

**Executive Committee Meeting**  
**Friday, February 5, 2016• 12 p.m. • WPWIB Office**

**AGENDA**

**Welcome/Call Executive Committee Meeting to Order.....**Amanda Witt

**Executive Committee Roll Call.....**Rhonda Hodges

- |  |  |
|--|--|
| <input type="checkbox"/> Amanda Witt – President                   | <input type="checkbox"/> Robbin Hall – Chair, Program          |
| <input type="checkbox"/> Adam Wright – Vice President, Audit Chair | <input type="checkbox"/> Tiffani Underwood – Chair, Marketing  |
| <input type="checkbox"/> Rhonda Hodges – Secretary                 | <input type="checkbox"/> David Stone – Chair, Governance       |
| <input type="checkbox"/> John Parkinson – Treasurer                | <input type="checkbox"/> Debra Buchanan – CLEO, Vice Chair     |
| <input type="checkbox"/> Dick Ephgrave, Chair, Youth Committee     | <input type="checkbox"/> Jim Daniel – Immediate Past President |

**Page Numbers**

**Agenda** 1

**Action Items** – Consideration of the following: (Amanda Witt)  
Approval of Executive Committee Minutes from December 4, 2015 2-6

**Action Items From Narrative** – Consideration of the following: (Amanda Witt)

- |   |       |
|---|-------|
| 1. Financial Statements for October 2015 and November 2015        | 7-14  |
| 2. Carryover Funding Uses   | 15-16 |
| 3. Financial Policy (Neighborhood Assistance Program Tax Credits) | 17    |
| 4. Transitional Jobs Policy                                       | 18-19 |
| 5. Youth Services Policy (Youth Program Elements Requirements)    | 20    |
| 6. NEG OJT Percentage   | 20    |
| 7. RFP Process  | 21    |
| 8. Bylaws   | 21    |

**Updates** (Amanda Witt)

- |  |       |
|--|-------|
| • Local Monitoring Summary Report                                | 22    |
| • Program Stats through December 2015 (Real Time and Predictive) | 23-30 |
| • Job Driven NEG Initiative                                      |       |

**Committee Reports**

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| • Chairman (Amanda Witt)          | • Program Planning (Robbin Hall)  |
| • CLEO (Debra Buchanan)           | • Finance (John Parkinson)        |
| • Youth Committee (Dick Ephgrave) | • Governance (David Stone)        |
| • Marketing (Tiffani Underwood)   | • Executive Director (Lisa Fultz) |
| • Audit (Adam Wright)             |                                   |

**Old Business**

**New Business**

**Adjourn**

**Executive Committee**  
**Meeting December 4, 2015**  
**WPWIB Office**

**DRAFT MINUTES**

**PRESENT:** Amanda Witt, Adam Wright, Rhonda Hodges, Dick Ephgrave, John Parkinson, Robbin Hall, Jim Daniel

**ABSENT:** Brenda Bowman, David Stone, Tiffani Underwood

**STAFF:** Lisa Fultz, Philip Wenkstern

**GUESTS:** Kenneth Gathers - ResCare

**PRESIDING:** Amanda Witt

Amanda Witt called the meeting to order. Rhonda Hodges called the roll. Quorum was confirmed for the meeting.

Ms. Witt asked the Committee to consider the minutes from the September 16, 2015, Executive Committee meeting. John Parkinson provided a motion to approve the minutes as presented. Dick Ephgrave seconded the motion. The motion carried unanimously.

The Executive Committee considered the following action items as recommendations from the Program Planning and Development Committee:

1. **Financial Statements for August 2015 and September 2015** – Ms. Fultz provided an overview of the financial statements and shared that the Board will have approximately \$830,000 in carryover funding that will need to be spent ideally by June 30, 2016, or it will be subject to the 40% training requirement set by the state's policy. Ms. Fultz shared that ResCare was caught up on reimbursement requests at this time and thanked Kenneth Gathers for his progress on that outstanding items. After discussion, which included convening a group of board members to identify uses for consideration by the full board, Mr. Ephgrave provided a motion to accept the August and September 2015 financial statements as presented. The motion carried unanimously.
2. **WPWIB's 990 for Year Ending June 30, 2015** – Mr. Parkinson presented the 990 as prepared by Mallard and Mallard, CPAs and shared that Tracy Tilley presented the 990 with the Finance Committee during its last meeting. After discussion, Mr. Ephgrave provided a motion to accept the 990 as presented, and Ms. Hodges seconded the motion. The motion carried unanimously.

Items 3 -8 were considered collectively as recommendations from the Program Planning and Development Committee:

3. **Adult/DW Employment Verification, Follow-Up Services and Performance Accountability Policy** – Recommendation provided was to update the follow-up procedures to be in compliance with WIOA, embrace our customers' needs and incorporate our goal of becoming a Certified Work Ready Community.

4. **Incumbent Worker Policy** - Recommendation provided was to rescind the previous policy and accept updated policy which is in compliance with WIOA and consistent with the new state policy, effective October 1, 2015, Incumbent Worker Policy #15-00, which gives us the flexibility to provide up to 90% reimbursement for training for small businesses, defined as those with 50 or less employees and removes the requirement for lay-off aversion which has deterred employers from participation in the old policy (<http://www.elevatevirginia.org/wp-content/uploads/2014/04/VBWD-Policy-15-00-Incumbent-Worker-Training-002Signed.pdf>).

Below is the funding scale directly from the state policy:

The non-Federal share shall not be less than—

- i. 10 percent of the cost, for employers with not more than 50 employees
- ii. 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- iii. 50 percent of the cost, for employers with more than 100 employees

5. **On the Job Training Policy** - Recommended changes to OJT Policy are to provide more opportunities to add/increase the number of participating employers to the OJT programs. The changes were being recommended to remain consistent with the descriptive information found in the TEGL 4-10.

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL04-10acc.pdf>

The following changes were recommended to include part time, permanent jobs as allowable under WIOA and includes any references to such in the worksite agreement:

- Page 2 – (Employer Eligibility #6), the word “continued” has been replaced with “permanent”;
- Page 2 – (Process #2), the term “full-time regular” has been changed to “permanent”.

6. **Youth Services Policy** – Recommended changes provide a breakdown between In and Out of school Youth eligibility requirements. Income for Out of School Youth is not required to be verified unless the participant falls under barrier III or VIII as listed below:

**III.** A recipient of a secondary school diploma or its recognized equivalent who is low income individual and is basic skills deficient or an English language learner.

Or

**VIII.** A low income individual who required additional assistance to enter or complete and educational program or to secure or hold employment.

