



Bay Consortium Workforce Development Board, Inc.

Chief Local Elected Officials Meeting

Wednesday, February 1, 2023

10:00 am

Wind Vineyards

5178 Richmond Tappahannock Hwy

Tappahannock, VA 22560

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Draft Agenda
Bay Consortium Workforce Development Board/Chief Local Elected Officials Board
Joint Meeting
Wednesday, February 1, 2023
10:00 a.m.

- I. Call to order
- II. Welcome – Tyler Wind – Wind Vineyards
- III. Roll Call
 - A. Board
 - B. CLEO
- IV. Approval of Minutes
 - A. November 2, 2022 – BCWDB
 - B. December 12, 2022 – CLEO
- V. Public Comment
- VI. Joint New Business
 - A. One-Stop Manager Report (Jessica Weber)
 - B. Business Services Report (JoAnn Murchison)
 - C. Youth Report (Giles Scott)
- VII. CLEO Action Items
 - A. New Appointments to the Bay WDB
 - B. By-Law Review
 - C. Consortium Member Review
 - D. Board Certification
- VIII. Joint Action Items
 - A. New Business
 - i. PY 22-23 Budget
 - ii. [Local Plan](#)
 - iii. [Audit](#)
- IX. Executive Committee Report
 - A. Strategic Plan
 - B. Portal Utilization Policy
 - C. Funds Transfer
 - D. Request for Proposal (RFP) for Talent Pipeline Initiative (TPI)
- X. One-Stop Committee Report
- XI. P&A Committee Reports
- XII. Labor Market Committee Report
- XIII. Board Development Committee Report
- XIV. Youth Council Report
- XV. Old Business
- XVI. New Business

- XVII. Executive Director's Update
- XVIII. Public Comment
- XIX. Adjournment

**CLEO Minutes
Chief Local Elected Officials
Monday, December 12, 2022
11:00 A.M.**

The CLEO Board met on Monday, December 12, 2022 at the Northern Neck Planning District Commission, 457 Main Street, Warsaw, VA 22572.

I. Call to Order: The chair, Morgan Quicke, called the meeting to order at 11:05 a.m.

II. Roll Call: A roll call was taken and a physical quorum was present.

Name	Locality	Attendance
	Accomack County	Absent
Gary Wilson	Caroline County	Present In-person
	City of Fredericksburg	Absent
Bud Smith	Essex County	Present In-person
Nick Minor	King George County	Present In-person
	King and Queen County	Absent
Ed Moren	King William County	Present In-person
	Lancaster County	Absent
John Priest	Mathews County	Present In-person
Lud Kimbrough	Middlesex County	Present Virtual
	Northampton County	Absent
Drew Bayse	Northumberland County	Present In-person
Morgan Quicke	Richmond County	Present In-person
Kevin Marshall	Spotsylvania County	Present In-person
Meg Bohmke	Stafford County	Present In-person
	Westmoreland County	Absent

Also present was JoAnn Murchison, Jessica Weber, Giles Scott, Lauren Fallin, and Jackie Davis.

III. Approval of Minutes – August 3, 2022 Meeting: A motion was made to approve the amended meeting minutes from August 3, 2022, which was seconded and approved.

IV. Public Comment: There was no public comment.

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

VI. New Business:

A. New Bay Consortium Workforce Development Board Member Nominations:

- 1. Kyle Allwine** - Bud Smith and Ed Moren approved the nomination.
- 2. Brittany Metts** – John Priest and Meg Bohmke approved the nomination.

B. Election of Officers:

1. Current Officers – Morgan (Chair), Bud (Vice Chair), and Kevin (Member-at-Large). A motion was made to continue to have the current officers in office until May 2023. In the future we will bring up terms of office and review the bylaws. The current officers were nominated for office in the upcoming election in May, and Nick Minor was nominated for alternate.

2. CLEO Liaison – John Priest

C. One Stop Manager Update (Jessica Weber): Jessica Weber provided an overview of in-person visitor data for VA Career Works centers. She also reviewed the survey system used at VA Career Works centers. Most dissatisfaction comes from not being able to access unemployment insurance. Adult education traffic has increased significantly. There has been an increase in the number served across all centers. Jessica found that seasonal layoffs are usually later in the year. The Myjourney portal relaunched this year. The Fredericksburg center has been offering monthly tours of the Virginia Career Works office, and have also been hosting hybrid events. There was also a Fredericksburg Fair, which was a week-long event drawing together all partners with 100+ people showing up daily.

