

**WPWIB Meeting
AGENDA
February 24, 2014 • 4:30 p.m. • Workforce Center • Martinsville, Virginia**

Welcome/Call Meeting to Order..... Amanda Witt

Roll Call (31 total, need 16 for quorum).....Rhonda Hodges

<input type="checkbox"/> Julie Brown	<input type="checkbox"/> Wayne Knox	<input type="checkbox"/> Creed Taylor
<input type="checkbox"/> Kathy Bullano	<input type="checkbox"/> Marsha Mendenhall	<input type="checkbox"/> Corrie Teague
<input type="checkbox"/> Teresa Carter Fontaine	<input type="checkbox"/> John Moody	<input type="checkbox"/> Tora Terry
<input type="checkbox"/> Tim Clark	<input type="checkbox"/> Laurie Moran	<input type="checkbox"/> Tiffani Underwood
<input type="checkbox"/> Jim Daniel	<input type="checkbox"/> John Parkinson	<input type="checkbox"/> Brian Wilson
<input type="checkbox"/> Michael Duncan	<input type="checkbox"/> Chris Pope	<input type="checkbox"/> Amanda Witt
<input type="checkbox"/> Dick Ephgrave	<input type="checkbox"/> Mark Powers	<input type="checkbox"/> Tom Wood
<input type="checkbox"/> Martin Gardner	<input type="checkbox"/> Sherman Saunders	<input type="checkbox"/> Adam Wright
<input type="checkbox"/> Robbin Hall	<input type="checkbox"/> Conrad Smith	<input type="checkbox"/> Stacey Wright
<input type="checkbox"/> Rhonda Hodges	<input type="checkbox"/> Guy Stanley	
<input type="checkbox"/> Floyd Jones	<input type="checkbox"/> Cathy Taylor	

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Welcome Guests (Amanda Witt)

Call for Public Comment (Amanda Witt)

Approval of Minutes from WPWIB Meeting December 16, 2013 (Amanda Witt) 3-6

Consent Agenda – Consider the following (Amanda Witt):

• Narrative for Consent Agenda 7-27

Updates (Amanda Witt)

• Program Stats	28
• Business Services Regional Strategy	
• Center Certification Updates	29-35
• IRS Audit Report	36-40
• Incentives Waiver	
• Progress on Performance Improvement Plan for Literacy/Numeracy	41

Presentations (Youth Providers – In School and Out of School)

Reports

- Chair/Executive Committee (Amanda Witt)
- CLEO (Mayor Sherman Saunders)
- Youth Council (Conrad Smith)
- NAWB (Laurie Moran)
- Access (Laurie Moran)

- Audit (Michael Duncan)
- Finance (John Parkinson)
- Governance (Martin Gardner)
- Marketing (Tiffani Underwood)
- Program Planning & Development (Robbin Hall)
- Executive Director (Lisa Fultz)

Old Business

New Business

Adjourn

WPWIB Meeting
December 16, 2013 • 4:30 p.m. • WPWIB Office • Martinsville, Virginia

DRAFT MINUTES

PRESENT: Julie Brown, Jim Daniel, Teresa Carter Fontaine, Tim Clark, Michael Duncan, Robbin Hall, Rhonda Hodges, Wayne Knox, John Moody, Laurie Moran, Chris Pope, Sherman Saunders, Guy Stanley, Cathy Taylor, Creed Taylor, Corrie Teague, Tora Terry, Amanda Witt, Tom Wood, Adam Wright, Stacey Wright

ABSENT: Kathy Bullano, Dick Ephgrave, Martin Gardner, Floyd Jones, Marsha Mendenhall, John Parkinson, Skip Philips, Mark Powers, Sammy Redd, Conrad Smith, Tiffani Underwood, Brian Wilson

GUESTS: Diannia Belcher, Pittsylvania County Community Action

STAFF: Kathy Barton, Lisa Frick, Lisa Fultz, Philip Wenkstern

PRESIDING: Amanda Witt, Chair

Board Chair Amanda Witt, called the meeting to order. She called for public comment. There was no public comment.

Ms. Witt asked the Board to consider approval of the minutes from the October 21, 2013, meeting. Wayne Knox made a motion to approve the minutes as presented. John Moody seconded the motion. The motion carried unanimously.

The Board recognized the service and support of outgoing Board Member Sammy Redd. Mr. Redd was unable to attend the meeting, and Lisa Fultz agreed to present the plaque to him personally.

Ms. Witt asked the Board to consider the consent agenda as presented in the Board packet. Michael Duncan made a motion to approve the consent agenda as presented and included the following:

- Ratify Corrective Action Plan/Performance Improvement Plan for Literacy/Numeracy
- Ratify Acceptance of Business Services Building Capacity Grant
- Ratify Proposed Unobligated Carryover Budget Uses

Corrie Teague seconded the motion. Amanda Witt and Laurie Moran abstained. The motion carried.

Other action items considered were the following:

- Youth Policy Amendment – Robbin Hall made a motion to approve the Youth Policy amendment which allowed more flexibility for case managers with regard to work experiences with demonstrated engagement from participants. Teresa Carter Fontaine seconded the motion. The motion carried unanimously.
- EO and Nondiscrimination Policy – Wayne Knox made a motion to approve the EO and Nondiscrimination Policy amendment which changed the EO Officer to Lisa Fultz. Robbin Hall seconded the motion. The motion carried unanimously.

Ms. Witt asked Lisa Fultz to provide updates on the following:

For approval, February 24, 2014

- WPWIB Certification Status – Lisa Fultz reported that the WPWIB has been notified that we have probationary status and reference the copy of the VCCS letter in the Board packet. She pointed out that our status was “Probationary” due to failure to meet Literacy/Numeracy Gains for three consecutive years.
- Progress on Performance Improvement Plan for Literacy/Numeracy – Ms. Fultz reported that WPWIB staff member Lisa Frick was doing a great job leading the efforts to improve Literacy/Numeracy gains and implement our Performance Improvement Plan. All action items are progressing in a timely manner. She asked Ms. Frick to provide an update on current Literacy/Numeracy gains. Ms. Frick reported that Literacy/Numeracy is at 73%.

Ms. Witt asked for reports for the following:

- CLEO – Mayor Saunders reported the CLEOs meeting is scheduled for December 19, 2013.
- NAWB – Laurie Moran shared that reauthorization of WIA is essentially back to square one. Ms. Moran also shared that with the government shutdown, some One Stops across the country were affected by having to close, and that we were fortunate as our operations were not affected. Significant impact in Virginia was not felt due to our funding cycle.
- ASR – Ms. Moran reported that the Committee had not met since the last Board meeting.
- Audit – Michael Duncan deferred the Audit Committee report to Robbin Hall as a joint report with Program Planning and Development.
- Program Planning and Development – Robbin Hall reported that the next Quality Assurance Team review is scheduled for February 21, 2014. She shared that the Committee would review all policies annually. The Committee will bring suggested changes back to the full Board. Ms. Hall reported that there is a problem with the Youth Out-of School program. When the state performed a data validation in November, they identified 2 of 5 files that were ineligible for WIA enrollment. In addition, during the local audit performed by WPWIB staff, 5 of 6 files were identified as not being eligible. As a result of the high percentage of ineligible files, she and Michael Duncan recommend that the Board consider a suspension of the Martinsville Youth Out-of-School programming for at least 60 days, and provide a performance improvement plan which includes training and development of staff. Stacey Wright asked how many participants are currently enrolled. Ms. Hall indicated there are currently 16 active participants. Chris Pope inquired if participants will be notified by the WPWIB. Ms. Hall indicated that the letter would be sent directly to the provider, Pittsylvania County Community Action. Ms. Wright inquired as to what is the backup plan for serving students. Kathy Barton indicated that a waiver could be considered on a case-by-case basis for each participant. Ms. Wright asked what would we do if the provider did not submit a performance plan which is not sufficient. Michael Duncan responded that the WPWIB will have no choice but to pull the program and send it back out for RFP as our organization has already been put on notice regarding Youth programming. Mr. Duncan shared that the WIB, as the oversight organization, must do our jobs. Robbin Hall indicated that the provider can ask for technical assistance or training support in their performance improvement plan, and we hope that this process will help them to identify areas where they feel they need assistance. Julie Brown asked if the problems were the result of new staff or if the issues were consistent at other sites and if there would be benefit in randomly pulling files at other sites. Mr. Duncan responded that we are about to find out during the review of all files. In the past, audits by the Audit Committee have not been programmatic in nature; however, going forward, the Committee will assist with this review. Ms. Hall shared that the state can take a 3-year look back and will do a full audit in the spring 2014. No other questions or comments were provided.

