



Bay Consortium Workforce Development Board, Inc.

Executive Committee

Wednesday, February 26, 2025

11:00 a.m.

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Agenda
Bay Consortium Workforce Development Board, Inc.
Executive Committee
Wednesday, February 26, 2025
11:00 am

* = Action Item

I. Call to Order

II. Roll Call

Executive Committee Attendance

<i>Greg Moon</i>	
<i>Ian Ginger</i>	
<i>Joshua Gemerek</i>	
<i>Carley Walker</i>	
<i>Jarrold Elwell</i>	
<i>Kyle Allwine</i>	
<i>Jennifer Bowhey</i>	

There must be four (4) Executive Committee members present in-person for a physical quorum.

III. Approval of Minutes – November 6, 2024*

IV. Public Comment

V. New Business

A. Reports

Business and Workforce Services Committee

a. Center Certifications

Operations and Performance Committee

a. Request for Proposals (RFP) Update*

i. Youth RFP

ii. Adult & Dislocated Worker RFP

iii. One Stop Operator RFP

Policy and Strategic Planning Committee

b. BCWDB Local Plan*

c. BCWDB Strategic Plan*

d. BCWDB Individual Training Account Policy*

Communications Committee

B. Executive Committee Vice Chair Election*

C. BCWDB Audit – Jackie Davis, *Executive Director**

D. BCWDB PY 24 – 25 Budget – Jackie Davis, *Executive Director**

E. Area Alignment – Jackie Davis, *Executive Director*

F. BCWDB Accounting Manual – Jackie Davis, *Executive Director**

VI. Old Business

VII. Executive Director’s Update – Jackie Davis, *Executive Director*

VIII. Other Items for Discussion

IX. Public Comment

X. Adjournment

Bay Consortium Workforce Development Board, Inc.
Executive Committee Meeting Minutes
Wednesday, November 6, 2024
11:00 am

XI. Call to Order – Greg Moon, Chair: Greg Moon called the meeting to order at 11:06 a.m.

XII. Roll Call:

Executive Committee Attendance

<i>Greg Moon</i>	<i>Present</i>
<i>Ashley Forbes</i>	<i>Absent</i>
<i>Ian Ginger</i>	<i>Present</i>
<i>Joshua Gemerek</i>	<i>Absent</i>
<i>Hosey Burgess attended for Carley Walker</i>	<i>Present</i>
<i>Jarrold Elwell</i>	<i>Present</i>
<i>Kyle Allwine</i>	<i>Present</i>
<i>Jennifer Bowhey</i>	<i>Present</i>

There was a physical quorum.

XIII. Approval of Minutes – August 7, 2024: The Executive Committee reviewed the minutes from the previous meeting. Kyle Allwine made a motion to approve the meeting minutes, and Jennifer Bowhey seconded the motion, passing it unanimously.

XIV. Public Comment: There was no public comment.

XV. New Business

A. Reports

- i. Business and Workforce Services Committee:** Hosey Burgess presented the Business and Workforce Services Committee report to the Executive Committee. Hosey stated that they approved the meeting minutes from the previous meeting, Jessica Weber gave the One Stop Manager Report, Jacob McCaleb gave the Business Services Report and presented the proposed Business Services Plan, and the committee discussed simplifying the objectives and metrics on the proposed Business Services Plan.
- ii. Operations and Performance Committee:** Jennifer Bowhey presented the Operations and Performance Committee report to the Executive Committee. Jennifer stated that the Request for Proposals (RFPs) were approved by the committee and that all RFP providers are on target and right on track.
 - a. Request for Proposals (RFP)**
 - i. Youth RFP:** Ian Ginger made a motion to send the Youth RFP for approval by the BCWDB. Hosey Burgess seconded the motion, passing it unanimously.
 - ii. Adult & Dislocated Worker RFP:** Ian Ginger made a motion to send the Adult & Dislocated Worker RFP for approval by the BCWDB. Hosey Burgess seconded the motion, passing it unanimously.
 - iii. One Stop Operator RFP:** Ian Ginger made a motion to send the One Stop Operator RFP for approval by the BCWDB. Hosey Burgess seconded the motion, passing it unanimously.
- iii. Policy and Strategic Planning Committee:** Jarrod Elwell presented the Policy and Strategic Planning Committee report to the Executive Committee. Jarrod stated that the committee reviewed and approved of the BCWDB 15-01 Self-Sufficiency Policy.
 - a. BCWDB 15-01 Self-Sufficiency Policy – Update:** Jarrod Elwell made a motion to approve the BCWDB 15-01 Self-Sufficiency Policy and send it for approval by the BCWDB, and Hosey Burgess seconded the motion, passing it

unanimously.