7. **Self-Sufficiency Policy** – Recommendation provided was to adjust the WPWIB’s self-sufficiency threshold from 130% (\$15,301 for a family of 1 or \$7.35/hour at full time) to 150% of the poverty level (\$17,655 for a family of 1 or \$8.48/hour at full time) until a more updated data analysis can be conducted for our region. Note: Current poverty level is \$11,770 for family of 1 or \$5.65/hour at full time).
8. **Declaration of Limited Adult Funding and Priority of Service Policy** – Recommendations were to take advantage of provisions under WIOA to broaden our jobseeker customer base to apply priority of service with at least 51% of Adult funding used for customers enrolled who meet the definition of hardest to serve which is those who are recipients of public assistance, other low

income individuals (poverty level or 70% LLSIL) and individuals who are basic skills deficient for receipt of career and training services:

1. First priority will be provided to recipients of public assistance and other low-income individuals in the local area who are covered persons with respect to veterans' priority;
  2. Second priority will be provided to recipients of public assistance and other low income individuals in the local area;
  3. Third priority will be covered persons (these would be covered persons not considered to be recipients of public assistance or low-income) who are basic skills deficient (English reading, writing, or math skills at or below the 8<sup>th</sup> grade on a generally accepted standardized test);
  4. Individuals who are not self-sufficient, as defined by the WPWIB's self-sufficiency policy;
  5. Fifth priority will be covered persons not considered to be recipients of public assistance or low-income who may include one of the following categories as approved by the WPWIB which is specific to this region and not required by the state;
    - Individuals who are high school drop-outs
    - Individuals who are felons
    - Individuals who are long-term unemployed (unemployed 15 of the last 26 weeks)
    - Individuals who have limited English-Speaking Skills
    - Individuals who require training to meet in-demand occupational skills in compliance with the WPWIB's Development and Use of Demand-Driven and High Growth Occupation and Demand Skills Listing Policies.
    - Individuals who have a disability who meet the general income requirements for participation under WIOA programs, even though their family income does not meet that requirement (family income is excluded in this calculation).
9. **Focus Enrollments on Out of School Youth Due to 75/25 Funding Ratio** – Recommendation provided was to approve the contracted provider's request to focus enrollments on Out of School Youth participants and cease In School Enrollments as WIOA requires 75% of Youth funding to be spend on Out of School Youth. All ISY outstanding enrollment targets will be added to the OSY enrollment targets.

After discussion of items 3-9 above, Robbin Hall provided a motion to approve, and Dick Ephgrave seconded the motion. The motion carried unanimously.

10. **Ride Solutions Grant Renewal** - The Executive Committee considered a proposal to apply again for the Ride Solutions grant to promote ride sharing in the region with a guaranteed ride home for participants. Due to the positive feedback from employers and exceeding the regional target of 60 registrants on the [www.ridesolutions.org](http://www.ridesolutions.org) website after only one employer event, staff recommended that the Committee consider matching an additional \$5,000, which is a total annual match of \$15,000 for PY 2016. Funding received through this grant is intended to be used to help keep business services and admin funding level and reduce the drawdown against the Adult and Dislocated Worker allocation which must meet the 40% spending requirement on training activities including carryover funding beginning July 1, 2016. Adam Wright provided a motion to approve renewing the Ride Solutions grant with a total WPWIB match of \$15,000. Robbin Hall seconded the motion. Amanda Witt abstained. The motion carried.

Performance reports from the state for the first quarter were provided which indicated that the Dislocated Worker Employment and Credential Rate were not meeting the target of 67%. After discussion,

Committee members agreed that the 1 of 3 participants in the measure after the first quarter were not concerning at this point. Lisa Fultz shared that contracted providers and WIB staff are verifying that case closure data entry is being verified for accuracy so that we do not have participants who receive a credential and employment who are reflected as negative performance due to data entry errors.

Program Stats were presented to the Executive Committee for review. Ms. Fultz shared that enrollments have increased since ResCare has experienced a change in management, and the trend is positive.

Ms. Fultz provided an update for the NEG performance. She reported that since getting staff in place on the initiative for both community colleges was delayed, enrollments are off to a slow start. She shared that the more concerning issue is that we have not received communication or reimbursement requests from the management assigned to the program; however, Dr. Scism was planning to meet with her to discuss the grant upon his return to town. She shared several new outreach strategies that are being tested as it has been difficult to reach the dislocated worker population.

No committee reports were provided.

**Old Business** – No old business was discussed.

#### **New Business**

- Ms. Fultz shared that ResCare has asked permission to hire a part time case manager who would be trained and positioned to move to full time status should they have any transition. The Committee considered a recommendation to provide up to \$15,000 from unobligated funds to ensure adequate staff to provide services to customers. Jim Daniel provided a motion to approve up to \$15, 000 from unobligated funding to support a part time position for ResCare. Ms. Hall seconded the motion. The motion carried unanimously.
- Ms. Witt shared some of the employer ramp ups including the Results expansion. Several partners in the community are assisting with the project including the Martinsville-Henry County Chamber of Commerce who has been heavily involved.
- Ms. Hodges asked if we had received any updates on the Miller Coors closing. Ms. Fultz reported that she had not received any updates lately; however, she would check in with the North Carolina workforce connections.

Mr. Wright made a motion to adjourn. Mr. Parkinson seconded the motion. The motion was approved unanimously. The meeting was adjourned at 1:15 p.m.

## **Narrative for Action Items for Executive Committee February 5, 2016**

**Items 1-3: Unanimous recommendation from Finance Committee (January 27, 2016, meeting) and Item 3 has also been vetted by Program Planning and Development:**

### **1. Financial Statements for October 2015 and November 2015**

The Finance Committee met January 27, 2016, and the financial statements for October and November were presented by Tracy Tilley of Mallard and Mallard, CPAs. Based on current trends, Ms. Tilley estimated that we would have \$660,000 in carryover funding remaining at the end of the program year. The Finance Committee directed the Executive Director to have ResCare increase staffing by at least 2 to 3 positions so that they could meet employer needs with the understanding that it may cause them to exceed the budget line (not total budget); however, due to their vacancies during the program year, it is not likely for them to exceed their total budget.

# West Piedmont Workforce Investment Board

## Balance Sheet

As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Accounts Receivable</b>	
Grant Rec.-Incentives DW 14-16	24,002.27
Grant Rec. - JD NEG	1,371,120.89
Grant Rec. - Ride Solutions	49,161.59
Grant Rec. Bldg. Coll. Comm.	11,807.89
Grant Rec. DW/RR	7,607.27
Grant Rec. Workforce Innov.	638,232.33
Grant Receivable 2014/2015	335,228.60
Grant Receivable 2015/2016	2,021,630.39
Grant Receivable DHCD Grant	11,182.50
11000 - Sale Foundation Receivable	515.54
<b>Total Accounts Receivable</b>	<u>4,470,489.27</u>
<b>Total Current Assets</b>	<u>4,470,489.27</u>
<b>TOTAL ASSETS</b>	<u><u>4,470,489.27</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Def. Rev.-Bldg. Coll. Comm.	11,807.89
Def. Rev.-DHCD Grant	
Community Dev. Block Grant	11,182.50
<b>Total Def. Rev.-DHCD Grant</b>	<u>11,182.50</u>
Def. Rev.-Incentives DW 14-16	24,002.27
Def. Rev.-Rapid Response DW	7,607.27
Def. Rev.-Ride Solutions	46,411.59
Def. Rev. - JD NEG	
Danville CC	284,619.58
Patrick Co.	84,336.00
PHCC	236,260.73
Rescare Danville	197,239.68
Rescare M-HC	104,622.21
WPWIB	388,800.20
<b>Total Def. Rev. - JD NEG</b>	<u>1,295,878.40</u>
Def. Rev. Carryover 14/15	
Adult	22,962.09
Youth In School	188,127.05
Youth Out of School	11,920.45
<b>Total Def. Rev. Carryover 14/15</b>	<u>223,009.59</u>
Def. Rev. Workforce Innov 15-16	133,429.83
Def. Rev. Workforce Innov 16-18	499,402.30
<b>Deferred Income</b>	
1200111 - Youth Other Funding	515.54
<b>Total Deferred Income</b>	<u>515.54</u>
Deferred Rev.-Designated 16/17	226,501.48
Deferred Revenue-Admin 15/16	
From NEG Funds	28,085.00
From Ride Solutions Grant	2,750.00
From WFSN Grant	5,400.20
Deferred Revenue-Admin 15/16 - Other	155,431.05
<b>Total Deferred Revenue-Admin 15/16</b>	<u>191,666.25</u>
Deferred Revenue-Adult 15/16	
Dan-PC BS Addtl Outreach	7,077.86
Danville-Pitts. Co.	320,374.57
Danville-Pitts. Co. Bus. Serv.	33,194.13