D. Business Services Update (JoAnn Murchison): 301 businesses were served.

The top 4 industries served were:

1. Healthcare and Social Services: 15%
2. Administrative Services: 8.6%
3. Education Services: 6.9%
4. Agriculture, Forestry, Fishing, and Hunting: 6.3%

The top service provided was Workforce Recruitment at 50%.

Employer Job Fair Participation:

Four Job Fairs (BCWDB & Partners): 60 Employers

The Talent Pipeline Management provides STEM training for underserved youth and young adults. The U.S. Chamber of Commerce foundation curriculum Micron, a 6-week career exploration course introduces and teaches 6 different modules, primarily for out of school youth. We find participants through referrals. More interest in workshops next quarter will include stronger partnerships with

community colleges and the truth of digital literacy focused staff, as well as bringing the referral process into the digital age.

E. Youth Outreach Update (Giles Scott): Giles' goal is to try and make job placement less typical and broaden career exploration. Giles Scott discussed the Northern Neck/Middle Peninsula Job Fair hosted at Wind Vineyards, which had a turnout of about 40 employers and 30-40 Northern Neck Technical Center students, as well as job seekers. He also discussed the Business Appreciation Event that was held on November 18th, 2022 at the Northern Neck Technical Center. Six employers showed up and it was a successful event. Giles discussed that there is an upcoming hiring event for Hospitality and Tourism in January. Giles updated the VCW Bay Consortium Region Facebook page and created an Instagram, TikTok, and Twitter as well. From September 28th – October 5th there was an audience of 18,200 reached by posts, and post engagement with an audience of 1,995. From November 3rd – November 30th there was an audience of 16,000 reached with posts, and post engagement with an audience of 2,558 people.

Giles also presented a video showing how the Transfr Virtual Reality Career Exploration Program works, 23 occupations are on the VR for career exploration, and over hundreds of training courses. Giles will be meeting with various Middle School, High School and Technical Centers across the region to give students time to learn how to use the Virtual Reality Career Exploration Program. There are 23 occupations on the VR for career exploration, and over hundreds of training courses. His goal is to focus working with Juniors and Seniors who are unsure of what career they want to pursue, and Middle School students to give them experience early on. There are no certifications awarded with the Virtual Reality Career Exploration Program, but there is discussion being done about creating certificates from the Board to give them to put on their resume.

F. Executive Director Update: The Bay Consortium Workforce Development Board (BCWDB) was awarded the GOVA grant they submitted in September. At the State level, leadership at Department of Housing and Community Development (DHCD) recommended that the Board shift focus to the upcoming

Talent Pathways Initiative (TPI) since our GOVA grant mirrored the TPI. JoAnn Murchison will be leading this initiative which includes a series of in-person business lead roundtables and an index of trainings available throughout the area.

We have been given notice about the Governor's planned restructuring of the public workforce system. The Governor's office will be setting up a meeting of which they will be requesting Board leadership to attend because of the role the Board will play in the restructuring.

The updated Local Plan is due February 1, 2023 to the state, Steven Golas and Lauren Fallin will be working together to complete the updates to the Local Plan to be submitted to the Board at its next meeting. Once this is complete the Local Plan will be used to help guide the Strategic Plan that has an expiration of June 30, 2023. The Labor Market Committee has been given a timeline that they will be working with to make sure we have an updated Strategic Plan to present to the Board at its May 2023 meeting.

The Board has purchased virtual reality equipment from Transfr as part of the Youth Initiative to assist with career pathway exploration activities. The equipment comes with an exploration component and a more in-depth component that measures interest. Giles Scott will be working with closely with the various youth clubs and the local K-12 school systems to introduce the virtual reality career pathways exploration component to the youth in the local area.

Jackie Davis informed the Executive Committee that the Board is working on a special project with Stafford County with details to come at the February Board meeting.