- Executive Director Update –
 - Program Statistics were shared by provider and locale. The report indicated that there are several areas where enrollments are not on track to meet contracted numbers and ultimately impact our performance measures by which the state will hold the WIB accountable. The Program Stats report reflected 7 months of enrollment. Ms. Fultz pointed out that we will want to continue monitor these numbers. She also reported that WIB staff met with all contracted providers individually, and have not received any feedback that indicated why enrollment numbers are so low other than Dislocated Worker activity has been reduced as there have been no recent large layoffs in the region. Ms. Fultz indicated that she has asked providers to share with her how the WIB can assist them with attracting more suitable candidates for enrollment. She indicated that our new website could be helpful with engaging potential and current customers and we would continue to ask for provider participation with developing the new website. Ms. Fultz indicated that spending money on clients has been very slow and she anticipated that the Finance Committee would have concerns about spending on budget line items outside of salaries and fringe benefits. Laurie Moran commented on the difficulty of successful outcomes for those with barriers such as convicted felons and that there are challenges in the Danville-Pittsylvania County area as employers may not be open to employing individuals. Ms. Moran noted that the Job Developer stats were incorrectly categorized as Youth. Ms. Fultz indicated that Kathy Barton would make that correction on her report for the next meeting.

Old Business

Chris Pope asked if the Board should be involved in deciding whether provider contracts should be extended beyond the 1-year period. Kathy Barton shared that the Workforce Investment Act allows that the local area WIB may renew up to 2 additional years. Jim Daniel agreed that the staff should be able to provide recommendations and should have backing from the Board with regard to provider performance. It was the consensus of the Board that all providers provide a brief update at the February and April meetings, and that we should plan on receiving an update from all providers at the 5-month interval for next program year.

New Business

Lisa Fultz began providing an update on a misdirected EEOC claim. Mayor Sherman Saunders made a motion to go into Closed Session in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711(A) – Closed Meetings, the following: a legal matter as authorized by Subsection 7. The motion was seconded by Stacey Wright. Rhonda Hodges called the roll. All responded with “yes”.

Teresa Carter Fontaine made a motion to reconvene Open Session. The motion was seconded by Michael Duncan. Rhonda Hodges called the roll, and all responded with “yes”.

Amanda Witt entertained a motion to the effect that only matters discussed during the closed session that just concluded were both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened. Michael Duncan made a motion to that effect. Tim Clark seconded. Rhonda Hodges call the roll and all present responded with “yes”.

Tim Clark made a motion that the legal matter that was discussed be referred to our attorney. Stacey Wright seconded the motion. The motion carried unanimously.

With no further business, Stacey Wright made a motion to adjourn. Adam Wright seconded the motion. The motion carried unanimously. The meeting adjourned at 5:45 p.m.

Narrative for Consent Agenda February 24 2014, WPWIB Meeting

- **Narrative for Financial Statements**

The Finance Committee met on January 27, 2014. During this meeting, the Committee reviewed the financial statements for August, September, October and November 2013. The Finance Committee's major concern is that spending on client services does not reflect that funding is being used proportionately for direct client services. The Committee echoed the sentiments of the Board at the December 16, 2013, WPWIB meeting with regard to wanting to know what the strategy is for contracted providers to meet contracted enrollment and performance measures by June 30, 2013. As it is a major concern which may impact future funding, the Finance Committee unanimously voted to require all contracted providers to provide a written Performance Improvement Plan in addition to the Board's directive for contracted providers to provide presentations during the February and April 2014 Board meetings. Performance Improvement Plans are due from contracted providers on February 19, 2014, and will be provided separately prior to the Board meeting.

During its February 7, 2014, meeting, the Executive Committee approved the Financials Statements for August through November 2013.

Recommendation from the Finance Committee and Executive Committee:

Accept the following budgets as submitted for the following time periods (balance sheets and summaries are on the first 2 pages of each link and immediately following this narrative):

- [August 2013](#)
- [September 2013](#)
- [October 2013](#)
- [November 2013](#)

West Piedmont Workforce Investment Board

Balance Sheet

As of August 31, 2013

	Aug 31, 13
ASSETS	
Current Assets	
Accounts Receivable	
Grant Rec.-Incentives '13-'14	2,500.00
Grant Rec.-Rapid Response 13/14	242,608.72
Grant Receivable 2012/2013	377,450.92
Grant Receivable 2013/2014	2,494,267.20
11000 · Sale Foundation Receivable	812.30
Total Accounts Receivable	<u>3,117,639.14</u>
Total Current Assets	<u>3,117,639.14</u>
TOTAL ASSETS	<u><u>3,117,639.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def. Rev.-Incentives '13-'14	
Adult	725.00
Dislocated Worker	1,000.00
Youth	<u>775.00</u>
Total Def. Rev.-Incentives '13-'14	<u>2,500.00</u>
Def. Rev.-Rapid Response-13/14	
Danville-Pitts. Co.	131,108.09
Martinsville-HC	91,863.93
Patrick Co.	<u>19,636.70</u>
Total Def. Rev.-Rapid Response-13/14	<u>242,608.72</u>
Def. Rev.-Unob. Carryover-12/13	
Admin	3,589.20
Adult	6,979.07
Dislocated Worker	91,921.49
Youth In School	92,766.50
Youth Out of School	<u>41,638.07</u>
Total Def. Rev.-Unob. Carryover-12/13	<u>236,894.33</u>
Deferred Income	
1200111 · Youth Other Funding	<u>812.30</u>
Total Deferred Income	<u>812.30</u>
Deferred Rev.-Carryover 14/15	264,771.41
Deferred Revenue - Admin 13/14	266,287.90
Deferred Revenue - Adult 13/14	
Danville-Pitts. Co.	297,244.43
Danville-Pitts. Co. Bus. Serv.	30,428.19
Martinsville-HC	193,780.41
Martinsville-HC Bus. Serv.	21,160.09
Patrick Co.	52,233.66
Patrick Co. Bus. Serv.	6,191.64
Unobligated	<u>168,249.24</u>
Total Deferred Revenue - Adult 13/14	<u>769,287.66</u>

West Piedmont Workforce Investment Board**Balance Sheet****As of August 31, 2013**

	<u>Aug 31, 13</u>
Deferred Revenue - DW 13/14	
Danville-Pitts. Co.	193,593.48
Danville-Pitts. Co. Bus. Serv.	31,799.06
Martinsville-HC	125,995.71
Martinsville-HC Bus. Serv.	21,788.85
Patrick Co.	34,386.22
Patrick Co. Bus. Serv.	6,242.97
Unobligated	49,256.98
Total Deferred Revenue - DW 13/14	<u>463,063.27</u>
Deferred Revenue - YIS 13/14	
Danville-Pitts. Co.	271,942.37
Martinsville-HC	146,010.85
Patrick Co.	47,995.53
Unobligated	47,657.89
Total Deferred Revenue - YIS 13/14	<u>513,606.64</u>
Deferred Revenue - YOS 13/14	
Danville-Pitts. Co.	177,255.21
Martinsville-HC	119,839.23
Patrick Co.	28,940.54
Unobligated	31,771.93
Total Deferred Revenue - YOS 13/14	<u>357,806.91</u>
Total Other Current Liabilities	<u>3,117,639.14</u>
Total Current Liabilities	<u>3,117,639.14</u>
Total Liabilities	<u>3,117,639.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,117,639.14</u></u>

