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# Piedmont Workforce Development Board Meeting

## June 9, 2021



Website: [vcwpiedmont.com](http://vcwpiedmont.com)

# Agenda

Item	Agenda Item	Time	Presenters
1	<b>Call to Order/Roll Call</b>	3:00	Steven Ray
2	<b>Determine of Quorum</b>	3:00	Steven Ray
3	<b>Opportunity for Public Comment*</b>	3:05	Steven Ray
4	<b>Board Membership Changes</b>	3:10	Sarah Morton
4	<b>Items Requiring Approval</b>		
	Board Meeting Minutes - December 2020	3:15	Steven Ray
5	<b>Director's Report</b>	3:20	Sarah Morton
	Board Certification		
	Monitoring: Administration, Equal Opportunity, Fiscal, Program		
	Infrastructure Funding Agreement		
	Strategic Plan and Local Plan		Dave Kilgore
	One-Stop Center Certifications and Albemarle Affiliate		
	GO Virginia Grant Status		
	VCW-P and Goodwill CI Plans and Results		
6	<b>Financial Agent Reports and Financials</b>	3:45	Rahul Maitra/Dave Kilgore
7	<b>Partner and Provider Presentations</b>		
	Virginia Employment Commission	3:55	Don Shotwell/Chris Pope
	Goodwill of the Valleys	4:00	Stephanie Hoer
8	<b>Other Committee Updates</b>		
	Business and Education Outreach	4:10	Dave Kilgore (acting)
	WIOA	4:15	John Baldino
9	<b>Open Discussion</b>	4:20	Sarah Morton
10	<b>Adjourn</b>	4:30	Steven Ray

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) 979-5610 | TDD/TTY Dial 7-1-1 Toll-free. Requests for assistance should be made at least three business days in advance of the meeting.

\* Submit Public Comments by completing the enclosed form to [smorton@vcwpiedmont.com](mailto:smorton@vcwpiedmont.com) by 7:00 am on Wednesday June 9, 2020. Those received will be read into the record.



# Public Comments

## PIEDMONT WORKFORCE DEVELOPMENT BOARD (PWDB) MEETING PUBLIC COMMENT FORM

**PIEDMONT WORKFORCE DEVELOPMENT BOARD (PWDB) Meeting.** Please email as an attachment to [smorton@vcwpiedmont.com](mailto:smorton@vcwpiedmont.com) with the subject line "PWDB Meeting Comments." Submissions will be accepted until 7 AM on the day of the meeting.

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Email: \_\_\_\_\_

Comments in the area below:



# Board Vote on March 2021 Meeting Minutes





# Director's Report

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# Board Certification

**Board Certification presented to the State on April 23, 2021.**

Due date: May 1, 2021.

**Conditional Approval granted on May 4, 2021, with two required modifications:**

Number of employees must be included on the business member nomination forms.

Nominees must sign the forms instead of VCW-Piedmont Staff.

Some nomination rules are being enforced retroactively.

**Nomination forms were resubmitted on May 26, 2021.**

Labor nominations required a letter from VCW-Piedmont to grandfather in current members.

**All Local Boards must be certified by July 1, 2021.**



# Monitoring

## **State Administrative, Program, and Fiscal Monitoring PY'20**

Completed by State for PY'19, waiting on feedback from PY'20.

Preliminary results received with some comments regarding program tracking.

Formal report for PY'20 is delayed waiting on financial analysis.

Corrective actions will be developed after receiving final report.

## **PWDB Fiscal Monitoring PY'20**

Preliminary discussions with State indicate the new monthly fiscal monitoring meets or exceeds the State requirements.

Process document with examples will be written in June for submission by month end.

## **PWDB Program Monitoring PY'20**

Preliminary work done during One-Stop Center Certification Application process.

Local Program monitoring started week of June 2.

More detailed audit will be conducted in June for submission by month end.



# Infrastructure Funding Agreement (IFA) and MOU

## WIOA Funding

Local Increases in Adult and Youth of 27%, increase in Dislocated Worker of 13%.

State increase of 19%.