We are also working on a potential job readiness project in partnership with the local Departments of Social Services in the region. We are also in the early stages of a potential Incumbent Worker Training project in the local area. We also are

continuing to explore possible locations for a Virginia Career Works Center located in the Middle Peninsula. There will be an upcoming Joint Board meeting in February at Wind Vineyards, 5178 Richmond Tappahannock Hwy Tappahannock, VA 22560. Board certification is due at the meeting, and we will need to provide detailed reports of Board certifications.

We are in the process of making a Youth build grant coloring book made by students for the youth.

We are handing out portfolios at an event for foster care children.

G. Middle Peninsula VCW Site Discussion: The Middle Peninsula does not have a center, so there has been a plan to implement a site in the Middle Peninsula. A floor plan has been made for a new center.

H. GOVA Talent Pipeline Initiative Advisory Committee: A GOVA grant was submitted in September and is going to the Board tomorrow for approval. It is a 1-year term grant. There was a motion to make the CLEO members the advisory committee, which Kevin Marshall gave a first, and John Priest seconded.

VII. Other Topics for Discussion: John Priest recommended to invite Gloucester to the next meeting for the GOVA Talent Pipeline Initiative Advisory Committee.

VIII. Public Comment: There was no public comment.

IX. Adjournment: There being no further business, Morgan Quicke adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Lauren Fallin



By-Law Review

Chief Local Elected Officials Consortium

(Consortium)

BY-LAWS

Mission Statement:

Providing comprehensive, customer-driven workforce services that connect employers, education providers, job seekers, workers, and youth.

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**By-Laws for the Bay Consortium
Workforce Development Area XIII**

**Article I
IDENTITY**

These By-Laws are established by the Bay Consortium Chief Local Officials Consortium (Consortium) as provided in the Consortium Agreement adopted between August 2016 and June 2018. Member jurisdictions include: Accomack County, Caroline County, Essex County, City of Fredericksburg, King & Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northampton County, Northumberland County, Richmond County, Spotsylvania County, Stafford County, and Westmoreland County in the Commonwealth of Virginia (hereinafter, the Jurisdictions).

**Article II
PRINCIPAL OFFICE**

The principal office of the Consortium shall be located within the offices of the Bay Consortium Workforce Development Board (BCWDB) located at 487 Main Street, Warsaw, VA. The Consortium may establish other offices as necessary to carry out the duties of the Consortium under the Workforce Innovation and Opportunity Act (WIOA). The staff of BCWDB will provide administrative support to the Consortium.

**Article III
PURPOSE, DUTIES AND PROGRAM YEAR**

The purpose and duties of the Consortium shall be consistent with those established for a Chief Locally Elected Official (CLEO) under the WIOA, and other purposes that, in accordance with public law, may be required of or permitted for the Consortium, including those outlined in the Chief Local Elected Officials Consortium Agreement. The program year for the Consortium shall be July 1 through June 30 of the succeeding year.

**ARTICLE IV
CONSORTIUM MEMBERSHIP**

Section 1. Membership.

The membership of the Consortium shall be defined as the Chief Local Elected Officials Consortium, or other persons designated in writing.

I. Designation of an Alternate.

A. The governing body of each member jurisdiction may designate up to two alternates for the CLEO as the jurisdiction's representative to the Consortium. Acceptable alternates may include: County Administrator, City Manager, County/City Economic Development Representatives, School Board Members, School Superintendents, and other City/County Staff affiliated with Workforce Development activities.

B. Designations of any alternate(s) shall be in writing and on file with the Consortium.

II . Voting - Each member jurisdiction will be entitled to one vote on any or all matters being considered by the Consortium (also see Article VIII).

Section 2. Term of Office.

Each member of the Consortium shall serve concurrent with his or her position as the chief elected official of the jurisdiction, or in the case of an alternate, concurrent with the position held with the jurisdiction.

Section 3. Compensation.

Members of the Consortium shall serve without compensation.

ARTICLE V
OFFICERS AND THEIR DUTIES

Section 1. Officers and Executive Committee.

- I. Officers. The officers of the Consortium shall be a Chair and Vice-Chair. Elections shall be held, initially, at the January 24, 2018 organization meeting of the Consortium. The initial term of office shall expire June 30, 2019. Thereafter, elections shall be held at the first regular Consortium meeting of the program year. Terms shall be for one program year.
- II. Executive Committee. The Executive Committee shall be comprised of the Chair and Vice-Chair and one additional at-large member of the Consortium selected by the Consortium. The third member shall not be from the same sub-region as the Chair or Vice Chair. The term of the third member shall coincide with the terms of the Chair and Vice Chair.