West Piedmont Workforce-Investment Board
Summary Totals
August 2013

	Aug 13	Budget	Jul 13 - Aug 13	YTD Budget	Annual Budget	
Danville/Pitts. Co. Dislocated	12,466.67	17,928.14	21,543.70	35,856.28	215,137.19	
MHC Dislocated	5,818.03	11,408.84	10,909.77	22,817.68	136,905.50	
Patrick Dislocated	2,546.11	3,259.67	4,729.63	6,519.34	39,115.85	
Danville/Pitts. Co. DW Bus. Serv.	2,363.20	2,846.86	2,363.20	5,693.72	34,162.26	
MHC DW Bus. Serv.	0.00	1,815.74	0.00	3,631.48	21,788.85	
Patrick DW Bus. Serv.	0.00	520.25	0.00	1,040.50	6,242.97	
Unobligated Dislocated	0.00	4,104.75	0.00	8,209.50	49,256.98	
Unobligated Dislocated - Carryover '12-'13	25,468.47	0.00	34,135.80	0.00	126,057.29	(1)
Total Dislocated	48,662.48	41,884.25	73,682.10	83,768.50	628,666.89	
Danville/Pitts. Co. RR	1,514.97	11,083.50	1,893.76	22,167.00	133,001.85	
MHC RR	1,746.43	7,810.71	1,864.52	15,621.42	93,728.45	
Patrick RR	0.00	1,636.40	0.00	3,272.80	19,636.70	
Total RR	3,261.40	20,530.61	3,758.28	41,061.22	246,367.00	(2)
Danville/Pitts. Co. Adult	17,647.44	27,237.90	29,610.09	54,475.80	326,854.52	
MHC Adult	6,734.15	17,333.21	14,217.92	34,666.42	207,998.33	
Patrick Adult	3,919.16	4,952.36	7,194.44	9,904.72	59,428.10	
Danville/Pitts. Co. Adult Bus. Serv.	2,181.41	2,717.43	2,181.41	5,434.86	32,609.06	
MHC Adult Bus. Serv.	0.00	2,263.34	0.00	4,526.68	27,160.09	
Patrick Adult Bus. Serv.	0.00	515.97	0.00	1,031.94	6,191.64	
Unobligated Adult	0.00	14,020.77	0.00	28,041.54	168,249.24	
Unobligated Adult - Carryover '12-'13	3,991.39	0.00	18,230.47	0.00	19,209.54	(1)
Total Adult	34,473.55	69,040.98	71,434.33	138,081.96	847,700.52	
Danville/Pitts. Co. Youth In	9,569.12	23,865.82	14,446.61	47,731.64	286,388.98	
MHC Youth In	23,400.72	15,188.08	36,236.68	30,376.16	182,257.12	
Patrick Youth In	4,075.19	4,339.25	4,075.19	8,678.50	52,070.72	
Unobligated Youth In	0.00	3,971.49	0.00	7,942.98	47,657.89	
Unobligated Youth In - Carryover '12-'13	7,291.93	0.00	15,896.77	0.00	108,663.27	(1)
Total Youth In	44,336.96	47,364.64	70,655.25	94,729.28	677,037.98	
Danville/Pitts. Co. Youth Out	8,709.13	15,910.56	13,670.77	31,821.12	190,925.98	
MHC Youth Out	1,146.75	10,124.93	1,659.12	20,249.86	121,498.35	
Patrick Youth Out	2,911.64	2,892.81	5,773.28	5,785.62	34,713.82	
Unobligated Youth Out	0.00	2,647.66	0.00	5,295.32	31,771.93	
Unobligated Youth Out - Carryover '12-'13	5,561.78	0.00	11,388.43	0.00	53,026.50	(1)
Total Youth Out	18,329.30	31,575.96	32,491.60	63,151.92	431,936.58	
Administration	0.00	23,594.99	0.00	47,189.98	283,139.90	
Administration - Carryover '12-'13	24,045.68	0.00	53,617.27	0.00	40,354.47	(1)

West Piedmont Workforce-Investment Board
Summary Totals
August 2013

	<u>Aug 13</u>	<u>Budget</u>	<u>Jul 13 - Aug 13</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Incentives	0.00	208.35	0.00	416.70	2,500.00	(3)
Total Spending and Budget	173,109.37	234,199.78	305,638.83	468,399.56	3,157,703.34	
Carryover '12-'13	-66,359.25	0.00	-133,268.74	0.00	-347,311.07	(1)
RR	-3,261.40	-20,530.61	-3,758.28	-41,061.22	-246,367.00	(2)
Incentives	0.00	-208.35	0.00	-416.70	-2,500.00	(3)
Amount on Original NOO	<u>103,488.72</u>	<u>213,460.82</u>	<u>168,611.81</u>	<u>426,921.64</u>	<u>2,561,525.27</u>	

West Piedmont Workforce Investment Board

Balance Sheet

As of September 30, 2013

	<u>Sep 30, 13</u>
ASSETS	
Current Assets	
Accounts Receivable	
Grant Rec.-Incentives '13-'14	2,500.00
Grant Rec.-Rapid Response 13/14	235,695.52
Grant Receivable 2012/2013	334,173.12
Grant Receivable 2013/2014	2,364,869.84
11000 · Sale Foundation Receivable	767.86
Total Accounts Receivable	<u>2,938,006.34</u>
Total Current Assets	<u>2,938,006.34</u>
TOTAL ASSETS	<u><u>2,938,006.34</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def. Rev.-Incentives '13-'14	
Adult	725.00
Dislocated Worker	1,000.00
Youth	775.00
Total Def. Rev.-Incentives '13-'14	<u>2,500.00</u>
Def. Rev.-Rapid Response-13/14	
Danville-Pitts. Co.	126,791.18
Martinsville-HC	89,267.64
Patrick Co.	19,636.70
Total Def. Rev.-Rapid Response-13/14	<u>235,695.52</u>
Def. Rev.-Unob. Carryover-12/13	
Dislocated Worker	70,646.38
Youth In School	87,135.31
Youth Out of School	35,834.84
Total Def. Rev.-Unob. Carryover-12/13	<u>193,616.53</u>
Deferred Income	
1200111 · Youth Other Funding	767.86
Total Deferred Income	<u>767.86</u>
Deferred Rev.-Carryover 14/15	264,771.41
Deferred Revenue - Admin 13/14	246,007.18
Deferred Revenue - Adult 13/14	
Danville-Pitts. Co.	274,309.66
Danville-Pitts. Co. Bus. Serv.	29,528.36
Martinsville-HC	182,078.00
Martinsville-HC Bus. Serv.	27,160.09
Patrick Co.	48,140.59
Patrick Co. Bus. Serv.	6,191.64
Unobligated	165,200.32
Total Deferred Revenue - Adult 13/14	<u>732,608.66</u>
Deferred Revenue - DW 13/14	

West Piedmont Workforce Investment Board

Balance Sheet

As of September 30, 2013

	Sep 30, 13
Danville-Pitts. Co.	178,931.38
Danville-Pitts. Co. Bus. Serv.	31,076.51
Martinsville-HC	119,113.81
Martinsville-HC Bus. Serv.	21,788.85
Patrick Co.	31,522.81
Patrick Co. Bus. Serv.	6,242.97
Unobligated	49,256.98
Total Deferred Revenue - DW 13/14	437,933.31
Deferred Revenue - YIS 13/14	
Danville-Pitts. Co.	261,271.09
Martinsville-HC	125,848.06
Patrick Co.	44,061.65
Unobligated	47,657.89
Total Deferred Revenue - YIS 13/14	478,838.69
Deferred Revenue - YOS 13/14	
Danville-Pitts. Co.	169,135.13
Martinsville-HC	118,281.22
Patrick Co.	26,078.90
Unobligated	31,771.93
Total Deferred Revenue - YOS 13/14	345,267.18
Total Other Current Liabilities	2,938,006.34
Total Current Liabilities	2,938,006.34
Total Liabilities	2,938,006.34
TOTAL LIABILITIES & EQUITY	2,938,006.34