# West Piedmont Workforce Investment Board

## Balance Sheet

As of October 31, 2015

	Oct 31, 15
M-HC BS Addt'l Outreach	5,250.00
Martinsville-HC	185,347.70
Martinsville-HC Bus. Serv.	24,520.40
Pat. Co. BS Addt'l Outreach	1,500.00
Patrick Co.	57,170.29
Patrick Co. Bus. Serv.	4,920.09
Unobligated	86,641.26
Unobligated - From NEG Funds	11,789.38
<b>Total Deferred Revenue-Adult 15/16</b>	<b>737,785.68</b>
<b>Deferred Revenue-DW 15/16</b>	
Dan-PC BS Addt'l Outreach	7,077.86
Danville-Pitts. Co.	162,106.00
Danville-Pitts. Co. Bus. Serv.	34,746.85
M-HC BS Addt'l Outreach	5,250.00
Martinsville-HC	50,321.33
Martinsville-HC Bus. Serv.	20,319.82
Pat. Co. BS Addt'l Outreach	1,500.00
Patrick Co.	31,220.68
Patrick Co. Bus. Serv.	5,094.86
Unobligated	60,859.69
Unobligated - From NEG Funds	11,789.37
<b>Total Deferred Revenue-DW 15/16</b>	<b>390,286.46</b>
<b>Deferred Revenue-YIS 15/16</b>	
Danville-Pitts. Co.	31,635.88
Martinsville-HC	27,061.94
Patrick Co.	4,751.00
Unobligated	86,641.27
Unobligated - From NEG Funds	11,789.37
<b>Total Deferred Revenue-YIS 15/16</b>	<b>161,879.46</b>
<b>Deferred Revenue-YOS 15/16</b>	
Danville-Pitts. Co.	222,597.64
Martinsville-HC	146,659.36
Patrick Co.	41,435.12
Unobligated	86,641.27
Unobligated - From NEG Funds	11,789.37
<b>Total Deferred Revenue-YOS 15/16</b>	<b>509,122.76</b>
<b>Total Other Current Liabilities</b>	<b>4,470,489.27</b>
<b>Total Current Liabilities</b>	<b>4,470,489.27</b>
<b>Total Liabilities</b>	<b>4,470,489.27</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,470,489.27</b>



West Piedmont Workforce-Investment Board  
Summary Totals

	October 2015					% YTD Budget			% Annual Budget	
	Oct 15	Budget	Jul - Oct 15	YTD Budget		Annual Budget				
Danville/Pitts. Co. Dislocated	8,813.80	16,349.70	34,090.00	65,398.82		196,196.00		52.13%	17.38%	
MHC Dislocated	5,377.83	6,229.76	24,435.35	24,919.04		74,756.68		98.06%	32.69%	
Patrick Dislocated	3,269.06	3,613.78	12,144.45	14,455.14		43,365.13		84.01%	28.01%	
Danville/Pitts. Co. DW Bus. Serv.	2,259.81	3,534.36	7,665.41	14,137.44		42,412.26		54.22%	18.07%	
Danville/Pitts. Co. DW Bus. Serv. Addtl Outreach	819.14	687.50	1,172.14	2,750.00		8,250.00	(1)	42.62%	14.21%	
MHC DW Bus. Serv.	0.00	2,253.24	6,719.03	9,012.98		27,038.85	(1)	74.55%	24.85%	
MHC DW Bus. Serv. Addtl Outreach	0.00	437.50	0.00	1,750.00		5,250.00	(1)	0.00%	0.00%	
Patrick DW Bus. Serv.	619.96	645.25	2,648.11	2,581.03		7,742.97	(1)	102.60%	34.20%	
Patrick DW Bus. Serv. Addtl Outreach	0.00	125.00	0.00	500.00		1,500.00	(1)	0.00%	0.00%	
Unobligated Dislocated	9,614.66	8,202.56	17,392.16	32,810.24		98,430.64	(1)	53.01%	17.67%	
Unobligated Dislocated - Carryover '14-'15	0.00	0.00	15,441.27	0.00		0.00	(1)			
Total Dislocated	31,774.26	42,078.65	121,707.92	168,314.70		504,942.53		72.31%	24.10%	
Danville/Pitts. Co. Adult	27,269.14	36,351.59	115,843.73	145,406.38		436,218.30		79.67%	26.56%	
MHC Adult	28,487.25	24,284.06	105,820.40	97,056.26		291,168.10		109.03%	36.34%	
Patrick Adult	8,757.02	6,679.36	22,981.74	26,717.44		80,152.03		86.02%	28.67%	
Danville/Pitts. Co. Adult Bus. Serv.	2,259.84	3,404.97	7,665.47	13,619.88		40,859.60		56.28%	18.76%	
Danville/Pitts. Co. Adult Bus. Serv. Addtl Outreach	819.14	687.50	1,172.14	2,750.00		8,250.00	(1)	42.62%	14.21%	
MHC Adult Bus. Serv.	0.00	2,700.85	7,889.69	10,803.40		32,410.09	(1)	73.03%	24.34%	
MHC Adult Bus. Serv. Addtl Outreach	0.00	437.50	0.00	1,750.00		5,250.00	(1)	0.00%	0.00%	
Patrick Adult Bus. Serv.	589.55	640.97	2,771.55	2,563.88		7,691.64	(1)	108.10%	36.03%	
Patrick Adult Bus. Serv. Addtl Outreach	0.00	125.00	0.00	500.00		1,500.00	(1)	0.00%	0.00%	
Unobligated Adult	0.00	8,202.56	0.00	32,810.24		98,430.64	(1)	0.00%	0.00%	
Unobligated Adult - Carryover '14-'15	11,850.89	0.00	40,268.28	0.00		0.00	(1)			
Total Adult	80,012.83	83,494.36	304,413.00	333,977.48		1,001,930.40		91.15%	30.38%	
Danville/Pitts. Co. Youth In	11,587.88	7,912.00	63,307.38	31,648.02		94,943.26		200.04%	66.68%	
MHC Youth In	4,790.79	5,211.81	35,478.98	20,847.24		62,540.92		170.19%	56.73%	
Patrick Youth In	1,502.46	1,544.31	13,779.87	6,177.26		18,530.87		223.07%	74.36%	
Unobligated Youth In	0.00	8,202.56	0.00	32,810.24		98,430.64		0.00%	0.00%	
Unobligated Youth In - Carryover '14-'15	16,827.02	0.00	44,094.43	0.00		0.00	(1)			
Total Youth In	34,708.15	22,870.68	156,660.66	91,482.76		274,445.69		171.25%	57.08%	
Danville/Pitts. Co. Youth Out	9,142.39	24,080.74	66,130.53	96,242.98		288,728.17		68.71%	22.90%	
MHC Youth Out	8,238.02	15,313.42	37,100.59	61,253.68		183,759.95		60.57%	20.19%	
Patrick Youth Out	4,558.95	4,587.21	13,370.71	18,268.84		54,805.83		73.19%	24.40%	
Unobligated Youth Out	0.00	8,202.56	0.00	32,810.24		98,430.64		0.00%	0.00%	
Unobligated Youth Out - Carryover '14-'15	18,245.95	0.00	48,640.32	0.00		0.00	(1)			
Total Youth Out	40,185.31	52,143.93	165,242.15	208,575.74		625,724.59		79.22%	26.41%	
Administration	21,587.36	21,579.17	67,283.05	86,316.68		258,949.30		77.95%	25.98%	
Administration - Carryover '14-'15	0.00	0.00	17,807.51	0.00		0.00	(1)			
DHCP Grant	0.00	0.00	50.00	0.00		0.00	(1)			
Lucy K. Sale	2.09	0.00	4.15	0.00		0.00	(1)			
Emergency Funding	123.50	0.00	2,994.80	0.00		0.00	(1)			
Co-Source Innov. FSN	4,801.14	12,352.48	14,799.67	48,408.92		148,229.50	(1)	29.95%	9.98%	
Co-Source Innov. FSN	2,076.38	0.00	4,058.57	0.00		0.00	(1)			
JD NEG Rescare M-HC	0.00	8,718.52	0.00	34,874.08		104,622.21	(1)	0.00%	0.00%	
JD NEG Rescare Danville	0.00	16,436.65	0.00	65,746.60		197,239.68	(1)	0.00%	0.00%	
JD NEG Patrick Co.	0.00	7,028.01	0.00	28,112.04		84,336.00	(1)	0.00%	0.00%	
JD NEG DCC	0.00	23,718.31	0.00	94,873.24		284,619.58	(1)	0.00%	0.00%	