Section 2. Duties of the Chair.

The Chair shall preside at all meeting of the Consortium and the Consortium Executive Committee. The Chair shall perform such duties required by the Consortium, the Virginia Community College System (VCCS) or by the Department of Labor (DOL).

Section 3. Duties of the Vice-Chair.

The Vice-Chair shall assist the Chair in conducting Consortium business. In the Chair's absence, the Vice-Chair of the Consortium shall perform the duties of the Chair, with all the power and authority of the Chair's office. Further, the Vice-Chair of the Consortium shall have such duties as may be assigned by the Consortium.

ARTICLE VI
APPOINTMENT AND RESPONSIBILITIES OF CONSORTIUM LIAISON TO BCWDB

Section 1. Appointment of Consortium Liaison.

The Consortium shall elect two members to serve as Liaison to the BCWDB Board. The initial appointments shall be made at the Consortium's organizing meeting, January 24, 2018. Thereafter, appointments shall be made at the reorganization meeting of the Consortium.

Section 2. Term.

The initial term for a Consortium Liaison, ex officio, shall expire June 30, 2019. Thereafter, appointments will be made for two years, beginning on July 1 and ending June 30 on the next succeeding year.

Section 3. Term Limitation.

A Consortium Liaison shall be limited to two consecutive terms.

Section 4. Duties of Consortium Liaison.

Each Consortium Liaison shall attend all regular and special meetings of the BCWDB. A Consortium Liaison shall have voice but no vote on all matters appearing before the BCWDB

ARTICLE VII
MEETINGS

Section 1. Regular Meetings.

The Consortium shall have a minimum of four regularly scheduled meetings each program year, two will be a joint meeting with the Board. The sites for the remaining two meetings will rotate among the jurisdictions. The program year for the Consortium shall be July 1 to June 30 of the succeeding year. The date and place of meetings for the year shall be established by the Consortium at the annual organization meeting; which shall be the last meeting of the program year before July 1.

Section 2. Notice of Regular and Committee Meetings.

- I. Written notice of all regular and committee meetings of the Consortium shall be provided to each member a minimum of seven (7) days prior to the date called for the meeting. Such notices shall include a tentative agenda and a description of any matter(s) to be considered for vote at the regular meeting. The Chair shall prepare the agenda for the meeting. Public notice of the date, time, and place of the Consortium meetings shall be provided as required by law.
- II. Electronic participation is allowable if there is a physical quorum and the majority agrees to allow electronic participation.

Section 3. Special Meetings.

Special meetings of the Consortium may be called by the Chair, the Executive Committee, or upon written application by at least one-fourth of members of the Consortium.

- I. Notice. Members of the Consortium shall be provided written notice of special meetings a minimum of forty-eight hours in advance of the special meeting. Such notice shall include a description of the matter(s) for which the special meeting is called.
- II. Limitations. At any special meeting, only business specified in the special meeting notice may be considered.

Section 4. Meetings Open to the Public.

- I. All meetings of the Consortium and its committees shall be open to the public. The Consortium shall make available to the public, on a regular basis through its open meetings, information regarding activities of the Consortium, including information on the BCWDB Plan, information regarding members, and minutes of Consortium meetings.
- II. Meetings or portions of meetings may be closed to the general public, as provided by law.

Section 5. Proceedings.

Proceedings shall follow parliamentary procedures.

Section 6. Meeting Minutes.

Minutes of the Consortium meetings shall be taken and shall be distributed for approval to all Consortium members at or before the next regular meeting of the Consortium. Meetings shall be recorded electronically.

Section 7. Quorum.

A quorum shall consist of one-half of member jurisdictions comprising the workforce development area. A quorum is required for the Consortium to transact business. A majority vote of those members present is required to approve any item placed before the body for action.

Section 8. Action by Executive Committee.