West Piedmont Workforce-Investment Board

Summary Totals

September 2013

	Sep 13	Budget	Jul 13 - Sep 13	YTD Budget	Annual Budget	
Danville/Pitts. Co. Dislocated	14,662.10	17,928.14	36,205.80	53,784.42	215,137.19	
MHC Dislocated	6,881.90	11,408.84	17,791.67	34,226.52	136,905.50	
Patrick Dislocated	2,863.41	3,259.67	7,593.04	9,779.01	39,115.85	
Danville/Pitts. Co. DW Bus. Serv.	722.55	2,846.86	3,085.75	8,540.58	34,162.26	
MHC DW Bus. Serv.	0.00	1,815.74	0.00	5,447.22	21,788.85	
Patrick DW Bus. Serv.	0.00	520.25	0.00	1,560.75	6,242.97	
Unobligated Dislocated	0.00	4,104.75	0.00	12,314.25	49,256.98	
Unobligated Dislocated - Carryover '12-'13	21,275.11	0.00	55,410.91	0.00	126,057.29	(1)
Total Dislocated	46,405.07	41,884.25	120,087.17	125,652.75	628,666.89	
Danville/Pitts. Co. RR	4,316.91	11,083.50	6,210.67	33,250.50	133,001.85	
MHC RR	2,596.29	7,810.71	4,460.81	23,432.13	93,728.45	
Patrick RR	0.00	1,636.40	0.00	4,909.20	19,636.70	
Total RR	6,913.20	20,530.61	10,671.48	61,591.83	246,367.00	(2)
Danville/Pitts. Co. Adult	22,934.77	27,237.90	52,544.86	81,713.70	326,854.52	
MHC Adult	11,702.41	17,333.21	25,920.33	51,999.63	207,998.33	
Patrick Adult	4,093.07	4,952.36	11,287.51	14,857.08	59,428.10	
Danville/Pitts. Co. Adult Bus. Serv.	899.83	2,717.43	3,081.24	8,152.29	32,609.06	
MHC Adult Bus. Serv.	0.00	2,263.34	0.00	6,790.02	27,160.09	
Patrick Adult Bus. Serv.	0.00	515.97	0.00	1,547.91	6,191.64	
Unobligated Adult	3,048.92	14,020.77	3,048.92	42,062.31	168,249.24	
Unobligated Adult - Carryover '12-'13	979.07	0.00	19,209.54	0.00	19,209.54	(1) \$25,209.54-6,000.00 MHC Ad. Bus. Serv.
Total Adult	43,658.07	69,040.98	115,092.40	207,122.94	847,700.52	
Danville/Pitts. Co. Youth In	10,671.28	23,865.82	25,117.89	71,597.46	286,388.98	
MHC Youth In	20,162.79	15,188.08	56,399.47	45,564.24	182,257.12	
Patrick Youth In	3,933.88	4,339.25	8,009.07	13,017.75	52,070.72	
Unobligated Youth In	0.00	3,971.49	0.00	11,914.47	47,657.89	
Unobligated Youth In - Carryover '12-'13	5,631.19	0.00	21,527.96	0.00	108,663.27	(1)
Total Youth In	40,399.14	47,364.64	111,054.39	142,093.92	677,037.98	
Danville/Pitts. Co. Youth Out	8,120.08	15,910.56	21,790.85	47,731.68	190,925.98	
MHC Youth Out	1,558.01	10,124.93	3,217.13	30,374.79	121,498.35	
Patrick Youth Out	2,861.64	2,892.81	8,634.92	8,678.43	34,713.82	
Unobligated Youth Out	0.00	2,647.66	0.00	7,942.98	31,771.93	
Unobligated Youth Out - Carryover '12-'13	5,803.23	0.00	17,191.66	0.00	53,026.50	(1)
Total Youth Out	18,342.96	31,575.96	50,834.56	94,727.88	431,936.58	

West Piedmont Workforce-Investment Board

Summary Totals

September 2013

	Sep 13	Budget	Jul 13 - Sep 13	YTD Budget	Annual Budget	
Administration	23,869.92	23,594.99	37,132.72	70,784.97	283,139.90	
Administration - Carryover '12-'13	0.00	0.00	40,354.47	0.00	40,354.47	(1)
Incentives	0.00	208.35	0.00	625.05	2,500.00	(3)
Lucy Sale	44.44	0.00	44.44	0.00	0.00	(4)
Total Spending and Budget	179,632.80	234,199.78	485,271.63	702,599.34	3,157,703.34	
Carryover '12-'13	-33,688.60	0.00	-153,694.54	0.00	-347,311.07	(1)
RR	-6,913.20	-20,530.61	-10,671.48	-61,591.83	-246,367.00	(2)
Incentives	0.00	-208.35	0.00	-625.05	-2,500.00	(3)
Lucy Sale	-44.44	0.00	-44.44	0.00	0.00	(4)
Amount on Original NOO	138,986.56	213,460.82	320,861.17	640,382.46	2,561,525.27	

West Piedmont Workforce Investment Board

Balance Sheet As of October 31, 2013

	<u>Oct 31, 13</u>
ASSETS	
Current Assets	
Accounts Receivable	
Grant Rec.-Incentives '13-'14	2,500.00
Grant Rec.-Rapid Response 13/14	225,107.10
Grant Receivable 2012/2013	386,333.85
Grant Receivable 2013/2014	2,122,256.71
11000 - Sale Foundation Receivable	760.84
Total Accounts Receivable	<u>2,736,958.50</u>
Total Current Assets	<u>2,736,958.50</u>
TOTAL ASSETS	<u><u>2,736,958.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def. Rev.- Unob. Des. Carryover	
Admin	52,977.50
Adult	23,305.00
Dislocated Worker	57,205.00
Youth In School	9,937.50
Youth Out of School	6,575.00
Total Def. Rev.- Unob. Des. Carryover	<u>150,000.00</u>
Def. Rev.-Incentives '13-'14	
Adult	725.00
Dislocated Worker	1,000.00
Youth	775.00
Total Def. Rev.-Incentives '13-'14	<u>2,500.00</u>
Def. Rev.-Rapid Response-13/14	
Danville-Pitts. Co.	120,231.34
Martinsville-HC	85,239.06
Patrick Co.	19,636.70
Total Def. Rev.-Rapid Response-13/14	<u>225,107.10</u>
Def. Rev.-Unob. Carryover-12/13	
Youth In School	71,883.67
Youth Out of School	23,893.59
Total Def. Rev.-Unob. Carryover-12/13	<u>95,777.26</u>
Deferred Income	
1200111 - Youth Other Funding	760.84
Total Deferred Income	<u>760.84</u>
Deferred Rev.-Carryover 14/15	264,771.41
Deferred Revenue - Admin 13/14	168,732.56
Deferred Revenue - Adult 13/14	
Danville-Pitts. Co.	242,987.31
Danville-Pitts. Co. Bus. Serv.	23,950.62
Martinsville-HC	171,253.94

West Piedmont Workforce Investment Board

Balance Sheet

As of October 31, 2013

	<u>Oct 31, 13</u>
Martinsville-HC Bus. Serv.	27,160.09
Patrick Co.	42,486.76
Patrick Co. Bus. Serv.	6,191.64
Unobligated	138,231.96
Total Deferred Revenue - Adult 13/14	<u>652,262.32</u>
 Deferred Revenue - DW 13/14	
Danville-Pitts. Co.	165,135.10
Danville-Pitts. Co. Bus. Serv.	25,865.38
Martinsville-HC	112,563.57
Martinsville-HC Bus. Serv.	21,788.85
Patrick Co.	28,175.14
Patrick Co. Bus. Serv.	6,242.97
Unobligated	36,766.32
Total Deferred Revenue - DW 13/14	<u>396,537.33</u>
 Deferred Revenue - YIS 13/14	
Danville-Pitts. Co.	251,879.59
Martinsville-HC	111,300.93
Patrick Co.	39,991.82
Unobligated	47,657.89
Total Deferred Revenue - YIS 13/14	<u>450,830.23</u>
 Deferred Revenue - YOS 13/14	
Danville-Pitts. Co.	160,707.22
Martinsville-HC	113,983.04
Patrick Co.	23,217.26
Unobligated	31,771.93
Total Deferred Revenue - YOS 13/14	<u>329,679.45</u>
 Total Other Current Liabilities	<u>2,736,958.50</u>
 Total Current Liabilities	<u>2,736,958.50</u>
 Total Liabilities	<u>2,736,958.50</u>
 TOTAL LIABILITIES & EQUITY	<u><u>2,736,958.50</u></u>

