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# CLEO & PWDB Quarterly Meeting

## September 17, 2024



# Combined Quarterly CLEO & PWDB Meeting

September 17, 2024 ~ 3:00-4:30 PM

# Agenda

[Zoom Link Here](#)

Meeting ID: 555 677 5434

Passcode: VCW2023



**VIRGINIA  
CAREER WORKS**

PIEDMONT REGION

Agenda Item	Presenters
<b>Call to Order/Roll Call</b>	Ann Mallek/Annette Hyde
<b>Determine of Quorum</b>	Stephanie McNamara
<b>Opportunity for Public Comment*</b>	Ann Mallek/Annette Hyde
<b>CLEO Items Requiring Approval</b>	Ann Mallek
June 2024 Meeting Minutes	
Approval of Transfer of Funds - DSW to Adult	
Executive Committee Updates (No Vote Needed)	
<b>PWDB Items Requiring Approval</b>	Annette Hyde
June 2024 Meeting Minutes	
One-Stop Certification - Recommended by CCT	Stephanie McNamara
Policy Update Approvals	Stephanie McNamara
<b>Financial Updates</b>	Ti-Erra Elam/Sarah Morton
<b>Director's Report</b>	Sarah Morton
Grant Updates	
New Board and CLEO Member Manual	
Guest Speaker: VA Works, Registered Apprenticeships	Jennifer Hynson
<b>Provider and Partner Presentations</b>	
Rappahannock Goodwill Industries (RGI)	Marty Bywaters-Baldwin
Virginia Works Update	
<b>Committee Updates</b>	
Business and Education Outreach	Gary Spry
Strategic Planning	James Tsikerdanos
Programs	John Baldino
<b>Adjourn</b>	Ann Mallek/Annette Hyde

Americans with Disabilities Act: In accordance with the Americans with Disabilities Act, the PWDB will make reasonable efforts to accommodate persons with qualified disabilities. If you require an accommodation, please contact Sarah Morton, EO Officer at [smorton@vcwpiedmont.com](mailto:smorton@vcwpiedmont.com) | (434) 290-0026 | TDD/TTY Dial 7-1-1 Toll-free. Requests for assistance should be made at least three business days in advance of the meeting.

# Public Comments

## **VIRGINIA CAREER WORKS – PIEDMONT REGION COUNCIL AND WORKFORCE DEVELOPMENT BOARD MEETING PUBLIC COMMENT FORM**

Virginia Career Works – Piedmont region Council and Workforce Development Board meeting. Please email as an attachment to [smorton@vcwpiedmont.com](mailto:smorton@vcwpiedmont.com) with the subject line “VCW-P CLEO and PWDB Comments.” Submissions will be accepted until 7 AM on the day of the meeting.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Comments in the area below:



# CLEO – Items Requiring a Vote:

- June 2024 Meeting Minutes
- Transfer WIOA Funds, DSW to Adult

# CLEO – Update

- Executive Committee Meeting Updates(No Vote)

# Board Items Requiring a Vote:

- June 2024 Meeting Minutes
- One-Stop Certification (Recommended by the Center Certification Team - CCT)
- Policy Updates
  - Participation by Electronic Means
  - Uniform Guidance of WIOA Funds
  - Self Sufficiency Policy

# Financials

# Director's Report



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# Guest Speaker: Jennifer Hynson

## Registered Apprenticeships



# Who We Are

Virginia is one of 28 states that has a State Apprenticeship Agency (SAA)

Registered Apprenticeship Consultants

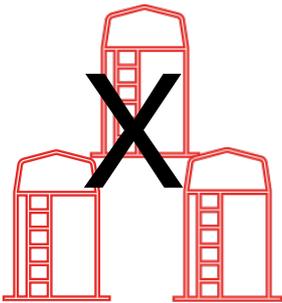
- ✓ provide Technical Support in developing and registering apprenticeship programs
- ✓ work closely with local employers, educational institutions, and community partners to develop Registered Apprenticeship Programs
- ✓ live and work locally in Virginia. They know their local economies and have pride in their communities.
- ✓ are the only officials with the authority to register apprenticeship programs in Virginia

The Virginia Department of Workforce Development + Advancement – Division of Registered Apprenticeship is the **State Apprenticeship Agency for Virginia**