The Executive Committee shall have authority to conduct matters of routine business for the Consortium between meetings of the Consortium. The duties include working with the BCWDB, BCWDB staff, contractors, Partners, and others to ensure the BCWDB Plan and other Consortium responsibilities are completed to facilitate timely transactions. A majority vote of the Executive Committee is required for approval of any item placed before the Committee for action. Action taken by the Executive Committee shall be reviewed by the Consortium at its next regularly scheduled meeting for concurrence.

ARTICLE VIII
CONFLICT OF INTEREST AND CONFIDENTIALITY

Section 1. Voting Prohibited.

- I. Section 101(f) of the WIOA prohibits a member of the Consortium from voting on a matter under consideration by the Consortium when:
 - A. The matter concerns the provision of services by the member or by an entity that the member represents; or
 - B. The matter would provide direct financial benefit to the member or the immediate family of the member; or
 - C. The matter concerns any other activity determined by the Consortium to constitute a conflict of interest as specified in the BCWDB Plan.

Section 2. Confidentiality.

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the Consortium. Members shall not disclose confidential information obtained in the course of or by reasons of his/her membership on the Consortium to any person or entity not directly involved with the business of the Consortium. Further:

- I. No member shall use confidential information obtained in the course of or by reason of his/her membership on the Consortium in any matter with intent to obtain financial gain

for the member, the member's immediate family or any business with which the member is associated.

- II. No member shall disclose confidential information obtained in the course of or by reason of his/her membership on the Consortium in any manner with the intent to obtain financial gain for any other person.

ARTICLE X
RECORDKEEPING

Section 1. Minutes and Actions of the Consortium.

The Consortium shall maintain a record of the minutes of all meetings of the Consortium and its Executive Committee.

Section 2. Miscellaneous Records.

A copy of the following records shall be maintained by the Consortium:

- I. Consortium Agreement;
- II. By-Laws and all amendments thereto;
- III. A list of the names and business addresses of the members and officers of the Consortium;
- IV. Any written reports, studies, recommendations, plans or documents approved and adopted by the Consortium.

ARTICLE XII
NON-DISCRIMINATION

The Consortium shall not discriminate against any employee, agent, provider of consulting or contract services, or applicant for employment, agency, or consulting or contract services on the basis of race, color, religion, sex, national origin, disability, or veteran status. It shall be the policy and practice of the Consortium to comply fully with federal and state laws, regulations, and requirements governing non-discrimination, affirmative action, equal employment, and civil rights.

ARTICLE XIII
AMENDMENTS

These By-Laws may be amended at any regular meeting of the Consortium with prior written notice having been given to all members of the Consortium at least seven days in advance. Approval of any amendment to the By-Laws requires a simple majority vote of the members present.

Consortium Member Review





Revised 3/30/21

NOMINATION FORM

1-Name (First, All, Last) BRIAN S HALL		2-LWDA # XIII	3-Date 1/20/23
4-Street Address 30366 BROUGHTON LANE		13-Nominee Characteristics Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	
5-City PAINTER	6-County ACCOMAC	Race: (more than one may be checked) White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Amer. Indian or Native Alaskan <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/>	
7-State Virginia	8-ZIP 23410	Ethnicity: Hispanic, Latino, or Spanish origin? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
9-Home Phone (include area code) 757-274-2101	10-Work Phone (include area code) 757-789-1752	14-Recommended for (see section number)	
11-FAX	12-E-Mail SHALL@ES.VCCS.EDU	16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
15-LWDA Name BAC Consortium		17-Private Sector (Business) <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative		18-Education <input checked="" type="checkbox"/>	
Title _____ Organization _____		19-VEC <input type="checkbox"/>	
Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/>		20-Economic Development <input type="checkbox"/>	
17-Private Sector (Business) Representative		21-VDARS/VDBVI <input type="checkbox"/>	
Title _____		22-DSS <input type="checkbox"/>	
Business _____		23-Optional/Other <input type="checkbox"/>	
Type of Business _____		Minority-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Female-Owned Business Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/>	
		Number of Employees _____	
18-Education Representative		19-VEC Representative	
Title WORKFORCE & BUSINESS SOLUTIONS OFFICER		Title _____	
Institution ESCC			
Title II <input type="checkbox"/> Community College <input checked="" type="checkbox"/> CTE <input type="checkbox"/>			
20-Economic Development Representative		21-VDARS/VDBVI Representative	
Title _____		Title _____	
		22-DSS Representative	
		Title _____	
24-Nominator		23-Optional/ Other Representative	
I hereby recommend the above-named person for membership on the Local Workforce Development Board.		Title _____	
1/21/2022		Agency _____	
Signature _____ Date _____		25-Action by Chief Elected Official	
Printed Typed Name & Title of Nominator JAMES M. SLAUGHTER, PH.D., PRESIDENT		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 20-02 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.	
ESCC		Term of Appointment: From _____ To _____	
Nominator Organization ESCC		Signature of Chief Elected Official _____ Date _____	
Phone 757-789-1754 FAX _____			
Email J.SLAUGHTER@ES.VCCS.EDU			