West Piedmont Workforce-Investment Board

Summary Totals

	Oct-15	Budget	Jul - Oct 15	YTD Budget	Annual Budget	% YTD Budget	% Annual Budget
JD NEG PHCC	9,048.05	21,325.85	19,649.35	85,303.40	255,910.08	23.03%	7.68%
RIDE Solutions Grant	628.41	4,166.68	838.41	16,666.72	50,000.00	(1)	(1)
Incentives	1,000.17	0.00	3,416.56	0.00	0.00	(1)	(1)
Total Spending and Budget	225,947.65	315,913.29	878,925.80	1,263,653.36	3,790,949.56	69.55%	23.18%
Net on Original NOO	-66,241.88	-96,246.50	-214,407.60	-384,986.00	-1,154,957.05	(1)	18.56%
NEG Used for Admin	0.00	0.00	0.00	0.00	-28,085.00	55.69%	0.00%
WFSN Used for Admin	0.00	0.00	0.00	0.00	-5,400.20	0.00%	0.00%
Ride Used for Admin	0.00	0.00	0.00	0.00	-2,750.00	0.00%	0.00%
NEG Used for Unobligated	0.00	0.00	0.00	0.00	-47,157.50	0.00%	0.00%
Carryover funds used for Contractors/Unob.	0.00	0.00	0.00	0.00	-325,459.45	0.00%	0.00%
Total on Original NOO	159,705.77	219,666.79	664,518.20	878,667.36	2,227,140.36	75.63%	29.84%