West Piedmont Workforce-Investment Board
Summary Totals
October 2013

	Oct 13	Budget	Jul 13 - Oct 13	YTD Budget	Annual Budget	
Danville/Pitts. Co. Dislocated	13,796.28	17,928.14	50,002.08	71,712.56	215,137.19	
MHC Dislocated	6,550.24	11,408.84	24,341.91	45,635.36	136,905.50	
Patrick Dislocated	3,347.67	3,259.67	10,940.71	13,038.68	39,115.85	
Danville/Pitts. Co. DW Bus. Serv.	5,211.13	2,846.86	8,296.88	11,387.44	34,162.26	
MHC DW Bus. Serv.	0.00	1,815.74	0.00	7,262.96	21,788.85	
Patrick DW Bus. Serv.	0.00	520.25	0.00	2,081.00	6,242.97	
Unobligated DW Board Desig. Carryover	0.00	0.00	0.00	0.00	57,205.00	(5)
Unobligated Dislocated	12,490.66	4,104.75	12,490.66	16,419.00	49,256.98	
Unobligated Dislocated - Carryover '12-'13	13,441.38	0.00	68,852.29	0.00	68,852.29	(1)
Total Dislocated	54,837.36	41,884.25	174,924.53	167,537.00	628,666.89	
 Danville/Pitts. Co. RR	 6,559.84	 11,083.50	 12,770.51	 44,334.00	 133,001.85	
MHC RR	4,028.58	7,810.71	8,489.39	31,242.84	93,728.45	
Patrick RR	0.00	1,636.40	0.00	6,545.60	19,636.70	
Total RR	10,588.42	20,530.61	21,259.90	82,122.44	246,367.00	(2)
 Danville/Pitts. Co. Adult	 31,322.35	 27,237.90	 83,867.21	 108,951.60	 326,854.52	
MHC Adult	10,824.06	17,333.21	36,744.39	69,332.84	207,998.33	
Patrick Adult	5,653.83	4,952.36	16,941.34	19,809.44	59,428.10	
Danville/Pitts. Co. Adult Bus. Serv.	5,577.74	2,717.43	8,658.98	10,869.72	32,609.06	
MHC Adult Bus. Serv.	0.00	2,263.34	0.00	9,053.36	27,160.09	
Patrick Adult Bus. Serv.	0.00	515.97	0.00	2,063.88	6,191.64	
Unobligated AD Board Desig. Carryover	0.00	0.00	0.00	0.00	23,305.00	(5)
Unobligated Adult	3,663.36	14,020.77	25,921.82	56,083.08	164,153.78	
Unobligated Adult - Carryover '12-'13	0.00	0.00	0.00	0.00	0.00	(1)
Total Adult	57,041.34	69,040.98	172,133.74	276,163.92	847,700.52	
 Danville/Pitts. Co. Youth In	 9,391.50	 23,865.82	 34,509.39	 95,463.28	 286,388.98	
MHC Youth In	14,547.13	15,188.08	70,946.60	60,752.32	182,257.12	
Patrick Youth In	4,069.83	4,339.25	12,078.90	17,357.00	52,070.72	
Unobligated YIS Board Desig. Carryover	0.00	0.00	0.00	0.00	9,937.50	(5)
Unobligated Youth In	0.00	3,971.49	0.00	15,885.96	47,657.89	
Unobligated Youth In - Carryover '12-'13	5,314.14	0.00	26,842.10	0.00	98,725.77	(1)
Total Youth In	33,322.60	47,364.64	144,376.99	189,458.56	677,037.98	
 Danville/Pitts. Co. Youth Out	 8,427.91	 15,910.56	 30,218.76	 63,642.24	 190,925.98	
MHC Youth Out	4,298.18	10,124.93	7,515.31	40,499.72	121,498.35	
Patrick Youth Out	2,861.64	2,892.81	11,496.56	11,571.24	34,713.82	
Unobligated YOS Board Desig. Carryover	0.00	0.00	0.00	0.00	6,575.00	(5)
Unobligated Youth Out	0.00	2,647.66	0.00	10,590.64	31,771.93	
Unobligated Youth Out - Carryover '12-'13	5,366.25	0.00	22,557.91	0.00	46,451.50	(1)
Total Youth Out	20,953.98	31,575.96	71,788.54	126,303.84	431,936.58	

West Piedmont Workforce-Investment Board

Summary Totals

October 2013

	<u>Oct 13</u>	<u>Budget</u>	<u>Jul 13 - Oct 13</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Administration Board Desig. Carryover	0.00	0.00	0.00	0.00	52,977.50	(5)
Administration	24,297.12	23,594.99	101,784.31	94,379.96	270,516.87	
Administration - Carryover '12-'13	0.00	0.00	0.00	0.00	0.00	(1)
Incentives	0.00	208.35	0.00	833.40	2,500.00	(3)
Lucy Sale	<u>7.02</u>	<u>0.00</u>	<u>51.46</u>	<u>0.00</u>	<u>0.00</u>	(4)
Total Spending and Budget	201,047.84	234,199.78	686,319.47	936,799.12	3,157,703.34	
Carryover '12-'13	-24,121.77	0.00	-118,252.30	0.00	-214,029.56	(1)
RR	-10,588.42	-20,530.61	-21,259.90	-82,122.44	-246,367.00	(2)
Incentives	0.00	-208.35	0.00	-833.40	-2,500.00	(3)
Lucy Sale	-7.02	0.00	-51.46	0.00	0.00	(4)
Unobligated Board Designated Carryover	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-150,000.00</u>	(5)
Amount on Orginial NOO	<u>166,330.63</u>	<u>213,460.82</u>	<u>546,755.81</u>	<u>853,843.28</u>	<u>2,544,806.78</u>	

West Piedmont Workforce Investment Board

Balance Sheet

As of November 30, 2013

	Nov 30, 13
ASSETS	
Current Assets	
Accounts Receivable	
Grant Rec.-Incentives '13-'14	2,500.00
Grant Rec.-Rapid Response 13/14	219,373.64
Grant Receivable 2012/2013	365,531.05
Grant Receivable 2013/2014	1,940,044.85
11000 - Sale Foundation Receivable	755.84
Total Accounts Receivable	<u>2,528,205.38</u>
Total Current Assets	<u>2,528,205.38</u>
TOTAL ASSETS	<u><u>2,528,205.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def. Rev.- Unob. Des. Carryover	
Admin	45,153.87
Adult	22,430.00
Dislocated Worker	56,330.00
Youth In School	9,062.50
Youth Out of School	5,700.00
Total Def. Rev.- Unob. Des. Carryover	<u>138,676.37</u>
Def. Rev.-Incentives '13-'14	
Adult	725.00
Dislocated Worker	1,000.00
Youth	775.00
Total Def. Rev.-Incentives '13-'14	<u>2,500.00</u>
Def. Rev.-Rapid Response-13/14	
Danville-Pitts. Co.	118,458.55
Martinsville-HC	81,278.39
Patrick Co.	19,636.70
Total Def. Rev.-Rapid Response-13/14	<u>219,373.64</u>
Def. Rev.-Unob. Carryover-12/13	
Youth In School	67,273.78
Youth Out of School	19,024.31
Total Def. Rev.-Unob. Carryover-12/13	<u>86,298.09</u>
Deferred Income	
1200111 - Youth Other Funding	755.84
Total Deferred Income	<u>755.84</u>
Deferred Rev.-Carryover 14/15	264,771.41
Deferred Revenue - Admin 13/14	145,096.69
Deferred Revenue - Adult 13/14	
Dan.-Pitts. Co. Unob. Bus. Serv	8,250.00
Danville-Pitts. Co.	220,900.26
Danville-Pitts. Co. Bus. Serv.	21,371.16

West Piedmont Workforce Investment Board

Balance Sheet

As of November 30, 2013

	Nov 30, 13
Martinsville-HC	158,799.34
Martinsville-HC Bus. Serv.	27,160.09
Martinsville-HC Unob. Bus. Serv	5,250.00
Patrick Co.	37,992.72
Patrick Co. Bus. Serv.	6,191.64
Patrick Co. Unob. Bus. Serv.	1,500.00
Unobligated	104,258.49
Total Deferred Revenue - Adult 13/14	591,673.70
Deferred Revenue - DW 13/14	
Dan.-Pitts. Co. Unob. Bus. Serv	8,250.00
Danville-Pitts. Co.	147,097.69
Danville-Pitts. Co. Bus. Serv.	23,423.27
Martinsville-HC	105,030.83
Martinsville-HC Bus. Serv.	21,788.85
Martinsville-HC Unob. Bus. Serv	5,250.00
Patrick Co.	24,033.93
Patrick Co. Bus. Serv.	6,242.97
Patrick Co. Unob. Bus. Serv.	1,500.00
Unobligated	17,077.44
Total Deferred Revenue - DW 13/14	359,694.98
Deferred Revenue - YIS 13/14	
Danville-Pitts. Co.	222,608.24
Martinsville-HC	98,642.59
Patrick Co.	36,057.94
Unobligated	47,657.89
Total Deferred Revenue - YIS 13/14	404,966.66
Deferred Revenue - YOS 13/14	
Danville-Pitts. Co.	152,455.41
Martinsville-HC	109,917.22
Patrick Co.	20,253.44
Unobligated	31,771.93
Total Deferred Revenue - YOS 13/14	314,398.00
Total Other Current Liabilities	2,528,205.38
Total Current Liabilities	2,528,205.38
Total Liabilities	2,528,205.38
TOTAL LIABILITIES & EQUITY	2,528,205.38

