

**AGENDA**

**Bay Consortium Workforce Development Board, Inc.  
Policy and Strategic Planning Committee  
Wednesday, February 26, 2025  
10:00 a.m.**

**\*= Action Item**

**I. Call to Order**

**II. Roll Call**

***Policy and Strategic Planning Committee Attendance***

*Jarrold Elwell*

*Melissa Sheffield*

*Dennis Parsons*

*Shawn Hildebrand*

*Raymond Staton Jr.*

*Nicholas Minor*

***\*There must be two (2) Policy and Strategic Planning Committee members present in-person for there to be a physical quorum.***

**III. Public Input**

**IV. Approval of November 6, 2024 Meeting Minutes – Jarrod Elwell, *Chair\****

**V. New Business**

**A. BCWDB Local Plan – Lauren Fallin, *Executive Assistant\****

**B. BCWDB Strategic Plan – Lauren Fallin, *Executive Assistant\****

**C. BCWDB Individual Training Account Policy – Lauren Fallin, *Executive Assistant***

**VI. Old Business**

**VII. Other Topics for Discussion**

**VIII. Adjournment**

**Bay Consortium Workforce Development Board, Inc.  
Policy and Strategic Planning Committee Meeting Minutes  
Wednesday, November 6, 2024  
10:00 A.M.**

- I. Call to Order:** Jarrod Elwell called the meeting to order at 10:14 a.m.
- II. Roll Call – Lauren Fallin, *Executive Assistant***

***Policy and Strategic Planning Committee Attendance***

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<i>Jarrod Elwell</i>	<i>Present</i>
<i>Melissa Sheffield</i>	<i>Present</i>
<i>Dennis Parsons</i>	<i>Absent</i>
<i>Shawn Hildebrand</i>	<i>Absent</i>
<i>Raymond Staton Jr.</i>	<i>Absent</i>
<i>Nicholas Minor</i>	<i>Present</i>

There was a physical quorum.

- III. Public Input:** There was no public input.
- IV. Approval of August 7, 2024 Meeting Minutes:** Melissa Sheffield made a motion to approve the minutes from the previous committee meeting, and Jarrod Elwell seconded her motion, passing the motion unanimously.
- V. New Business**
  - A. Review VWL 24-02 Requirement for Local Plan Policy – Lauren Fallin, *Executive Assistant*:** Lauren Fallin reviewed the VWL 24-02 Requirement for Local Plan Policy with the Policy and Strategic Planning Committee, and Jarrod Elwell made a motion to approve the policy and send it to the Executive Committee for approval with Melissa Sheffield seconded his motion, passing the motion unanimously.
  - B. Strategic Plan – Lauren Fallin, *Executive Assistant*:** Lauren Fallin reviewed the Strategic Plan with the Policy and Strategic Planning Committee.
  - C. BCWDB 15-01 Self-Sufficiency Policy Update – Lauren Fallin, *Executive Assistant*:** Lauren Fallin presented the BCWDB 15-01 Self-Sufficiency Policy Update to the Policy and Strategic Planning Committee and Melissa Sheffield made a motion to send the updated policy to the Executive Committee for approval with Jarrod Elwell seconding her motion, passing the motion unanimously.
- VI. Old Business:** There was no old business to be discussed.

**VII. Other Topics for discussion:** There were no other topics for discussion.

**VIII. Adjournment:** With there being no further discussion, Lauren Fallin adjourned the meeting at 10:24 a.m.

Respectfully submitted,

Lauren Fallin

**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](#)