Budget estimates provided to Goodwill with agreement on spending priorities.

Front desk staff in Charlottesville and Culpeper.

Career Readiness staff members for job seeker and incumbent worker training.

Additional Youth Career Counselor support in Charlottesville.

## Infrastructure Funding Budget template sent to all partners on May 25, 2021

Goodwill, VEC, DARS, DSS Charlottesville and Albemarle, Job Corps, TJACE, PVCC

Negotiation expected to be completed by June 15, 2021.

## Memorandum of Understanding

Executed after IFA complete.

Due on June 1, 2021.

Expected completion by June 30, 2021.





# Local Plan and Strategic Plan

## Local Plan

Required by State every five years.

Plan submitted on March 3, 2021.

Extensive comments received by State and rework is in progress.

No areas of concern for VCW-P.

Action plan submitted on June 2, 2021.

Final submission due by September 30, 2021



# Local Plan and Strategic Plan

## Strategic Plan

Living and working document based on the Local Plan.

Multiple iterations since January.

Reviewed by each Committee and endorsed by the Strategic Planning Committee.

Once approved/endorsed by the Council and Board, the Staff will create:

Formal action plans and metrics to ensure Plan execution.

Diversity, Equity and Inclusion framework.

**Latest version submitted in the Board documents**

**Vote by the Board to endorse Strategic Plan**



# One-Stop Center Certifications

## Charlottesville, Culpeper, and Orange Career Centers

Applications completed by the Center Certification Team in April/May.

Recommending Certification for the comprehensive Center in Charlottesville, and the affiliate Centers in Culpeper and Orange.

Areas of improvement identified:

Training records and tracking

Evidence exists of extensive training during the year – records can be improved.

Summary training document created in April 2021.

Customer feedback

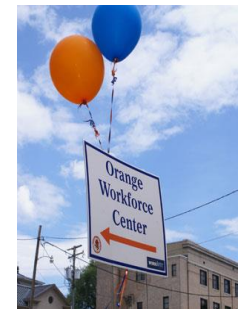
Business and job seeker feedback put on hold during COVID.

Process restarted in May 2021 and feedback has started.

## Albemarle DSS Job Center

Process kicked off to certify as a Virginia Career Works affiliate.

Expect to submit Application in June 2021.



# Go Virginia Grant – Future of Workforce Outreach

## Two priorities

Mobile outreach for the underserved counties.

Nelson, Fluvanna, Louisa, Greene, Madison, and Rappahannock

Continuing GO Virginia Project Reconnect outreach efforts for businesses and job seekers.

**Grant reviewed and sent ahead by the GO Virginia Task Force, Region 9 Council, and Department of Housing and Community Development Workgroup.**

**Final step in the approval process – GO Virginia Board on June 15, 2021.**

**\$223,000 split between GO Virginia (\$149K) and WIOA/Locality Match (\$74K).**

## **If approved, services will increase:**

Full-time mobile Resource Center Specialists in PD10.

Nelson, Fluvanna, Louisa

Funding for 20% of Resource Center Specialist in PD9.

Madison



# VCW-P and Goodwill Continuous Improvement

**Agreement on joint improvement plans in the following areas:**

## **Management Communication and Coordination**

- Organization, Partner Coordination, Business Services and Outreach Coordination

## **Financial Controls:**

- Improve visibility and transparency to avoid unexpected variances.

## **Branding and Outreach**

- Include VCW-P branding in outreach efforts, materials, and advertisements.

## **Metrics and Key Performance Indicators:**

- Develop more comprehensive metrics and improvement plans in those areas that are not meeting our joint expectations.

## **Best Practice Sharing:**

- Support PD-10 by implementing PD-9 (and other) best practices.

**Significant progress has been made in all areas!**



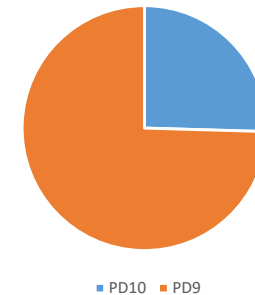
# Management

## Priorities and Organization agreements in place

Improve Youth services in PD10.