# West Piedmont Workforce Investment Board

## Balance Sheet

As of November 30, 2015  
Nov 30, 15

### ASSETS

#### Current Assets

##### Checking/Savings

Allocations on Deposit -453.71

Total Checking/Savings -453.71

##### Accounts Receivable

Grant Rec.-Incentives DW 14-16 22,827.74

Grant Rec. - JD NEG 1,357,822.36

Grant Rec. - Ride Solutions 45,366.34

Grant Rec. Bldg. Coll. Comm. 11,807.89

Grant Rec. DW/RR 7,607.27

Grant Rec. Workforce Innov. 624,164.28

Grant Receivable 2014/2015 114,409.01

Grant Receivable 2015/2016 1,994,283.26

Grant Receivable DHCD Grant 11,182.50

11000 - Sale Foundation Receivable 515.54

Total Accounts Receivable 4,189,986.19

##### Other Current Assets

Receivable-Dan River Reg. Coll. 453.71

Total Other Current Assets 453.71

Total Current Assets 4,189,986.19

**TOTAL ASSETS** **4,189,986.19**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

Def. Rev.-Bldg. Coll. Comm. 11,807.89

Def. Rev.-DHCD Grant

Community Dev. Block Grant 11,182.50

Total Def. Rev.-DHCD Grant 11,182.50

Def. Rev.-Incentives DW 14-16 22,827.74

Def. Rev.-Rapid Response DW 7,607.27

Def. Rev.-Ride Solutions 42,616.34

Def. Rev. - JD NEG

Danville CC 284,619.58

Patrick Co. 76,912.76

PHCC 236,260.73

Rescare Danville 197,239.68

Rescare M-HC 104,622.21

WPWIB 382,924.91

Total Def. Rev. - JD NEG 1,282,579.87

Def. Rev. Carryover 14/15

Adult 19,513.90

Youth In School 177,911.27

Youth Out of School 4,283.57

Total Def. Rev. Carryover 14/15 201,708.74

Def. Rev. Workforce Innov 15-16 119,361.78

Def. Rev. Workforce Innov 16-18 499,402.30

##### Deferred Income

1200111 - Youth Other Funding 515.54

Total Deferred Income 515.54

Deferred Rev.-Designated 16/17 226,501.48

##### Deferred Revenue-Admin 15/16

From NEG Funds 28,085.00

From Ride Solutions Grant 2,750.00

From WFSN Grant 5,400.20

Deferred Revenue-Admin 15/16 - Other 137,309.69

Total Deferred Revenue-Admin 15/16 173,544.89

Deferred Revenue-Adult 15/16

# West Piedmont Workforce Investment Board

## Balance Sheet

As of November 30, 2015  
Nov 30, 15

Dan-PC BS Addtl Outreach	6,922.74
Danville-Pitts. Co.	248,422.22
Danville-Pitts. Co. Bus. Serv.	31,597.13
M-HC BS Addtl Outreach	5,250.00
Martinsville-HC	151,377.41
Martinsville-HC Bus. Serv.	24,520.40
Pat. Co. BS Addtl Outreach	1,500.00
Patrick Co.	54,673.24
Patrick Co. Bus. Serv.	4,920.09
Unobligated	86,641.26
Unobligated - From NEG Funds	11,789.38
<b>Total Deferred Revenue-Adult 15/16</b>	<b>627,613.87</b>
<b>Deferred Revenue-DW 15/16</b>	
Dan-PC BS Addtl Outreach	6,922.74
Danville-Pitts. Co.	149,089.04
Danville-Pitts. Co. Bus. Serv.	33,149.84
M-HC BS Addtl Outreach	5,250.00
Martinsville-HC	38,086.95
Martinsville-HC Bus. Serv.	20,319.82
Pat. Co. BS Addtl Outreach	1,500.00
Patrick Co.	30,224.59
Patrick Co. Bus. Serv.	5,094.86
Unobligated	51,352.18
Unobligated - From NEG Funds	11,789.37
<b>Total Deferred Revenue-DW 15/16</b>	<b>352,779.39</b>
<b>Deferred Revenue-YIS 15/16</b>	
Danville-Pitts. Co.	17,863.58
Martinsville-HC	18,868.03
Patrick Co.	3,320.89
Unobligated	86,641.27
Unobligated - From NEG Funds	11,789.37
<b>Total Deferred Revenue-YIS 15/16</b>	<b>138,483.14</b>
<b>Deferred Revenue-YOS 15/16</b>	
Danville-Pitts. Co.	208,929.85
Martinsville-HC	127,883.97
Patrick Co.	36,208.99
Unobligated	86,641.27
Unobligated - From NEG Funds	11,789.37
<b>Total Deferred Revenue-YOS 15/16</b>	<b>471,453.45</b>
<b>Total Other Current Liabilities</b>	<b>4,189,986.19</b>
<b>Total Current Liabilities</b>	<b>4,189,986.19</b>
<b>Total Liabilities</b>	<b>4,189,986.19</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,189,986.19</b>

**West Piedmont Workforce-Investment Board  
Summary Totals  
November 2016**

	Nov-15	Budget	Jul - Nov 15	YTD Budget	Annual Budget	% YTD Budget	% Annual Budget
Danville/Pitts. Co. Dislocated	13,016.96	16,349.68	47,106.96	81,748.50	196,196.00	57.62%	24.01%
MHC Dislocated	12,234.38	6,229.74	36,669.73	31,148.78	74,756.68	117.72%	49.05%
Patrick Dislocated	996.08	3,613.78	13,140.54	18,068.92	43,365.13	72.72%	30.30%
Danville/Pitts. Co. DW Bus. Serv.	1,597.01	3,534.36	9,282.42	17,871.80	42,412.26	52.41%	21.84%
Danville/Pitts. Co. DW Bus. Serv. Addtl Outreach	155.12	687.50	1,327.26	3,437.50	8,250.00	38.61%	16.09%
MHC DW Bus. Serv.	0.00	2,253.24	6,719.03	11,266.23	27,038.85	0.00%	24.85%
MHC DW Bus. Serv. Addtl Outreach	0.00	437.50	0.00	2,187.50	5,250.00	0.00%	0.00%
Patrick DW Bus. Serv.	0.00	645.25	2,648.11	3,226.28	7,742.97	82.08%	34.20%
Patrick DW Bus. Serv. Addtl Outreach	0.00	125.00	0.00	625.00	1,500.00	0.00%	0.00%
Unobligated Dislocated	9,507.51	8,202.55	26,899.67	41,012.79	98,430.64	65.59%	27.33%
Unobligated Dislocated - Carryover '14-'15	0.00	0.00	15,441.27	0.00	0.00	(1)	
<b>Total Dislocated</b>	<b>37,507.07</b>	<b>42,078.60</b>	<b>159,214.99</b>	<b>210,393.30</b>	<b>504,942.53</b>	<b>75.67%</b>	<b>31.53%</b>
Danville/Pitts. Co. Adult	71,952.35	36,351.52	187,796.08	181,757.90	436,218.30	103.32%	43.05%
MHC Adult	33,970.29	24,264.01	139,780.69	121,320.27	291,168.10	115.22%	48.01%
Patrick Adult	2,497.05	6,679.35	25,478.79	33,396.79	80,152.03	76.25%	31.79%
Danville/Pitts. Co. Adult Bus. Serv.	1,597.00	3,404.97	9,262.47	17,024.85	40,858.60	54.41%	22.67%
Danville/Pitts. Co. Adult Bus. Serv. Addtl Outreach	155.12	687.50	1,327.26	3,437.50	8,250.00	38.61%	16.09%
MHC Adult Bus. Serv.	0.00	2,700.85	7,899.69	13,504.25	32,410.09	58.42%	24.34%
MHC Adult Bus. Serv. Addtl Outreach	0.00	437.50	0.00	2,187.50	5,250.00	0.00%	0.00%
Patrick Adult Bus. Serv.	0.00	640.97	2,771.55	3,204.85	7,691.64	86.48%	36.03%
Patrick Adult Bus. Serv. Addtl Outreach	0.00	125.00	0.00	625.00	1,500.00	0.00%	0.00%
Unobligated Adult	0.00	8,202.55	0.00	41,012.79	98,430.64	0.00%	0.00%
Unobligated Adult - Carryover '14-'15	3,448.19	0.00	43,716.47	0.00	0.00	(1)	
<b>Total Adult</b>	<b>113,620.00</b>	<b>83,494.22</b>	<b>418,033.00</b>	<b>417,471.70</b>	<b>1,001,930.40</b>	<b>100.13%</b>	<b>41.72%</b>
Danville/Pitts. Co. Youth In	13,772.30	7,911.93	77,079.68	39,559.95	94,943.26	194.84%	81.18%
MHC Youth In	8,193.91	5,211.76	43,672.88	26,059.00	62,540.92	167.59%	69.83%
Patrick Youth In	1,430.11	1,544.23	15,209.98	7,721.49	18,530.87	196.98%	82.08%
Unobligated Youth In	0.00	8,202.55	0.00	41,012.79	98,430.64	0.00%	0.00%
Unobligated Youth In - Carryover '14-'15	10,215.78	0.00	54,310.21	0.00	0.00	(1)	
<b>Total Youth In</b>	<b>33,612.10</b>	<b>22,870.47</b>	<b>190,272.76</b>	<b>114,353.23</b>	<b>274,445.69</b>	<b>166.39%</b>	<b>69.33%</b>

