION

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## **2023 Consortium Board Meeting Schedule**

March 15, 2023: In-person at TBD (not at the Meeting Center)

May 17, 2023 (Joint with WDB): In-person at Wytheville Meeting Center

September 20, 2023: In-person at Wytheville Meeting Center

December 6, 2023 (Joint with WDB): In-person at Wytheville Meeting Center

All meetings will begin at **10:00 a.m.**