Develop skills and programs for Career Readiness.

Youth Participants - %



## Business Services and Outreach

**VCW-Piedmont:** continue with Business Outreach and Education Committee – focus on strategic initiatives, coordination with Regional Economic Development/Chambers of Commerce, and ensure knowledge transfer to Goodwill.

**Goodwill:** continue with Business Services Team efforts – focus on specific businesses and efforts to support job fairs, employer spotlights, etc.

## Partner Outreach

**VCW-Piedmont:** conduct quarterly management meetings – focus on strategic initiatives.

**Goodwill:** continue with monthly meetings – focus on “front line” support and cooperation between the partners to support specific job seekers through co-enrollment.

# Financial Controls

Monthly timeline published to ensure compliance to required reporting dates.

Monthly financial monitoring confirming proper documentation for all large expenses (training, work experience, travel, etc.) – feedback provided.

Focus on current status and the forecast (as shown in the Board financial reporting).

Continuous improvement actions to eliminate process waste.

System has preliminary approval from State as meeting the annual Fiscal Monitoring requirement.



# Branding and Outreach

Branding guidelines negotiated and published.

Templates for all flyers and other documents created and in use.

Meet the State's requirements for branding.

Audited during the Center Certification process and improved during the visits.

Consistent email signatures:

VCW-Piedmont

Goodwill staff - WIOA programs

Consistent communication on co-branding opportunities.

**Presentation from April 15, 2021, including agreement,  
submitted in Board package.**





# Metrics and KPI

## Overall and Participants

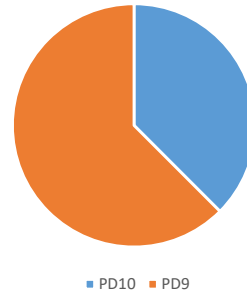
Focus on reviewing long-term trends versus targets.

Targeted continuous improvement for areas underperforming versus target.