West Piedmont Workforce-Investment Board
Summary Totals
November 2013

	Nov 13	Budget	Jul 13 - Nov 13	YTD Budget	Annual Budget	
Danville/Pitts. Co. Dislocated	18,037.41	17,928.11	68,039.49	89,640.67	215,137.19	
MHC Dislocated	7,532.74	11,408.81	31,874.65	57,044.17	136,905.50	
Patrick Dislocated	4,141.21	3,259.66	15,081.92	16,298.34	39,115.85	
Danville/Pitts. Co. DW Bus. Serv.	2,442.11	2,846.86	10,738.99	14,234.30	34,162.26	
MHC DW Bus. Serv.	0.00	1,815.74	0.00	9,078.70	21,788.85	
Patrick DW Bus. Serv.	0.00	520.25	0.00	2,601.25	6,242.97	
Danville/Pitts. Co. Unob. Bus. Serv.	0.00	0.00	0.00	0.00	8,250.00	
MHC Unob. Bus. Serv.	0.00	0.00	0.00	0.00	5,250.00	
Patrick Unob. Bus. Serv.	0.00	0.00	0.00	0.00	1,500.00	
Unobligated DW Board Desig. Carryover	875.00	0.00	875.00	0.00	57,205.00	(5)
Unobligated Dislocated	6,247.50	4,104.75	32,179.54	20,523.75	49,256.98	
Unobligated Dislocated - Carryover '12-'13	13,441.38	0.00	68,852.29	0.00	68,852.29	(1)
Total Dislocated	52,717.35	41,884.18	227,641.88	209,421.18	643,666.89	
Danville/Pitts. Co. RR	1,772.79	11,083.49	14,543.30	55,417.49	133,001.85	
MHC RR	3,960.67	7,810.71	12,450.06	39,053.55	93,728.45	
Patrick RR	0.00	1,636.40	0.00	8,182.00	19,636.70	
Total RR	5,733.46	20,530.60	26,993.36	102,653.04	246,367.00	(2)
Danville/Pitts. Co. Adult	22,087.05	27,237.90	105,954.26	136,189.50	326,854.52	
MHC Adult	12,454.60	17,333.21	49,198.99	86,666.05	207,998.33	
Patrick Adult	4,494.04	4,952.36	21,435.38	24,761.80	59,428.10	
Danville/Pitts. Co. Adult Bus. Serv.	2,579.46	2,717.43	11,238.44	13,587.15	32,609.06	
MHC Adult Bus. Serv.	0.00	2,263.34	0.00	11,316.70	27,160.09	
Patrick Adult Bus. Serv.	0.00	515.97	0.00	2,579.85	6,191.64	
Danville/Pitts. Co. Unob. Bus. Serv.	0.00	0.00	0.00	0.00	8,250.00	
MHC Unob. Bus. Serv.	0.00	0.00	0.00	0.00	5,250.00	
Patrick Unob. Bus. Serv.	0.00	0.00	0.00	0.00	1,500.00	
Unobligated AD Board Desig. Carryover	875.00	0.00	875.00	0.00	23,305.00	(5)
Unobligated Adult	3,973.47	14,020.77	29,895.29	70,103.85	134,153.78	
Unobligated Adult - Carryover '12-'13	0.00	0.00	0.00	0.00	0.00	(1)
Total Adult	46,463.62	69,040.98	218,597.36	345,204.90	832,700.52	
Danville/Pitts. Co. Youth In	29,271.35	23,865.73	63,780.74	119,329.01	286,388.98	
MHC Youth In	12,658.34	15,188.08	83,604.94	75,940.40	182,257.12	
Patrick Youth In	3,933.88	4,339.25	16,012.78	21,696.25	52,070.72	
Unobligated YIS Board Desig. Carryover	875.00	0.00	875.00	0.00	9,937.50	(5)
Unobligated Youth In	0.00	3,971.49	0.00	19,857.45	47,657.89	
Unobligated Youth In - Carryover '12-'13	4,609.89	0.00	31,451.99	0.00	98,725.77	(1)
Total Youth In	51,348.46	47,364.55	195,725.45	236,823.11	677,037.98	
Danville/Pitts. Co. Youth Out	8,251.81	15,910.54	38,470.57	79,552.78	190,925.98	
MHC Youth Out	4,065.82	10,124.87	11,581.13	50,624.59	121,498.35	

West Piedmont Workforce-Investment Board

Summary Totals

November 2013

	<u>Nov 13</u>	<u>Budget</u>	<u>Jul 13 - Nov 13</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Patrick Youth Out	2,963.82	2,892.81	14,460.38	14,464.05	34,713.82	
Unobligated YOS Board Desig. Carryover	875.00	0.00	875.00	0.00	6,575.00	(5)
Unobligated Youth Out	0.00	2,647.66	0.00	13,238.30	31,771.93	
Unobligated Youth Out - Carryover '12-'13	4,869.28	0.00	27,427.19	0.00	46,451.50	(1)
Total Youth Out	21,025.73	31,575.88	92,814.27	157,879.72	431,936.58	
 Administration Board Desig. Carryover	 7,823.63	 0.00	 7,823.63	 0.00	 52,977.50	 (5)
Administration	23,635.87	23,594.99	125,420.18	117,974.95	270,516.87	
Administration - Carryover '12-'13	0.00	0.00	0.00	0.00	0.00	(1)
 Incentives	 0.00	 208.33	 0.00	 1,041.73	 2,500.00	 (3)
 Lucy Sale	 5.00	 0.00	 56.46	 0.00	 0.00	 (4)
 Total Spending and Budget	 208,753.12	 234,199.51	 895,072.59	 1,170,998.63	 3,157,703.34	
 Carryover '12-'13	-22,920.55	0.00	-127,731.47	0.00	-214,029.56	(1)
 RR	-5,733.46	-20,530.60	-26,993.36	-102,653.04	-246,367.00	(2)
 Incentives	0.00	-208.33	0.00	-1,041.73	-2,500.00	(3)
 Lucy Sale	-5.00	0.00	-56.46	0.00	0.00	(4)
 Unobligated Board Designated Carryover	-11,323.63	0.00	-11,323.63	0.00	-150,000.00	(5)
 Amount on Original NOO	 168,770.48	 213,460.58	 728,967.67	 1,067,303.86	 2,544,806.78	

- **Narrative for Budget Amendment**

During the Finance Committee meeting held on January 27, 2014, Lisa Fultz asked Tyler Freeland to provide the Committee with an update on internship activity for Springs Industries. Mr. Freeland reported that there were 19 active internships which equated to about \$35,000 for internships up to 6 weeks at \$7.25 per hour. The current internship load would more than deplete the Adult Intensive Services line item (\$20,483.60). Mr. Freeland estimated that he would need an additional \$40,000 to fund internships for future opportunities. Ms. Fultz supported the estimate. Tracy Tilley of Mallard and Mallard, CPAs reported that there was funding available under Unobligated Dislocated Worker. Based on this information, the Finance Committee voted unanimously to support moving \$40,000 from Adult Unobligated to the Martinsville-Henry County Adult budget under the Intensive Services line item to fund additional internship opportunities.

During its meeting on February 7, 2014, the Executive Committee also approved this budget amendment. As requested by the Executive Committee, the Executive Director has checked with the state, and the state has indicated that the WPWIB does not need to seek state approval for this budget adjustment. We will need to make the appropriate adjustments on our Financial Statement going forward.

Recommendation from the Finance Committee and Executive Committee:
Consider approval of moving \$40,000 from Adult Unobligated to Martinsville-Henry County Adult under the Intensive Services line item.

- **Veterans Initiative Grant**

Patrick Henry Community College was awarded a Veterans Initiative grant funding by WIA Rapid Response funding. The WPWIB, the WPWIB's contracted provider for Dislocated Worker programming, Pittsylvania County Community Action, and Martinsville-Henry County Chamber of Commerce, the WPWIB's contracted provider for business services in Martinsville-Henry County have agreed through partnerships to provide services for dislocated Veterans and their spouses. Through this grant opportunity, funding for Pittsylvania County Community Action, which has been approved by the Virginia Community College System to be funneled through the WPWIB, totals \$100,000.

Recommendation from the Executive Committee:

Consider acceptance of \$100,000 for the Veterans Initiative with the following proposed budget detail:

Line Item Description	Proposed Budget
WIB Training Services	37,500.00
WIB Supportive and Intensive Services/Adult Internships	54,000.00
5% Administrative Costs	8,500.00
TOTAL	\$100,000.00

- **Ratify Youth Programming RFP Process**

Narrative for Youth RFP Process

- WPWIB staff met and drafted an RFP which incorporated feedback from the WPWIB Board, standing committees, and Youth Council.
- A work session was held and members from Youth Council and Program Planning and Development participated (members from both groups were invited with a notice that any who represented interested organizations should refrain from this part of the process). The following individuals participated:
 - Paul Farrar (Youth Council), Robbin Hall (Program Planning and Development) Kevin Meeks (Youth Council), John Moody (Youth Council and Parliamentarian), Chris Pope (Youth Council and Program Planning and Development)
- Committee Chairs and members of Youth Council were invited to participate on the Selection Committee. Committee Chairs were invited to delegate to a committee member if they chose to do so. Again, those who may have conflicts of interest were advised accordingly. The following have agreed to participate in the process:
 - Tiffani Underwood - Marketing Chair
 - Conrad Smith – Youth Council Chair
 - Robbin Hall – Program Planning and Development Chair
 - Paul Farrar – Youth Council
 - Chris Pope - Youth Council and Program Planning and Development
 - Julie Brown – ASR Committee

The following are tentative:

- Dick Ephgrave – Governance
- John Moody – Youth Council and Parliamentarian

- During its February 4, 2014, meeting, Youth Council was presented the above process and made aware that the Executive Committee would review the process and consider approval before the RFP is released.
- The opportunity will be advertised in the classified ads in major regional newspapers, *The Richmond Times Dispatch* and the *Washington Post*. Additionally, the RFP will be posted on the WIB and Workforce Network website www.vaworkforcenters.com and on the Martinsville-Henry County Procurement Portal.