- iv. **Communications Committee:** Kyle Allwine presented the Communications Committee report to the Executive Committee. Kyle stated that the committee reviewed the proposed Communications Plan and simplified the plan to present to the Board, with the next stage of planning being bringing policies onto the plan.

XVI. Old Business: There was no old business to be discussed.

XVII. Executive Director's Update – Jackie Davis, Executive Director: Jackie Davis presented the Executive Director's Update to the Executive Committee. Jackie stated that the Communications Plan and Business Services Plan are being worked on and simplified, and that Center Certification Interviews begin in December, and that a team will be appointed to interview the staff at the career centers. Jackie noted that the Strategic Plan is being worked on with the help of Mason Bishop, a consultant at *WorkED Consulting* to put together an updated Strategic Plan. Jackie announced that the Request for Proposals (RFPs) will be put into action next quarter. Jackie and Giles Scott presented to multiple Boards across the state the Virtual Reality Career Exploration Program, what it is, how to utilize it, and our many resources, and it was a huge success! Jackie noted that we are currently working on two grants, one with *GOVA* and one with *Claude Moore Foundation* and will know more by December 1, 2024. Jackie also announced the discussion around rebranding of Virginia Career Works to Virginia Works. There was brief discussion among the committee about rebranding the *Bay Consortium Workforce Development Board* name and logo and plans to further discuss it with the BCWDB.

- A. [Review VWL 24-02 Requirement for Local Plan Policy](#)
- B. **Strategic Plan**
- C. **Center Certifications**

XVIII. Other Items for Discussion: There were no other items for discussion.

XIX. Public Comment: There was no public comment.

XX. Adjournment: With there being no further discussion, Ian Ginger made a motion to adjourn the meeting. Jennifer Bowhey seconded the motion, passing it unanimously, and Greg Moon adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Lauren Fallin

BCWDB PY 24 – 25 Budget

Bay Consortium Workforce Development Board	
PY 24-25 Proposed Budget REVISED 2/2025	
Revenue	Proposed RevisedPY24-25 Budget
Total WIOA Title I	
Admin	\$ 151,402.20
Adult	\$ 579,508.71
Dislocated	\$ 421,487.01
Youth	\$ 541,372.22
FieldPrint	\$ 2,400.00
Locality	\$ 99,758.00
Critical Sector Job Quality Grant	\$ 390,377.39
VCW Mgmt	\$ 6,000.00
Transportation to Learn	\$ 17,629.76
Youth Outreach	\$ 11,189.00
Community Project Funding	\$ 200,000.00
Claude Moore Project	\$ 125,000.00
GOVA CARE	\$ 307,857.00
Total Revenue	\$ 2,421,124.29
Expenses	
Board	Proposed RevisedPY24-25 Budget
Advertising	\$ 500.00
Audit	\$ 16,200.00
Dues/Publications	\$ 500.00
Employee Salaries	\$ 270,259.13
Employee Benefits	\$ 81,077.74
Employee Taxes	\$ 24,998.97
Equip. Purchase	\$ 1,500.00
Equip. Rental	\$ 4,000.00
Equip. Repair	\$ 750.00
Insurance	\$ 7,000.00
Office Rent	\$ 10,000.00
Office Supplies	\$ 2,000.00
Postage	\$ 500.00
Printing	\$ 500.00
Telephone/Communications/Webpag	\$ 7,500.00
Professional Fees/PT Staff	\$ 2,000.00
Professional Development	\$ 5,000.00
Staff Travel	\$ 20,000.00
Board/CLEO Travel	\$ 13,500.00
Board Total	\$ 467,785.83
Programs	Proposed RevisedPY24-25 Budget
SUB AREA 16 Adult/Dislocated	\$ 290,701.11
SUB AREA 17 and 18 Adult/Dislocated ¹	\$ 260,611.85
SUB AREA 22 Adult/Dislocated	\$ 115,700.22
SUB AREA 16 YOUTH	\$ 116,686.56
SUB AREA 17 and 18 YOUTH*	\$ 135,553.28
SUB AREA 22 YOUTH	\$ 68,309.49
One-Stop Operator	\$ 50,000.00
VCW Eastern Shore Support	\$ 13,900.00
Business Services	\$ 98,713.75
Incumbent Worker Training	\$ 30,000.00
On-the-Job Training	\$ 30,000.00
Youth Outreach	\$ 102,829.38
Transportation to Learn	\$ 16,608.34
Youth Outreach and Marketing	\$ 9,831.86
Critical Sector Job Quality Grant	\$ 345,061.39
Community Project Funding	\$ 200,000.00
Claude Moore Project	\$ 125,000.00
GOVA CARE	\$ 304,737.21
Programs Total	\$ 1,884,507.24
Expenses Total	\$ 2,352,293.07
Unobligated Reserve	\$ 68,831.22
Total	\$ 2,421,124.29