West Piedmont Workforce-Investment Board

Summary Totals

November 2015

	Nov 15	Budget	Jul - Nov 15	YTD Budget	Annual Budget	% YTD Budget	% Annual Budget
Danville/Ftts. Co. Youth Out	13,667.79	24,060.89	79,798.32	120,303.87	288,728.17	66.33%	27.64%
MHC Youth Out	18,775.39	15,313.33	55,875.98	76,567.01	183,759.95	72.98%	30.41%
Patrick Youth Out	5,228.13	4,567.16	18,596.84	22,836.00	54,805.83	81.44%	33.95%
Unobligated Youth Out	0.00	8,202.55	0.00	41,012.79	98,430.54	0.00%	0.00%
Unobligated Youth Out - Carryover '14-'15	7,636.88	0.00	56,277.20	0.00	0.00	(1)	
<b>Total Youth Out</b>	<b>45,308.19</b>	<b>52,143.73</b>	<b>210,548.34</b>	<b>260,719.47</b>	<b>625,724.59</b>	<b>80.76%</b>	<b>33.65%</b>
Administration	18,121.36	21,579.13	85,404.41	107,895.81	258,949.30	79.15%	32.98%
Administration - Carryover '14-'15	0.00	0.00	17,807.51	0.00	0.00	(1)	
DHCD Grant	0.00	0.00	50.00	0.00	0.00	(1)	
Lucy Sale	0.00	0.00	4.15	0.00	0.00	(1)	
Transition Funding	0.00	0.00	2,994.80	0.00	0.00	(1)	
Workforce Innov. FSN	14,068.05	12,352.46	28,867.72	61,762.38	148,229.50	46.74%	19.48%
JD NEG WIB	5,875.29	0.00	9,933.86	0.00	0.00	(1)	
JD NEG Rescarn M-HC	0.00	8,718.52	0.00	43,592.80	104,622.21	0.00%	0.00%
JD NEG Rescarn Danville	0.00	16,436.65	0.00	82,183.25	197,239.68	0.00%	0.00%
JD NEG Patrick Co.	7,423.24	7,028.00	7,423.24	35,140.04	84,336.00	21.12%	8.80%
JD NEG DOC	0.00	23,718.30	0.00	118,591.54	284,619.58	0.00%	0.00%
JD NEG PHCC	0.00	21,325.85	19,649.35	106,629.25	255,910.08	18.43%	7.68%
RIDE Solutions Grant	3,795.25	4,166.66	4,633.86	20,833.38	50,000.00	(1)	
Incentives	1,174.53	0.00	4,591.09	0.00	0.00	(1)	
<b>Total Spending and Budget</b>	<b>280,503.08</b>	<b>315,912.59</b>	<b>1,159,428.88</b>	<b>1,579,565.95</b>	<b>3,790,949.56</b>	<b>73.40%</b>	<b>30.58%</b>
Not on Original NOO	-53,947.45	-96,246.44	-268,365.05	-481,232.44	-1,154,957.05	55.76%	23.24%
NEG Used for Admin	0.00	0.00	0.00	0.00	-28,085.00	0.00%	0.00%
WFSN Used for Admin	0.00	0.00	0.00	0.00	-5,400.20	0.00%	0.00%
Ride Used for Admin	0.00	0.00	0.00	0.00	-2,750.00	0.00%	0.00%
NEG Used for Unobligated	0.00	0.00	0.00	0.00	-47,157.50	0.00%	0.00%
Carryover funds used for Contractors/Unob.	0.00	0.00	0.00	0.00	-325,459.45	0.00%	0.00%
<b>Total on Original NOO</b>	<b>226,555.63</b>	<b>219,666.15</b>	<b>891,073.83</b>	<b>1,098,333.51</b>	<b>2,227,140.36</b>	<b>81.13%</b>	<b>40.01%</b>

Executive Committee Meeting, February 5, 2016

## **2. Uses for Carryover Funding**

Table with recommended uses is immediately following this narrative.

## Recommended Uses for Carryover Funding:

Item	Cost	Duration/Comments	Funding Stream
Danville Transit Ad & Design	\$ 590.00	3 months	Adult, DW
Danville Movie Theater Ad	\$ 4,547.00	6 months	Adult, DW, Youth
Pandora Radio Ad & Design	\$ 7,168.00	2 months	Adult, DW, Youth
DW Pop-up	\$ 300.00		DW
Adult Pop-up	\$ 300.00		Adult
Youth on the Move Logo	\$ 600.00		Youth
OJT Marketing Slick	\$ 2,000.00		Adult, DW
Pandora Script (development only)	\$ 150.00		Adult, DW, Youth
Billboards	\$ 10,930.00	12 Months (4 locations)	Adult, DW, Youth
College tours for existing Youth clients	\$ 15,000.00	To supplement youth incentive grant (2 groups)	Youth
Industry/training facility tours for Adults/DWs	\$ 6,000.00	1 per month	Adult, DW
Transitional Job Services	\$ 20,000.00		Adult, DW
Outreach to support targeted recruitment events (Danville/Pitt)	\$ 6,000.00		Adult, DW
Outreach to support targeted recruitment events (MHC)	\$ 6,000.00		Adult, DW
Job Profiling (Certified Work Ready Community Initiative)	\$ 30,000.00	15 jobs	Adult, DW, Youth
Part time staff for calling job fair lists for follow up and software to track	\$ 30,000.00	3 PT staff for 5 months	Adult, DW, Youth
Dan River Regional Collaborative Manufacturing Meeting (sponsor)	\$ 5,000.00		Adult, DW
Community Block Grant - PHCC Entrepreneurial Training - 15 seats	\$ 15,000.00		Adult, DW, Youth
Incumbent Worker Outreach (printed collateral and media placement)	\$ 15,000.00		DW
Soft Skills training credential (Contract through RFP)	\$ 20,000.00		Adult, DW, Youth
Customer Service Credential (Contract through RFP)	\$ 30,000.00		Adult, DW, Youth
Summer Youth Employment Initiative (75 youth)*	\$ 300,000.00		Youth
<b>Total</b>	<b>\$ 524,585.00</b>		

\* May require some PY 2016 youth funding - Youth Notice of Obligation (NOO) anticipated March 2016.



### 3. Proposed Changes to Existing Financial Policy

Finance Committee's recommendation is to amend existing policy as highlighted below, and Mallard and Mallard, CPAs has been added as a third party recipient of statement and will receive notice of all reimbursements issued to each community college. Program Planning and Development has also approved this policy.

- **Separation of Duties**

1. Only the fiscal agent has the authority to prepare checks with the exception of checks provided through funding generated through the WPWIB's participation in the Neighborhood Assistance Program.

2. Deposit documentation and reconciliations are prepared by a person other than the one recording the receipts. Any checks received by the board are opened and dated by the person who opens the mail in the office. Upon recording the checks by the Executive Director or person assigned by the Executive Director, the checks are sent to the fiscal agent for deposit into appropriate accounts.

### Nap Program Summary

The West Piedmont Workforce Investment Board was the recipient of tax credits from the Neighborhood Assistance Program under the Virginia Department of Education. The WPWIB was able to leverage these tax credits to receive approximately \$20,000 in donations. The WPWIB has agreed to award DCC and PHCC \$10,000 each for scholarships. These donations must be utilized to fund scholastic activities for low-income students. A low-income student is a student who is at or below 300% of the federal poverty guidelines (<http://familiesusa.org/product/federal-poverty-guidelines>). Students with a disability may also qualify for these services. DCC/PHCC will provide scholarships to students that meet the requirements of this program. DCC/PHCC will in turn request reimbursement for the scholarships, which will be provided by the WPWIB. The WPWIB would prefer that scholarships are provided to students that are interested in in-demand occupations in which a completion of the program will likely result in employment. Examples would include different manufacturing programs, welding, logistics, medical etc. (we would like to stay away from CNA programs). Scholarships can be provided for both credit and non-credit programs.

**Items 4-7: Unanimous recommendations from Program Planning and Development (January 27, 2016, meeting)**

4. **Transitional Job Policy** (new policy) – The WPWIB staff recommends adopting this new Transitional Jobs Policy, a new type of work-based training that is allowed under WIOA. In short, Transitional jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, and are combined with comprehensive career and supportive services. Under section 134(d) (5) of WIOA and TEGL 3-15, (Page 13), *local boards may use up to 10 percent* of their adult and dislocated worker funds to provide transitional jobs to individuals.