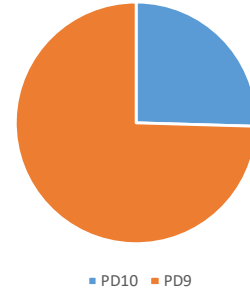
Adult Participants - %



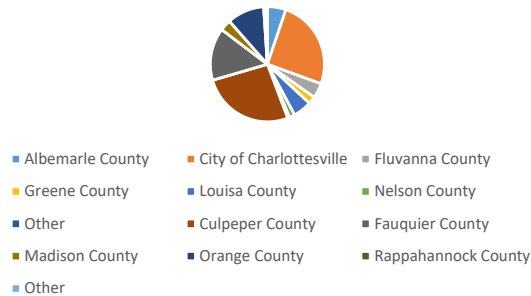
DLW Participants - %



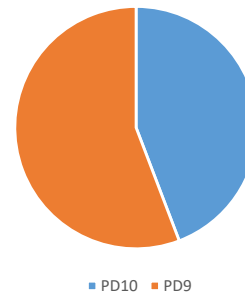
Youth Participants - %



Total Participants - %

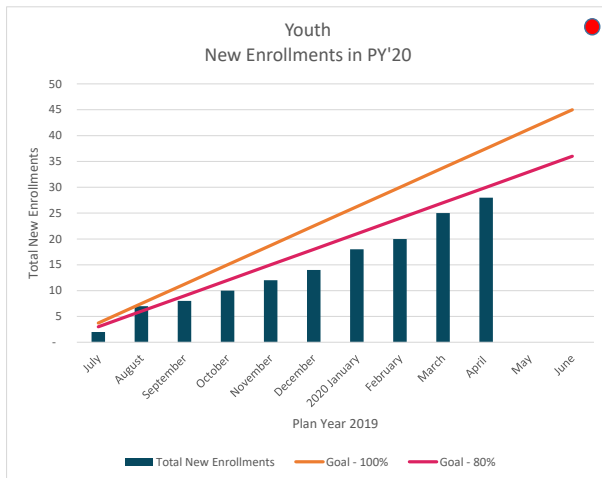
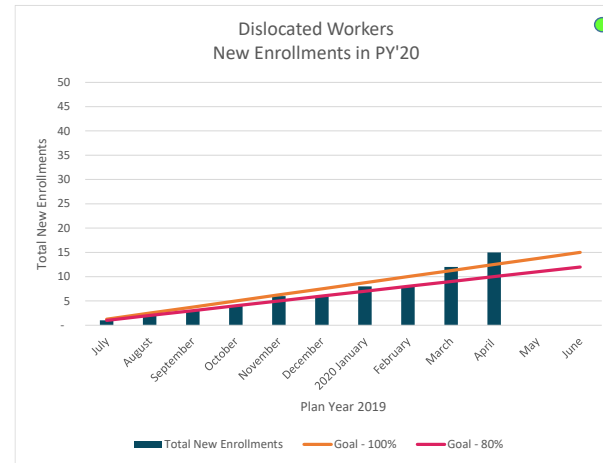
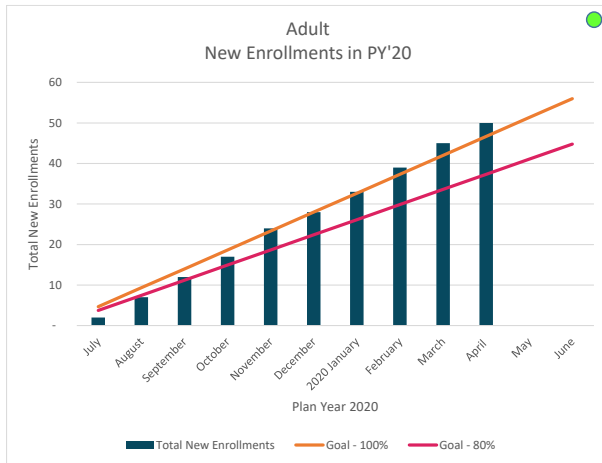


Total Participants - %



# Metrics and KPI

## New Enrollments - Region

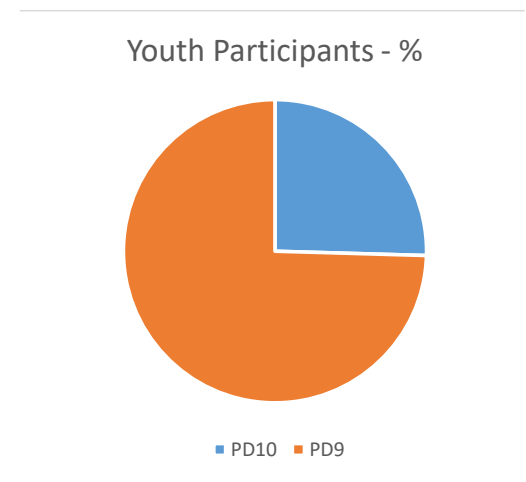
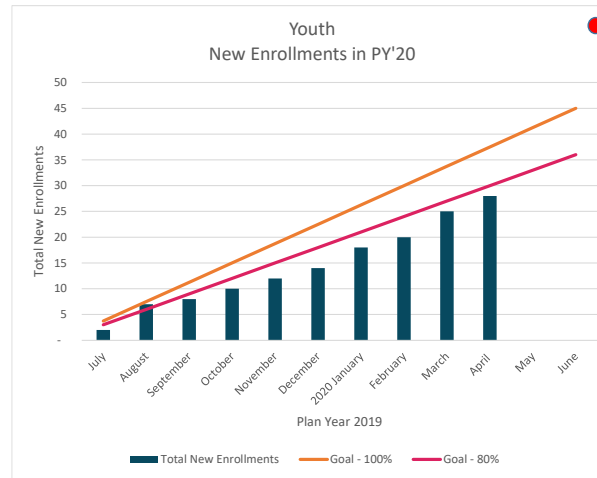
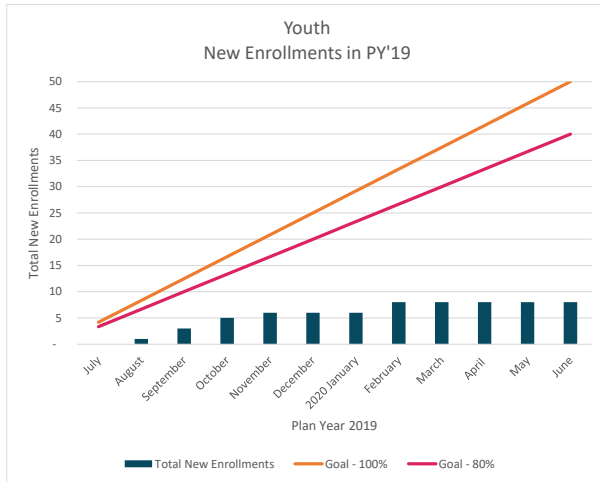