Recommendation from Youth Council and Executive Committee:

Ratify the above process for the Youth Programming RFP. Note: Prior to release, Ted Hodges of Clement and Wheatley reviewed the RFP and his edits were incorporated into the final RFP.

West Piedmont Workforce Investment Board, Area 17
PROVIDER CONTRACTOR STATISTICS

July 2013 thru January 2014

	PCCA Danville			PCCA Pittsylvania Co.			PCCA Mart./Henry Co.			Patrick Co. Public Schools			Henry Co. Public Schools			Mart/HC Chamber of Commerce			
Adult	YTD Total	Contract	%	YTD Total	Contract	%	YTD Total	Contract	%	YTD Total	Contract	%					YTD Total	Contract	%
New Enrollment	13	20	65.00%	35	30	116.67%	27	30	90.00%	2	5	40.00%				Employers*	65	75	87%
Continuing Active	18	50	36.00%	51	36	141.67%	44	64	68.75%	6	10	60.00%				Jobs*	1,535	225	682%
Followup	28	65	43.08%	53	59	89.83%	52	75	69.33%	5	15	33.33%				Placements*	85	65	131%
Enrolled In Training	5			19			9			3									
Employed	4	30	13.33%	10	30	33.33%	10	20	50.00%	6	4	150.00%							
Average Wage	\$10.11			\$8.50			\$8.75			\$8.50									
Dislocated Worker	YTD Total	Contract	%	YTD Total	Contract	%	YTD Total	Contract	%	YTD Total	Contract	%				West Piedmont WIB Job Developer			
New Enrollment	18	20	90.00%	6	25	24.00%	15	60	25.00%	6	20	30.00%					YTD Total	Contract	%
Continuing Active	53	80	66.25%	27	65	41.54%	178	699	25.46%	22	30	73.33%				Internships*		54	0%
Followup	56	95	58.95%	51	82	62.20%	347	315	110.16%	17	29	58.62%							
Enrolled In Training	14			8			21			5									
Employed	11	20	55.00%	6	20	30.00%	93	20	465.00%	9	15	60.00%							
Average Wage	\$7.84			\$12.00			\$10.24			\$7.75									
Youth -- In School	YTD Total	Contract	%	YTD Total	Contract	%				YTD Total	Contract	%	YTD Total	Contract	%				
New Enrollment	12	24	50.00%	6	24	25.00%				6	10	60.00%	22	70	31.43%				
Continuing Active	44	46	95.65%	28	45	62.22%				10	20	50.00%	47	62	75.81%				
Followup	33	43	76.74%	21	43	48.84%				9	10	90.00%	15	49	30.61%				
Enrolled In Training	1			0						0			0						
Employed or Post Secondary School Placements	0	20	0.00%	4	20	20.00%				14	9	155.56%	17	59	28.81%				
Average Wage	\$0.00			\$8.00						\$7.85			\$7.75						
Youth -- Out of School	YTD Total	Contract	%	YTD Total	Contract	%	YTD Total	Contract	%	YTD Total	Contract	%							
New Enrollment	6	11	54.55%	4	11	36.36%	3	17	17.65%	3	5	60.00%							
Continuing Active	11	16	68.75%	13	15	86.67%	12	17	70.59%	6	13	46.15%							
Followup	15	14	107.14%	8	13	61.54%	5	37	13.51%	4	10	40.00%							
Enrolled In Training	4			0			5			3									
Employed or Post Secondary School Placements	4	9	44.44%	6	8	75.00%	2	13	15.38%	14	4	350.00%							
Average Wage	\$7.25			\$8.00			\$8.75			\$7.75									

Subject: One Stop Certification Notification

Date: Friday, January 17, 2014 at 5:21:41 PM Eastern Standard Time

From: Valaryee Mitchell

To: lfultz@wpwib.org

Dear Ms. Fultz,

I am contacting you in reference to the Area XVII request for One-Stop Certification for Phase Two (2013 Certification Requirements). A request for One-Stop Certification was submitted for the Virginia Workforce Center located at 211 Nor Dan Drive, Ste. 1055, Danville VA.

The Virginia Workforce Council Policy 10-01 in part conveys that the WIA administrative entity will periodically lead the evaluation of local workforce areas to determine certification of comprehensive one stop centers. Virginia Workforce Letter 11-12 sets forth the process for One-Stop certification. Phase Two of the One Stop Certification Process is conducted by an onsite review verifying evidence that the six quality benchmarks are implemented, ADA accessibility standards have been met, the minimum standards of service delivery are met, and a One-Stop partner MOU is in place. The onsite review was conducted by a team of One-Stop partners and state staff.

Upon review of the Area XVII - Danville request for One-Stop Certification it has been determined that the Area XVII Virginia Workforce Center located at 211 Nor Dan Drive, Ste. 1055, Danville VA did not achieve One-Stop Certification. The center can achieve One-Stop Certification by providing a follow-up plan and addressing the opportunities for improvement detailed in the attached report. The follow-up/corrective action plan should detail how the One-Stop has addressed issues noted. Upon receiving the follow-up plan an onsite review will be scheduled for a team to review the center. Submit the follow-up plan to VCCS-WDS by June 30, 2014. Please let me know if you have any questions.

Have a Great Day!

Valaryee Mitchell, CWDP
One Stop Services Coordinator
Virginia Community College System
Workforce Development Services
James Monroe Building, 17th Floor
101 N 14th Street
Richmond, VA 23219
Ph: 804-819-1669
Fax: 804-819-1699
vmitchell@vccs.edu

One-Stop Certification Report

LWIA: XVII
Center Name: Danville Workforce Center
Center Location: 211 Nor Dan Drive, Ste. 1055, Danville VA 24541
Certification Status Achieved: Danville Workforce Center did not achieve One-Stop Center certification.
Date: 1/17/14
BENCHMARK #1 <i>Partners will agree on a shared vision for a customer-driven service delivery system.</i>
<u>Areas for opportunity and further development:</u> <ul style="list-style-type: none"> The agency partners are committed to providing high quality customer service, to increased visibility of services and to serving "underrepresented" career-seekers (e.g. people with disabilities, Veterans, non-English speakers, at-risk youth, ex-offenders, etc.), as well as business groups and economic development organizations. There is a business services team that includes staff from all one-stop partners and the team has an integrated approach to servicing businesses. Business focused agencies (i.e. economic development, chambers of commerce, industry associations, small business administration, etc.) are partners of the One-Stop and staff communicate regularly with business focused partners.
BENCHMARK #3 DETAIL – COMPLIANCE EVIDENCE <i>Operational decisions will be designed with customer needs in mind.</i>
<u>Areas for opportunity and further development:</u> <ul style="list-style-type: none"> Service design and delivery strategies are developed in consultation with job seekers and businesses. Front line staff and middle-management from all partners frequently meet to review case-loads and collaboratively develop individual service/employment plans. These meetings also create an opportunity to determine the possibility of offering customers additional services from other agencies, as needed and appropriate. Staff efforts are coordinated closely with local Economic Development representatives. Facilitate regular business focus groups.
BENCHMARK #4 DETAIL – COMPLIANCE EVIDENCE <i>Each Virginia Workforce Center will be a high-performance work place with staff that has a visible passion for quality of service.</i>
<u>Areas for opportunity and further development:</u> <ul style="list-style-type: none"> Staff from multiple organizations will be equipped through cross-training and information tools to

enable them to respond seamlessly to customer needs.

- Staff training emphasizes the need to be broadly aware of the various resources available to customers within the Workforce Center, and through partners from outside.
- Bottom-up communication within the system is set up via regular staff meetings. Staff meetings include time for individual members to update one another on their 'discoveries' of new relevant resources.
- A community network of mandated and non-mandated partners, and faith based and community organizations established that meets regularly to conduct training, problem-solve, share information, leverage resources on behalf of customer, and facilitate collaboration.

BENCHMARK #5 DETAIL – COMPLIANCE EVIDENCE

Each WIB will adopt a common marketing strategy that reflects an integrated approach to customer service.

