

**West Piedmont Workforce Investment Board
Amendment to WIA Contract for Adult, Dislocated Worker, One Stop Operator and Business
Services**

THIS MODIFICATION AND AMENDMENT (“Modification”) is made and entered into as of the 1st day of July 2014, by and among the WEST PIEDMONT WORKFORCE INVESTMENT BOARD (“WPWIB”) and PATRICK COUNTY PUBLIC SCHOOLS (“Contractor”)

In consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Recitals.**

The parties recite the following facts:

- a. Following procurement procedures, selection and award, WPWIB and Contractor entered into that Contract for Adult, Dislocated Worker, One Stop Operator and Business Services (“Contract”) dated July 1, 2013, related to provision of services to eligible adults; dislocated workers and employers in the locale of Patrick County.
- b. The Contract contains a provision allowing modifications executed in writing between the parties.
- c. The WPWIB and Contractor therefore desire to modify and amend the Contract accordingly.
- d. Terms and Conditions specified in the contract must be followed.

2. **Modifications.**

The parties agree that the contracted services under the Contract shall be amended as follows:

- a. The Contract beginning July 1, 2014, is on a month-to-month probationary period. If the Contractor fails to meet conditions of the Contract, the WPWIB may cancel the contract with written notice.
- b. The Contractor will participate in the WPWIB’s regional Performance Improvement Plan (PIP) for Adult and Dislocated Worker programs to the satisfaction of the WPWIB. The Contractor must provide a written update with measurable outcomes as defined in the PIP utilizing Attachment C of the PIP available online at http://www.wvworkforcecenters.com/m_document.cfm?action=edit&ID=257&ret=/policies.cfm. The updates are to be submitted to the Executive Director of the WPWIB and are due the 5th of each month, beginning August 2014, for the previous full month. The PIP is subject to modifications as required by the state or the Executive Director with input from the Executive Committee.
- c. The Contractor will provide the WPWIB with a list of all non-consumable items purchased by the Contractor with WIA funding by the 5th of the month for the previous month. This equipment shall be added to the Contractor’s self-administered inventory list. The WPWIB will tag and add this equipment to the WPWIB non-consumable inventory list.
- d. Other reports fiscal, administrative and programmatic reports requested by the WPWIB

- e. Online CareerScope assessments must be completed by 100% of customers prior to placing in a work experience or training. The WPWIB's online portal is <https://wpwib.careerscope.net/workforce>. The Contractor will assist customers with accessing the CareerScope assessment.
- f. The Contractor will obtain at least a 67% participation level for completing Customer Satisfaction Surveys via paper or online at <https://www.surveymonkey.com/s/F89Z5DN>. Surveys collected on paper must be entered by Contractor for analysis by WPWIB staff on a monthly basis.
- g. All Contractor staff will participate in mandatory training for resume writing, interview techniques and customer service, utilizing WPWIB approved training and comprehension testing in order to properly assist jobseeker customers.
- h. Center and Satellite customer traffic data will be collected for each visitor utilizing an online data collection. The Patrick County Satellite location will utilize paper Common Intake Forms or online data collection available at <https://www.surveymonkey.com/s/6N67PZY>. If customers complete the paper form, Contractor staff will enter data into the online collection tool no later than the Tuesday following end of each week of the actual customer visit. WPWIB staff will analyze data.
- i. Contractor staff will utilize www.InterviewStream.com to assist all jobseekers with interviewing skills and to complement other job readiness resources. Case Managers will review and provide written evaluation for each participant and place it in the case file. Contractor staff will participate in mandatory training for effective use of www.InterviewStream.com technology.
- j. The Contractor must verify outside vendors' federal tax identification number via form W-9 and business license or other required licensure and keep documentation on file.
- k. Establish active working relationships with appropriate partners such as Social Services, Department of Juvenile Justice, Department for Rehabilitative Services, K-12 school systems, faith based organizations, and other community based organizations as appropriate.
- l. The agreed upon number of client activity is as follows:

Adult

- New - 13
- Carryover - 20
- Follow up -

Dislocated Worker

- New - 7
- Carryover - 39
- Follow up -

- p. The Contractor agrees to reach the WPWIB's negotiated performance measures with the state as it pertains to the following measures:

Adult Measures	Percentage of the actual enrollment (both new and carryover)
Adult Entered Employment Rate	75%