Board Certification

		LWDA Board Name: Bay Consortium											
Commonwealth of Virginia Workforce Innovation and Opportunity Act		Period: 7/1/2020 TO 6/30/2021											
Local Workforce Development Board		Representing the following: (Please enter a number in the appropriate category; please do not use "X" or other designation)											
Name, Title, Organization of Board Member	Term	Business	VEC	Labor/Registered Apprenticeship/CBO			WIOA Title II AEFLA Provider	Economic Development	Community College	WIOA Title IV VDARS/VDDBI	DSS	Career & Technical Ed	Optional/ Other
Minimum Requirements		50%	1	2	1	1	1	1	1	1	1	1	1
EXAMPLE: John Doe, Chief Financial Officer, ABC Industries	7/1/19-6/30/21	1											
Albino, Kyle	7/1/22-6/30/26	1											
Ains, Felicia	7/1/20-6/30/24	1											
Bowley, Jennifer	7/1/21-6/30/25	1											
Brown, Lamont	7/1/20-6/30/24	1				1							
Burgess, Honey	7/1/21-6/30/25		1										
Carroll, Sara	7/1/20-6/30/24	1				1							
Carter, Melvin	7/1/20-6/30/24	1		1									
Cox, Stephen	7/1/22-6/30/26	1				1							
Davis, Beverly	7/1/21-6/30/25	1											
Farbes, Ashley	7/1/21-6/30/25	1											
Ginger, Ian	7/1/21-6/30/25						1						
Genereck, Joshua	7/1/22-6/30/26					1							
Goodall, Steve	7/1/19-6/30/23	1											
Harrington, Tracy	7/1/20-6/30/24								1				
Hildebrand, Shawn	7/1/21-6/30/25	1											
Lumpkin, Marjorie	7/1/19-6/30/23							1					
Larce, Tina	7/1/22-6/30/26							1					
Livingston, Vanessa	7/1/22-6/30/26									1			
Mann, David	7/1/20-6/30/24											1	
Metts, Brittany	7/1/22-6/30/26	1											
Minor, Nicholas	7/1/21-6/30/25						1						
Moon, Gregory	7/1/19-6/30/23	1											
Parsons, Dennis	7/1/22-6/30/26	1											
Shockley, Amy	7/1/22-6/30/26								1				
Ward, Deborah	7/1/19-6/30/23		1										
Weaver, Matthew	7/1/21-6/30/25	1											
Weber, Kendall	7/1/20-6/30/24	1											
Whanger, Benjamin	7/1/21-6/30/25	1											
Wilson, Gary	7/1/20-6/30/24						1						
Subtotal		16	2	5	0	3	3	1	1	0	1	1	
Page _____ of _____													
		LWDA #: XIII											
Commonwealth of Virginia Workforce Innovation and Opportunity Act		Certification Period: 7/1/2020 TO 6/30/2021											
Local Workforce Development Board Part II		Business	VEC	Labor/ CBO/ Apprentice			Title II AEFLA Provider	Economic Development	Community College	VDARS	DSS	Career & Technical Ed	Optional/ Other
TOTALS	28	16	2	5	0	3	3	1	1	0	1	1	
PERCENT OF TOTAL (Business & Labor Only)		57%		18%									
ASSURANCES * 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. * Business representatives reflect the incidence of small, medium, and large businesses in the local workforce development area. * Other members of the Local Board are individuals with optimum policy-making authority within the organizations, agencies, or entities they represent. * Appointments reflect the demographic composition of the local labor market. * Current Board membership is available on local Virginia Career Works website.													
Action by the Chief Elected Official 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 # _____. (Name of Local Board) (Signature of Chairman, Chief Elected Official Consortium) Title _____ Date _____													