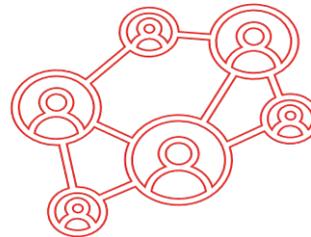
# Where We Are

The **Division of Registered Apprenticeship** officially re-positioned November '23 from the Virginia Department of Labor and Industry to the new Department of Workforce Development + Advancement: Virginia Works



'De-Siloed' for growth and collaboration around workforce development in the Commonwealth

'Un-coupled' from the Virginia Occupational and Health (VOSH) and Labor Law affiliation and 'stigma'



The Virginia Department of Workforce Development + Advancement – Division of Registered Apprenticeship is the **State Apprenticeship Agency for Virginia**



# 7 Key Elements of All Registered Apprenticeship Programs

Industry Led

Progressive Wages

Structured On-the-  
Job  
Learning/Mentorship

Supplemental  
Education

Diversity

Quality & Safety

Credentials



## On-the-Job Training (OJT)

- Every Registered Apprenticeship program includes structured On-the-Job Training which includes the development of a works process for the occupation.
- Apprentices receive hands-on training from an experienced mentor for at least 2000 hours (one year).
- To ensure adequate training of apprentices, the ratio of apprentices to Journeyworkers is generally one apprentice to one journeyworker.\*



## Related Technical Instruction (RTI)

- Apprentices attend occupation-specific classes at their local community college, vocational technical center, online, or the sponsor's site. Student apprentices can begin occupational education and on-the-job learning in high school
- Participants spend approximately six hours a week for a minimum of 144 annual contact related instructional hours



**\*What is a Journeyworker?** Journeyworker means a worker who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.



# YRA

## "Youth Registered Apprenticeship"

- ✓ High schoolers aged 16+ enrolled in CTE program
- ✓ RTI provided by high school CTE programs
- ✓ Part-time employment while in HS
- ✓ Credit toward HS graduation

# RA

- ✓ Registered with Virginia Works
- ✓ Paid at least minimum wage
- ✓ Requires OJT & RTI
- ✓ Credit for OJT & RTI

- ✓ RTI provided by technical schools, community colleges, online, or on-site. RTI source is determined by employer
- ✓ Usually full-time employment while attending school part-time

# Benefits for Businesses

- 1. Skilled Workforce:** Recruit and develop a diverse and highly-skilled workforce
- 2. Improve Productivity:** Improve profitability and positive impact to your bottom line
- 3. Reduced Turnover:** Minimize cost with reduced turnover and liability
- 4. Customizable Training:** Create flexible training options that ensure workers develop the right skills
- 5. Retain Workers:** 90% of apprentices continue employment after completing an apprenticeship
- 6. Diversity:** Foster a diverse and inclusive culture



# What kinds of positions are ideal for Registered Apprenticeship?

- ✓ Entry level positions
- ✓ Traditional trades
- ✓ Positions already identified as training positions (i.e. converting an internship into an apprenticeship)
- ✓ Hands-on training required
- ✓ State-identified high demand occupations
- ✓ Positions not being filled or not receiving skilled applicants
- ✓ Succession planning

There are over 1,000 occupations approved for Registered Apprenticeship by USDOL – contact an RAC to create your customized training program!

# Get Started at Apprenticeship.gov

Work with your local consultant to find:

- Alternate Occupation Titles
- Related Occupations
- WPS Samples

## Human Resources Clerk (HR Clerk)

 Print page  Copy page link

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

### ★ Registered Occupation

**ONET Title:** Human Resources Assistants, Except Payroll and Timekeeping

**ONET Code:** 43-4161.00

### Alternative Occupations Titles:

Human Resources Administrative Assistant (HR Administrative Assistant); Human Resources Assistant (HR Assistant); Human Resources Associate (HR Associate); Personnel Clerk; Personnel Systems Management (3s0x2); Personnel Systems Management (Alt Title: Human Resource Spec); Personnel Systems Management (Alt Title: Human Resource Spec)

### Related Occupations:

Provided by O\*Net

★ Registered Occupations

- [Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](#) ★
- [Payroll and Timekeeping Clerks](#) ★

## Approved Occupations Titles

The occupation title(s) listed below have been vetted by industry and approved by the U.S. Department of Labor for use in a Registered Apprenticeship Program. In some instances, there may be more than one occupational title to select from based on specific employer foci and needs. Each title includes a set of occupational **Work Process Schedules (WPS)** that provide employers with an approved set of work activities and educational coursework to help you get started creating your program.