BCWDB Individual Training Account Policy

Bay Consortium Workforce Development Board

Policy Number: 00-02
Effective Date: July 19, 2000
Revised Date: February 11, 2025
Title: Individual Training Account Policy

PURPOSE

The purpose of training is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This policy is intended to define and establish parameters for Individual Training Accounts (ITA) and On –The – Job Training (OJT) development and expenditures.

REFERENCE

Workforce Innovation and Opportunity Act of 2014 Section 129(c) (2)(D);

20 CFR 680.230; and

20 CFR 681.550

BACKGROUND

WIOA Title I training services for WIOA eligible adults, dislocated workers and youth are provided through ITAs.

WIOA Providers using ITA funds, assist WIOA eligible adults, dislocated workers and youth purchase training services from eligible training providers they select in consultation with a Career Services Specialist. Participants are expected to utilize information such as skills assessment, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future through the use of ITAs.

ITAs are allowed for out-of- school youth ages 18-24, ITAs for in-school youth ages 18-24 are not allowed they must be co-enrolled in the adult program (out-of-school youth ages 16-17 are not eligible for ITAs) per WIOA Section 129(c)(2)(D) and 20 CFR 681.550.

POLICY

Fund of Last Resort: WIOA funds are to be used for training only after the customer has been deemed ineligible for assistance from other sources of funds to pay for training, including Pell Grants, or any other federal, state, or local grants available through the One Stop Service Delivery System. WIOA funds may be used to enroll clients in the first semester of classes if the time frame for application and award of other grants preclude enrollment in a timely manner. Case managers shall include documentation of pursued options for alternate funding in the client's file. If eligible for other funding, continued enrollment and training shall be paid for with funds other than WIOA funds.

Dollar limits: The maximum training benefit per customer shall be \$4,000 per participant. This limit does not include funds required for accommodations for disabilities, such as interpreters, but includes only the fees for tuition and supplies directly applicable to training and employer reimbursement for on-the-job and/or customized training. Exceptions to the maximum training limit may be granted with prior approval. Consideration of an exception requires the submission of a written request presenting documentation and rationale. Exceptions up to \$6,000 per customer may be approved by BCWDB staff. Exceptions over \$6,000 require the approval of the Executive Director.

Duration: Customers must complete training funded with WIOA funds within a 24-month period from the time training begins. BCWDB staff may approve exceptions to this time limit for clients in degree programs for occupational training to respond to shortages in the community.

In Demand Occupations: Training can be provided in occupations in demand on the attached list below. The In Demand Occupation List will be updated annually by BCWDB staff.

BCWDB In Demand Occupation List

Every Bright Outlook occupation matches at least one of the following criteria:

- Projected to **grow much faster than average** (employment increase of 6% or more) over the period 2023-2033
- Projected to **have 100,000 or more job openings** over the period 2023-2033

- **New & Emerging** occupation in a high growth industry
- Web Link for O-Net [Bright Outlook Occupations](#)