Adult and DLW enrollments on target.

Youth enrollments below target – special action plan created.

# Youth Action Plan

## Best Practice Sharing



### Youth Services in PD10

Specific action plan created.

**PD9:** Relationships with partners, including K-12, are critical to creating the pipeline.

**VCW-Central and DSS Regional:** VCW-Central case workers and DSS counselors meet 3-4 times/week to discuss specific cases with a focus on co-enrollment to provide the best overall service.



# Metrics and KPI

## Measurable Skills Gain

Continues to be below target.

Statewide issue generally attributed to challenges created by COVID-19.

Adult and DLW have a chance to meet target by year end.

Youth significantly impacted by lack of participation due to COVID-19.

### PY2020 Adult Program- April 2021

#### *WIOA - Planning District 9 and 10*

Performance					3-Year Trends For September		
Adult	Numerator	Denominator	Rate	Goal	PY2020	PY2019	PY2018
Enter employment Rate	18	29	62.1%	83.0%	62.1%	82.8%	82.9%
Employment 2nd Quarter After Exit				83.0%			
Employment 4th Quarter After Exit				85.0%			
Median Earnings 2nd Quarter After Exit				\$6,100			
Credential Attainment w/in Four Quarters after Exit	18	24	75.0%	74.0%	75.0%	83.3%	80.6%
<i>Measurable Skills Gain</i>	29	49	59.2%	62.0%	59.2%	66.0%	58.5%

### PY2020 Dislocated Worker Program- April 2021

#### *WIOA - Planning District 9 and 10*

Performance					3-Year Trends For September		
Dislocated Worker	Numerator	Denominator	Rate	Goal	PY2020	PY2019	PY2018
Entered Employment Rate	2	2	100.0%	85.0%	100.0%	100.0%	85.7%
Employment 2nd Quarter After Exit				85.0%			
Employment 4th Quarter After Exit				90.0%			
Median Earnings 2nd Quarter After Exit				\$8,700			
Credential Attainment w/in Four Quarters after Exit	1	2	50.0%	70.0%	50.0%	66.7%	62.5%
<i>Measurable Skills Gain</i>	7	12	58.3%	60.0%	58.3%	42.9%	50.0%

### PY2020 Youth Program- April 2021

#### *WIOA - Planning District 9 and 10*

Performance					3-Year Trends For September		
Youth	Numerator	Denominator	Rate	Goal	PY2020	PY2019	PY2018
Entered Employment Rate	11	14	78.6%	83.9%	78.6%	72.4%	82.7%
Employment 2nd Quarter After Exit				83.9%			
Employment 4th Quarter After Exit				62.8%			
Median Earnings 2nd Quarter After Exit				\$3,817			
Credential Attainment w/in Four Quarters after Exit	7	8	87.5%	70.0%	87.5%	73.3%	83.3%
<i>Measurable Skills Gain</i>	10	21	47.6%	74.6%	47.6%	37.0%	62.5%