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_03-15\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_03-15_Acc.pdf)

Policy is immediately following this section of the narrative.

## WEST PIEDMONT WORKFORCE INVESTMENT BOARD

### Transitional Jobs Policy (Draft)

**Effective Date:** TBD

**Purpose:** The purpose of this policy and procedure is to establish guidelines for use of Transitional Jobs as a part of the WPWIB's service delivery strategy to further assist those individuals with significant barriers and inconsistent work histories.

**References:**

134(d) (5) of WIOA

**Definition:**

Transitional Job as defined by WIOA 134(d)(5), means:

- A. time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- B. are combined with comprehensive career and supportive services; and
- C. are designed to assist the individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

**Policy:**

Transitional jobs are a new type of work-based training that is allowed under WIOA. Transitional jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, and are combined with comprehensive career and supportive services. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Unlike OJT, there is no assumption that the individual will be retained in their transitional job after the experience is over, though that would be a successful experience and outcome. Under section 134(d) (5) of WIOA, **local boards may use up to 10 percent** of their adult and dislocated worker funds to provide transitional jobs to individuals.

If local areas choose to use transitional jobs as part of their service delivery strategy, they should adopt policies and identify employers (public, private or nonprofit) that can provide **quality experiences for individuals to eventually obtain unsubsidized employment**. Additionally, these policies should include plans on the amount reimbursements would be for the jobs, what supportive services should be included, and any limits on the duration of the transitional job.

5. **Youth Services Policy – (Youth Program Elements Requirements)** – Program Planning and Development Committee recommends adding a new requirement within the Youth Services Policy. This requirement will require all contracted providers to provide to address all identified barriers in each participants Individual Service Strategy (ISS) and to prioritize and address each of those barriers through services. Note: The current policy requires only 1 of the 14 elements to be addressed.

- 6.

8

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Reimbursement above the normal 50 percent rate will be based on (1) employer size and, (2) the gap between the participant's initial skill level and the skill level needed to perform the job.

7. **RFP Process** - Program Planning and Development discussed the upcoming RFP process and recommends staff

8. **Bylaws** - staff identified a concern within our local bylaws that is not driven by state or federal guidance. Our local board, as is, has been certified by the Governor of Virginia with full knowledge of our bylaws, the roles and professional relationships of each of our board members and contractors. The LEO Consortium has also approved the current bylaws. The board's practice has been not to enforce this particular section, and it could be that it has simply not been identified as an issue nor has it been identified during state monitoring.

**Article III, Section 12 of Bylaws:**

Contractor

No grantee, contractor, sub grantee, or subcontractor shall engage in any conflict of interest, actual or apparent, in the selection, award or administration of a contract or grant under the Workforce Innovation and Opportunity Act.

Any member, other than the mandated partners, under contract with the

WORKFORCE INNOVATION BOARD, Fiscal Agent, government locality, etc., is viewed as being a conflict of interest and not eligible to serve on the WORKFORCE INNOVATION BOARD.

## Updates:

### Local Monitoring – Danville Office

#### Purpose of the Review

On December 15 and December 16, 2015, The Workforce Investment Board (WIB) conducted the required annual compliance review of ResCare Danville In and Out of School Youth, Adult, and Dislocated Worker for Program Year 2015. The purpose of the review was to determine whether procedures are in place to ensure compliance with the Workforce Investment Act, and to identify areas in which technical assistance is needed to ensure continuous improvement. A summary of findings follows. Items highlighted in green represent areas of improvement. There were no administrative findings. The next quarterly monitoring will take place prior to March 30, 2016.

Workforce Location/Provider	Program	Files Reviewed	Files Complete	PY 2014 Success Rate
Danville ResCare (Adult/DW)	4.2.1 Eligibility	34	11	32%
	4.2.2 Missing/Incomplete Documentation	34	15	44%
	4.2.3 VaWC Discrepancies	34	15	44%
	4.2.4 Case Management (Documentation of Case Notes)	34	19	56%
	4.2.5 Individual Employment Plan (IEP)	34	20	59%
			<b>Average</b>	<b>47%</b>
Danville ResCare (Youth)	4.2.1 Eligibility	27	23	85%
	4.2.2 Missing/Incomplete Documentation	27	8	30%
	4.2.3 VaWC Discrepancies	27	14	52%
	4.2.4 Lack of Provision Youth Program Elements	27	16	59%
	4.2.5 Case Management (Documentation of Case Notes)	27	17	63%
	4.2.6 Individual Service Strategy (ISS)	27	4	15%
			<b>Average</b>	<b>51%</b>
		<b>Files Reviewed</b>	<b>Files Complete</b>	<b>PY 2015 Success Rate</b>
Danville ResCare (Adult/DW)	4.2.1 Eligibility	20	20	100%
	4.2.2 Missing/Incomplete Documentation	20	12	60%
	4.2.3 VaWC Discrepancies	20	11	55%
	4.2.4 Case Management (Documentation of Case Notes)	20	8	40%
	4.2.5 Individual Employment Plan (IEP)	20	11	55%
			<b>Average</b>	<b>62%</b>
Danville ResCare (Youth)	4.2.1 Eligibility	10	8	80%
	4.2.2 Missing/Incomplete Documentation	10	2	20%
	4.2.3 VaWC Discrepancies	10	5	50%
	4.2.4 Lack of Provision Youth Program Elements	10	8	80%
	4.2.5 Case Management (Documentation of Case Notes)	10	2	20%
	4.2.6 Individual Service Strategy (ISS)	10	4	40%
			<b>Average</b>	<b>48%</b>
				<b>Improved Areas</b>

As part of the review, the team covered three major areas: administrative, fiscal, and programmatic.

## REAL TIME PERFORMANCE DATA

Reflects Case Closures 7/1/2015 -  
1/26/2016

		Regional Totals	Target	Regional Performance	Martinsville	Danville	Pitt.	Patrick
<b>ADULT</b>								
Entered Employment Rate	Num.	20			9	8	2	1
	Den.	27			14	8	3	2
			75%	74%	64%	100%	67%	50%
Employment & Credential Rate	Num.	5			0	3	2	0
	Den.	11			1	7	3	0
			63%	45%	0%	43%	67%	0%
<b>Dislocated Worker</b>								
Entered Employment Rate	Num.	11			2	6	2	1
	Den.	16			3	9	3	1
			82%	69%	67%	67%	67%	100%
Employment & Credential Rate	Num.	6			2	3	0	1
	Den.	9			2	4	2	1
			67%	67%	100%	75%	0%	100%
<b>Youth In School</b>								
Placement in Employment or Education	Num.	22			6	11	0	5
	Den.	32			8	16	2	6
			63%	69%	75%	69%	0%	83%
Attainment of Degree or Certificate	Num.	21			6	10	0	5
	Den.	24			7	10	1	6
			65%	88%	86%	100%	0%	83%
<b>Youth Out of School</b>								
Placement in Employment or Education	Num.	22			3	13	2	4
	Den.	37			7	21	4	5
			63%	59%	43%	62%	50%	80%
Attainment of Degree or Certificate	Num.	1			0	1	0	0
	Den.	8			1	6	1	0
			65%	13%	0%	17%	0%	0%