Rate	from Business Services Subcontractor)
Adult Average Earnings	\$9,000 per 6 month period or final negotiated state rate
CRC Attainment	80%
Dislocated Worker Measures	
Dislocated Worker Entered Employment Rate	81%
Dislocated Worker Employment Retention Rate	91%
Dislocated Worker Average Earnings	\$17,500 per 6 month period
CRC Attainment	80%

s. The Contractor agrees to the following budgets:

Patrick County Adult:

Adult	<u>PY 14-15 Approved Budget</u>
110000 · Salary & Wages-Operational	\$26,352.18
111000 · Salary & Wages-Client Services	\$11,089.42
210000 · FICA/Benefits-Operational	\$6,474.73
211000 · FICA-Client Services	\$956.90
821000 · Other Supportive Services	\$7,248.84
511000 · Electricity	\$2,700.00
550000 · Travel	\$500.00
600100 · Office Supplies	\$650.00
820000 · Intensive Services	\$11,776.96
830000 · Training Services	\$4,658.31
Total Expenses	<u>\$72,407.34</u>

Adult Business Services	PY 14-15 Approved Budget
110000 · Salary & Wages-Operational	4,970.41
822500 · Business Services Outreach	1,500.00
210000 · FICA/Benefits-Operational	1,221.23
Total Expenses	<u>7,691.64</u>

Patrick County Dislocated Worker:

Dislocated Worker	<u>PY 14-15 Approved Budget</u>
110000 • Salary & Wages-Operational	\$14,384.50
111000 • Salary & Wages-Client Services	\$5,705.03
210000 • FICA/Benefits-Operational	\$2,836.57
211000 • FICA-Client Services	\$319.51
321000 • Other Supportive Services	\$2,574.90
511000 • Electricity	\$1,600.00
600100 • Office Supplies	\$500.00
620000 • Intensive Services	\$2,574.90
830000 • Training Services	\$3,656.31
Total Expenses	\$31,656.52

Dislocated Worker Business Services	<u>PY 14-15 Approved Budget</u>
110000 • Salary & Wages-Operational	\$5,014.62
322500 • Business Services Outreach	\$1,500.00
210000 • FICA/Benefits-Operational	\$1,231.35
Total Expenses	\$7,742.97

Reimbursement requests must include the following in an organized fashion for easy review by WPWIB staff and in compliance with all other guidelines of the WPWIB's Financial Policy and Procedures:

- Copy of Contractor's detailed reimbursement template
 - Copy of Contractor's General Ledger
 - Copy of detailed receipts and supporting documentation required by WIA guidelines.
- q. The Contractor and any subcontractors agree to send out the WPWIB's customer satisfaction electronic surveys so that the board can track monthly customer satisfaction. Links to Job Seeker surveys can be obtained by clicking on the following:
- Patrick County: <https://www.surveymonkey.com/s/F89Z5DN>.

Link to the Business Survey for all locations is
<http://www.yaworkforcecenters.com/businesscomments.cfm>.

- r. The Contractor will submit a completed Time Allocation sheet for each employee per pay period for the Contractor and Subcontractor with each reimbursement request. [Click here for the time allocation sheet](#) or go to [http://www.yaworkforcecenters.com/documents/Time%20Allocation%20Sheet%20\(Jul](http://www.yaworkforcecenters.com/documents/Time%20Allocation%20Sheet%20(Jul)

- s. The Contractor agrees that failure to meet these specified adjustments, along with all of the other general terms, provisions and conditions of the Contract and previous modifications, may result in the Contractor's becoming sanctioned. A description of sanctions may be one of the following:
- Disallowing costs associated with a particular violation or deficiency and the seeking of repayment.
 - Disapproval of requests for reimbursement until the violation or deficiency has been corrected.
 - The WPWIB may deduct the amount of mis-expenditure from the Contractor's allocation of allowable administrative or indirect funds from the subsequent program year's allocation.
 - Development of a performance improvement plan.
 - Monetary or other sanctions may be imposed to reduce the funding allocation for the next program year by up to five percent of the degree of failure to meet the WPWIB's performance measures (in conformance with the Virginia Workforce Council Policy Number: 05-03).

3. Effect on Contract.

Except as modified and amended herein, all of the other general terms, provisions and conditions of the Contract shall remain in full force and effect, and the parties ratify and confirm the same.

IN WITNESS WHEREOF, the parties have caused this Modification to be executed on the day and date first written above.



 Amanda Witt, WPWIB Chair

5 September 2014


 Date



 Lisa Fultz, WPWIB Executive Director

30 August 2014

 Date



 Dr. William Sroufe, Superintendent
 Patrick County Public Schools
 Contractor

26 August 2014

 Date