PY 22-23 Proposed Budget Amendment

Bay Consortium Workforce Development Board, Inc.			
PY 2022-2023 Proposed Budget			
Revenue	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
WIOA Admin	\$ 171,395.30		\$ 171,395.30
WIOA Adult	\$ 683,819.28		\$ 683,819.28
WIOA Dislocated	\$ 519,233.17		\$ 519,233.17
WIOA Youth	\$ 791,990.88		\$ 791,990.88
Management Fee (One-Stop)	\$ 6,000.00		\$ 6,000.00
CAREER DWG	\$ 54,167.00		\$ 54,167.00
Locality Support	\$ 58,268.25	\$ 46,299.50	\$ 104,567.75
AJC Security	\$ 51,974.48		\$ 51,974.48
AJC Security - 2		\$ 26,000.00	\$ 26,000.00
GOVA TPI		\$ 250,000.00	\$ 250,000.00
Total Revenue	\$ 2,336,848.36	\$ 322,299.50	\$ 2,659,147.86
Expenses	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
Board	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
Advertising	\$ 500.00		\$ 500.00
Audit	\$ 15,000.00		\$ 15,000.00
Dues/Publications	\$ 500.00		\$ 500.00
Employee Salaries	\$ 227,276.65		\$ 227,276.65
Employee Benefits	\$ 68,183.00		\$ 68,183.00
Employee Taxes	\$ 21,023.09		\$ 21,023.09
Equip. Purchase	\$ 1,500.00		\$ 1,500.00
Equip. Rental	\$ 4,000.00		\$ 4,000.00
Equip. Repair	\$ 750.00		\$ 750.00
Insurance	\$ 7,000.00		\$ 7,000.00
Office Rent	\$ 10,000.00		\$ 10,000.00
Office Supplies	\$ 2,000.00		\$ 2,000.00
Postage	\$ 500.00		\$ 500.00
Printing	\$ 500.00		\$ 500.00
Telephone/Communications/Webpage	\$ 7,500.00		\$ 7,500.00
Professional Fees/PT Staff	\$ 2,000.00		\$ 2,000.00
Professional Development	\$ 5,000.00		\$ 5,000.00
Staff Travel	\$ 15,500.00		\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00		\$ 13,500.00
Board Total	\$ 402,232.74	\$ -	\$ 402,232.74
Programs	Approved August 2022	Proposed Changes	January Total Proposed PY22-23
SUB AREA 16 Adult/Dislocated	\$ 474,555.21		\$ 474,555.21
SUB AREA 17 and 18 Adult/Dislocated*	\$ 267,842.14		\$ 267,842.14
SUB AREA 22 Adult/Dislocated	\$ 161,709.36		\$ 161,709.36
SUB AREA 16 YOUTH	\$ 206,040.09		\$ 206,040.09
SUB AREA 17 and 18 YOUTH*	\$ 123,264.82		\$ 123,264.82
SUB AREA 22 YOUTH	\$ 72,027.07		\$ 72,027.07
One-Stop Operator	\$ 50,000.00		\$ 50,000.00
Business Services	\$ 108,427.50		\$ 108,427.50
Incumbent Worker Training	\$ 30,000.00		\$ 30,000.00
On-the-Job Training	\$ 30,000.00		\$ 30,000.00
Youth Outreach	\$ 93,642.50		\$ 93,642.50
Youth Initiative	\$ 150,000.00		\$ 150,000.00
AJC Security	\$ 51,974.48		\$ 51,974.48
AJC Security - 2		\$ 26,000.00	\$ 26,000.00
GOVA TPI		\$ 250,000.00	\$ 250,000.00
CAREER DWG	\$ 54,167.00	\$ -	\$ 54,167.00
Programs Total	\$ 1,873,650.17	\$ 276,000.00	\$ 2,149,650.17
Expense Total	\$ 2,275,882.91		\$ 2,551,882.91
Unobligated Reserve	\$ 60,965.45	\$ -	\$ 107,264.95
Total	\$ 2,336,848.36		\$ 2,659,147.86
Date Board Approval			
Date CLEO Approval			