**VIRGINIA**  
CAREER WORKS

PIEDMONT REGION



# Financials

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## \*Reports to come



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# Questions and Answers





# Committees

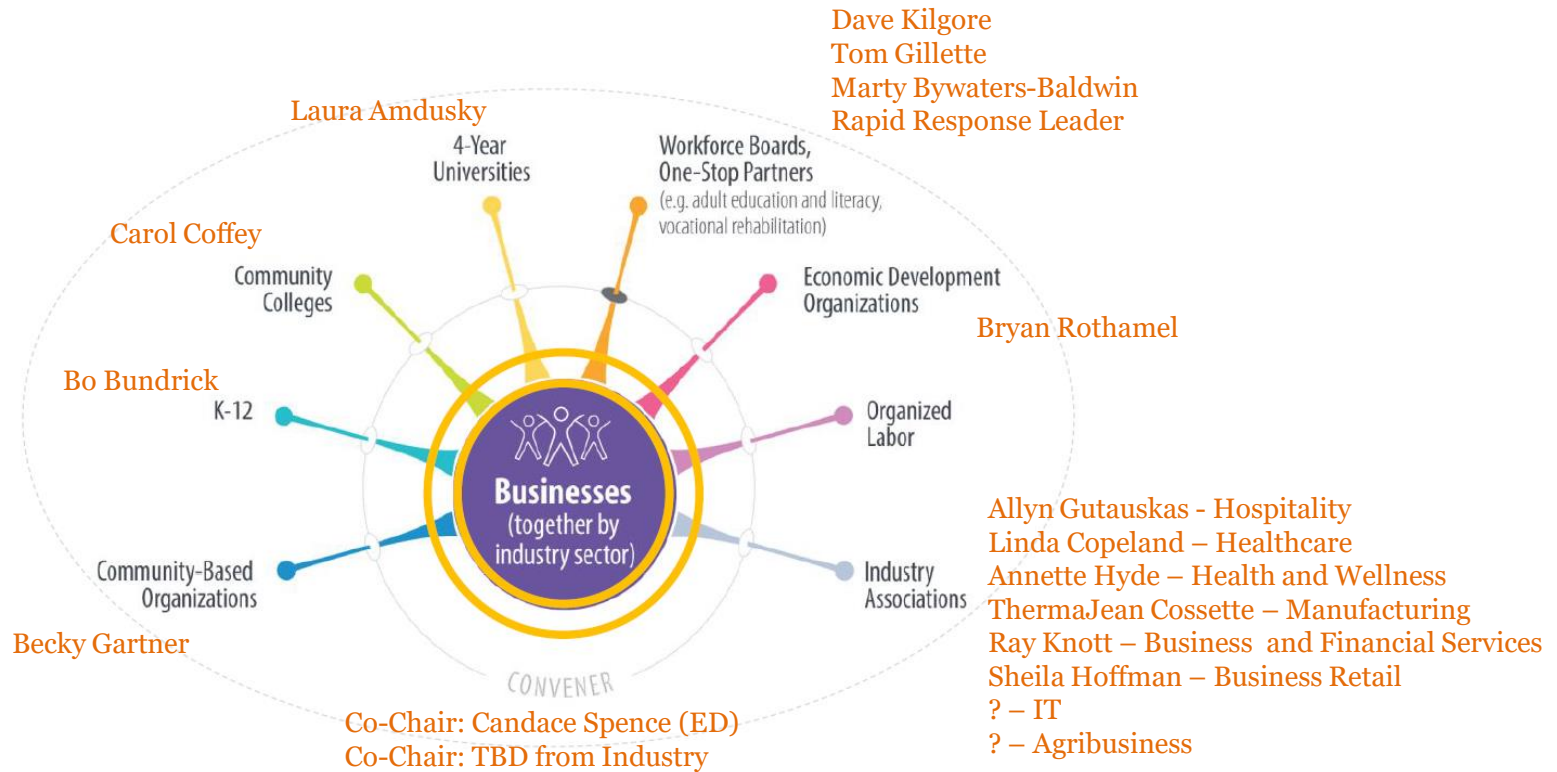
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# Business and Education Outreach

Driving Sector Approaches Into Workforce Services (Employment and Training Administration – US Department of Labor)





# WIOA Committee

- All new Provider and Program applications will be submitted in the September Board meeting.
  - Rappahannock Center for Educational Health
  - National Institute of Health Career Certification
- Renewal packets are in process.
  - Piedmont Virginia Community College
  - Medical Coders Academy



**Thank You!**



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