MEASURE December 2015	Key	PY 2015 Target	YTD Performance, Monthly, Region	YTD December Martinsville	YTD December Danville	YTD December Pitt.	YTD December Patrick
Entered Employment	Target: 77%	77%	73%	74%	85%	60%	89%
	Num=		83	32	22	21	8
	Den=		113	43	26	35	9
Employment Retention	Target: 83%	83%	83%	82%	68%	89%	90%
	Num=		85	31	13	32	9
	Den =	Met	103	38	19	36	10
Employment & Credential Rate	63.00%	63.00%	61%	57%	63%	60%	67%
	Num=		27	4	12	9	2
	Den=	Not met	44	7	19	15	3
Employed as of 7/1/15	Total						
			33	14	14	3	2
Number of Participants in Follow-up			160	67	38	45	10
Number of Continuing Active Participants			209	88	65	37	19



DW State and Common Measures Outcomes

MEASURE December 2015	PY 2015 Threshold	Key	PY 2015 Target	YTD, Region	YTD December Martinsville	YTD December Danville	YTD December Pitt.	YTD December Patrick
Entered Employment	≥ 65.6%	82.00%	82.00%	78%	77%	79%	69%	89%
		Num=		76	37	22	9	8
		Den=		98	48	28	13	9
Employment Retention	≥ 73.6%	92.00%	92.00%	89%	90%	85%	94%	78%
		Num=		116	69	23	17	7
		Den=		131	77	27	18	9
Employment & Credential Rate	≥ 53.6%	67.00%	67.00%	78%	95%	67%	50%	50%
		Num=		32	20	8	2	2
		Den=		41	21	12	4	4
Employed as of 7/1/15								
Number of Participants in Follow-up				16	5	8	1	2
Number of Continuing Active Participants				120	68	27	13	12
				91	25	48	9	5

ADULT AND DISLOCATED WORKER ENROLLMENT TARGETS

Adult - New Enrollments											
Planned Goals											
Carryover Participants -											
New Enrollments Goal (31 per month) -											
Total Planned Enrollments -											
Actual Outcomes By Area											
Month	MHC	MHC YTD (44)	Disability	Carroll's YTD (35)	PHL	PHL YTD (34)	Patrick	Patrick YTD	Monthly Enrollments	Cumulative New Enrollments	YTD New Enrollments
July	1	2%	0	0%	0	0%	1	1	2	2	2%
Aug	2	4%	5	9%	2	6%	3	3	8	10	24%
Sept	7	54%	6	16%	0	5%	1	1	12	22	33%
Oct	7	82%	6	27%	2	26%	6	6	24	46	52%
Nov	7	95%	4	33%	7	46%	0	0	18	64	64%
Dec	7	111%	5	44%	5	62%	2	2	19	83	78%
Total	49		24		21		11		105	105	

  

Dislocated Worker - New Enrollments											
Planned Goals											
Carryover Participants -											
New Enrollments Goal (34 per month) -											
Total Planned Enrollments -											
Actual Outcomes By Area											
Month	MHC	MHC YTD (115)	Disability	Carroll's YTD (68)	PHL	PHL YTD (60)	Patrick	Patrick YTD	Monthly Enrollments	Cumulative New Enrollments	YTD New Enrollments
July	1	2%	0	0%	0	0%	0	0	1	1	1%
Aug	4	4%	3	2%	2	2%	2	2	6	7	7%
Sept	7	6%	2	6%	1	2%	1	1	6	13	13%
Oct	1	7%	3	9%	0	7%	0	0	4	17	17%
Nov	2	9%	2	12%	1	3%	0	0	5	22	22%
Dec	0	0%	0	12%	0	0%	0	0	0	22	22%
Total	15		8		4		2		22	22	

In School Youth and Common Measures Outcomes

MEASURE December 2015	PY 2015 Threshold	Key	PY 2015 Target	YTD Performance, Monthly, Region	YTD December Martinsville	YTD December Danville	YTD December Pitt.	YTD December Patrick
Placement in Employment or Education	≥ 50.4%	Target: 63%	63%	66%	60%	74%	53%	83%
		Num=10		35	3	17	10	5
		Den=16		53	5	23	19	6
Attainment of Degree or Certificate Rate	≥ 52%	Target: 65%	65%	68%	68%	71%	59%	83%
		Num=7		45	13	17	10	5
		Den = 12	Met	66	19	24	17	6
New Enrollments					3	7	0	1
Employed as of 7/1/15								
Number of participants in Follow-up					2	6	0	2
Number of continuing active participants					17	17	21	6
					2	42	0	0

MEASURE December 2015	PY 2015 Threshold	PY2015 3rd Qtr Results	PY 2015 Target	YTD, Region	YTD Martinsville	YTD December Danville	YTD December Pitt.	YTD December Patrick
Literacy Numeracy Gains	≥45.6%	70.00%	57.00%	56%	50%	50%	50%	100%
		Num=7		24	7	9	3	5
		Den=10	Exceed	43	14	18	6	5
Placement in Employment or Education	≥ 50.4%	62.50%	63.00%	71%	57%	61%	100%	#DIV/0!
		Num=10		25	4	11	10	0
		Den=16	Met	35	7	38	10	0
Attainment of Degree or Certificate Rate	≥52%	58.3%	65%	29%	0%	50%	25%	#DIV/0!
		Num=7		5	0	4	1	0
		Den=12	Met	17	5	8	4	0
Employed as of 7/1/15					2	8	2	1
Number of Participants in Follow-up					8	26	10	0
Number of Continuing Active Participants					8	35	0	1



YOUTH ENROLLMENT TARGETS

Youth in School													
Planned Goals													
Carryover Participants -													
New Enrollment Goal (15 per month) -													
Total Planned Enrollments -													
Actual Outcomes By Area													
Month	MHC	MHC YTD (144)	Denville	Denville YTD (152)	PHL	PHL YTD (135)	Patrick	Patrick YTD	Monthly Enrollments	Cumulative New Enrollments	YTD New Enrollments	PHL	PHL YTD (144)
July	1	1%	0	0%	0	0%	0	0	1	0	0%	0	0%
Aug	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Sept	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Oct	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Nov	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Dec	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Jan	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Feb	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Mar	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Apr	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
May	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
June	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Total	1	1%	0	0%	0	0%	0	0	1	0	0%	0	0%

Youth Out of School													
Planned Goals													
Carryover Participants -													
New Enrollment Goal (15 per month) -													
Total Planned Enrollments -													
Actual Outcomes By Area													
Month	MHC	MHC YTD (144)	Denville	Denville YTD (152)	PHL	PHL YTD (135)	Patrick	Patrick YTD	Monthly Enrollments	Cumulative New Enrollments	YTD New Enrollments	PHL	PHL YTD (144)
July	1	1%	0	0%	0	0%	0	0	1	0	0%	0	0%
Aug	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Sept	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Oct	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Nov	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Dec	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Jan	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Feb	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Mar	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Apr	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
May	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
June	0	0%	0	0%	0	0%	0	0	0	0	0%	0	0%
Total	1	1%	0	0%	0	0%	0	0	1	0	0%	0	0%