[Open all](#) [Close all](#)

### — Personnel Systems Management (3s0x2)

RAPIDS code: 1078

#### Time-Based:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

#### Competency-Based:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

#### Hybrid:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

### + Personnel Systems Management (Alt Title: Human Resource Spec)



# Thank you!

Jennifer Hynson, Registered Apprenticeship  
Consultant - Piedmont Region

[Jennifer.Hynson@viriniaworks.gov](mailto:Jennifer.Hynson@viriniaworks.gov)

(804) 305-0514



# Provider Presentation

Rappahannock Goodwill Industries

Marty Bywaters-Baldwin, Chief Mission Officer





Mary's Story

## VCWP Dashboard - Year-to-Date

All comparisons to PY23 baseline year

People Served/Mo.

**614**/mo ↓

-13.2% v. PY23

Job Placements/ Mo.

**53**/mo ↓

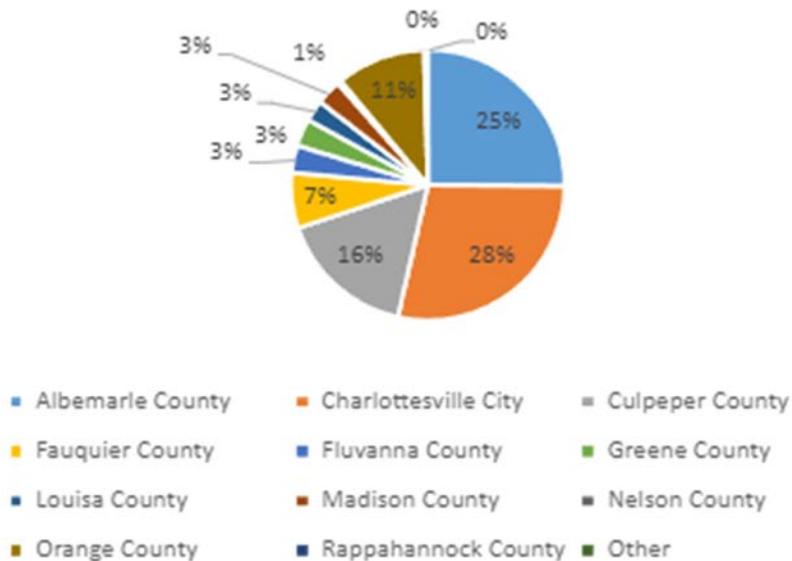
-14.5% v PY23

WIOA Participants YTD

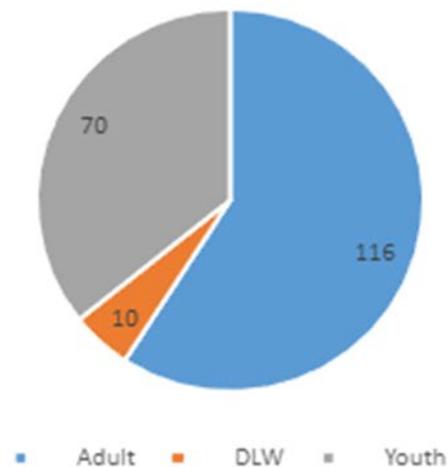
**196**/mo ↑

+7.1% PY23 (183)

Job-seekers Served by VCWP Centers



WIOA Participants - Area 6





### One-Stop Shop Hiring Events:

25 Hiring Events

- Rivanna Station Child Development Center (NGIC)  
12 HIRES
- Fluvanna Correctional Center  
4 HIRES
- Monthly Financial Literacy Workshop with Atlantic Union Bank

## PD 10 Updates



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## PD 9 Updates

- Healthcare & Education Hiring Event @ CTEC
- Continental Rapid Response and Job Fair



Marty Bywaters-Baldwin  
[marty.baldwin@fredgoodwill.org](mailto:marty.baldwin@fredgoodwill.org)



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# PWDB Committee Reports

## **Business and Education Outreach**

Gary Spry

## **Strategic Planning**

James Tsikerdanos

## **Programs**

John Baldino



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# Thank You!

## Mark Your Calendars...

### Next Meeting

- December 17, 2024, 3:00-4:30 PM, Location TBD



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