Areas for opportunity and further development:

- Marketing plans are written with detailed strategies for identifying, attracting and serving underserved career-seekers and business demographics.
- Community groups and business associations representing the diversity of the population and economy of the area are used as marketing "surrogates"; the services are marketed through these groups in the appropriate languages and accessible format, etc.
- Materials demonstrate the value of partnership with the system to outside Workforce and Economic Development entities that are not yet integrated into the system.
- Provide outreach to employers educating them on the Virginia Workforce Center services and business services.
- A unified business message has been developed.

BENCHMARK #6 DETAIL – COMPLIANCE EVIDENCE

Virginia Workforce Centers will be driven by customer needs and customer feedback, and continually look for ways to "raise the bar" to keep the center as a leader in customer satisfaction.

Areas for opportunity and further development:

- On-going evaluation and planning is conducted.
- Technical assistance and/or training are provided in response to identified system weaknesses, and according to a common capacity building strategy.
- Performance measures are collaboratively developed, few in number, easily identified by staff, and used to improve services to customers.
- The measures help formulate thinking about evaluation beyond silo-based federal performance standards and allow the LWIA to benchmark themselves against other areas by sharing measurement tools and approaches.
- All partner and frontline staff know the Center's current status regarding attainment of their measures.
- Data is collected and displayed to accommodate the need for appropriate managers and staff to access information on all partner programs and on the services an individual has received.
- Mystery shoppers are used to evaluate the customer experience from a variety of angles. All mandatory partners use the same customer (job seeker and employer) satisfaction tools, so results reflect the collective performance of the service delivery system rather than any individual program or agency.

MINIMUM SERVICE STANDARDS***Service Delivery: Training Services for Job Seekers***Areas for opportunity and further development:

- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Entrepreneurial training
- Training programs operated by the private sector
- On-the-job training

MINIMUM SERVICE STANDARDS – COMPLIANCE EVIDENCE***Service Delivery: Services for Businesses***Areas for opportunity and further development:

- Assistance in finding and screening qualified workers including assessing job applicants based on business developed criteria
- Information regarding consultations on workplace accommodations for persons with disabilities
- Information on and referral to business start-up, retention and expansion services
- Information on and referral to sources for developing customized training programs including providing inventory of education and training providers
- Information about training incentives such as on-the-job training and customized training programs (based on worker eligibility)

Subject: One Stop Certification Notification

Date: Monday, January 20, 2014 at 1:07:17 PM Eastern Standard Time

From: Valaryee Mitchell

To: lfultz@wpwib.org

Dear Ms. Fultz,

I am contacting you in reference to the Area XVII request for One-Stop Certification for Phase Two (2013 Certification Requirements). A request for One-Stop Certification was submitted for the Virginia Workforce Center located at 233 W. Commonwealth Blvd., Martinsville VA.

The Virginia Workforce Council Policy 10-01 in part conveys that the WIA administrative entity will periodically lead the evaluation of local workforce areas to determine certification of comprehensive one stop centers. Virginia Workforce Letter 11-12 sets forth the process for One-Stop certification. Phase Two of the One Stop Certification Process is conducted by an onsite review verifying evidence that the six quality benchmarks are implemented, ADA accessibility standards have been met, the minimum standards of service delivery are met, and a One-Stop partner MOU is in place. The onsite review was conducted by a team of One-Stop partners and state staff.

Upon review of the Area XVII - Martinsville request for One-Stop Certification it has been determined that the Area XVII Virginia Workforce Center located at 233 W. Commonwealth Blvd., Martinsville VA. did not achieve One-Stop Certification. The center can achieve One-Stop Certification by providing a follow-up plan and addressing the opportunities for improvement detailed in the attached report. The follow-up/corrective action plan should detail how the One-Stop has addressed issues noted. Upon receiving the follow-up plan an onsite review will be scheduled for a team to review the center. Submit the follow-up plan to VCCS-WDS by June 30, 2014. Please let me know if you have any questions.

Have a Great Day!

Valaryee Mitchell, CWDP
One Stop Services Coordinator
Virginia Community College System
Workforce Development Services
James Monroe Building, 17th Floor
101 N 14th Street
Richmond, VA 23219
Ph: 804-819-1669
Fax: 804-819-1699
vmitchell@vccs.edu

One-Stop Certification Report

LWIA: XVII
Center Name: Martinsville Virginia Workforce Center
Center Location: 233 W. Commonwealth Blvd., Martinsville VA. 24112
Certification Status Achieved: Martinsville Workforce Center did not achieve One-Stop Center certification.
Date: 1/20/14
Observations: <ul style="list-style-type: none"> The front desk is friendly and orderly. It is counterproductive to have two different sign-in sheets and receptions (on for VEC and one for everyone else).
BENCHMARK #1 <i>Partners will agree on a shared vision for a customer-driven service delivery system.</i>
<u>Areas for opportunity and further development:</u> <ul style="list-style-type: none"> The agency partners are committed to providing high quality customer service, to increased visibility of services and to serving "underrepresented" career-seekers (e.g. people with disabilities, Veterans, non-English speakers, at-risk youth, ex-offenders, etc.), as well as business groups and economic development organizations. Resources are leveraged to create an environment that is inviting and professional in appearance, convenient for the customer, and accommodating to the partners. There is a business services team that includes staff from all one-stop partners and the team has an integrated approach to servicing businesses. Business focused agencies (i.e. economic development, chambers of commerce, industry associations, small business administration, etc.) are partners of the One-Stop and staff communicate regularly with business focused partners.
BENCHMARK #3 DETAIL – COMPLIANCE EVIDENCE <i>Operational decisions will be designed with customer needs in mind.</i>
<u>Areas for opportunity and further development:</u> <ul style="list-style-type: none"> Service design and delivery strategies are developed in consultation with job seekers and businesses. Front line staff and middle-management from all partners frequently meet to review case-loads and collaboratively develop individual service/employment plans. These meetings also create an opportunity to determine the possibility of offering customers additional services from other agencies, as needed and appropriate. Staff efforts are coordinated closely with local Economic Development representatives. Provide a single point of contact for businesses for One-Stop partners serving

<p>businesses.</p> <ul style="list-style-type: none"> • Facilitate regular business focus groups.
<p>BENCHMARK #4 DETAIL – COMPLIANCE EVIDENCE</p> <p><i>Each Virginia Workforce Center will be a high-performance work place with staff that has a visible passion for quality of service.</i></p>
<p><u>Areas for opportunity and further development:</u></p> <ul style="list-style-type: none"> • Staff from multiple organizations will be equipped through cross-training and information tools to enable them to respond seamlessly to customer needs. • Staff training emphasizes the need to be broadly aware of the various resources available to customers within the Workforce Center, and through partners from outside. • Bottom-up communication within the system is set up via regular staff meetings. Staff meetings include time for individual members to update one another on their 'discoveries' of new relevant resources. • A community network of mandated and non-mandated partners, and faith based and community organizations established that meets regularly to conduct training, problem-solve, share information, leverage resources on behalf of customer, and facilitate collaboration.
<p>BENCHMARK #5 DETAIL – COMPLIANCE EVIDENCE</p> <p><i>Each WIB will adopt a common marketing strategy that reflects an integrated approach to customer service.</i></p>
<p><u>Areas for opportunity and further development:</u></p> <ul style="list-style-type: none"> • Services are described, marketed and merchandised by function or service rather than by agency "silo". • Community groups and business associations representing the diversity of the population and economy of the area are used as marketing "surrogates"; the services are marketed through these groups in the appropriate languages and accessible format, etc. • Materials demonstrate the value of partnership with the system to outside Workforce and Economic Development entities that are not yet integrated into the system. • Provide outreach to employers educating them on the Virginia Workforce Center services and business services. • A unified business message has been developed.
<p>BENCHMARK #6 DETAIL – COMPLIANCE EVIDENCE</p> <p><i>Virginia Workforce Centers will be driven by customer needs and customer feedback, and continually look for ways to "raise the bar" to keep the center as a leader in customer satisfaction.</i></p>
<p><u>Areas for opportunity and further development:</u></p> <ul style="list-style-type: none"> • On-going evaluation and planning is conducted. • Technical assistance and/or training are provided in response to identified system weaknesses, and according to a common capacity building strategy.

- Performance measures are collaboratively developed, few in number, easily identified by staff, and used to improve services to customers.
- The measures help formulate thinking about evaluation beyond silo-based federal performance standards and allow the LWIA to benchmark themselves against other areas by sharing measurement tools and approaches.
- All partner and frontline staff know the Center's current status regarding attainment of their measures.
- Data is collected and displayed to accommodate the need for appropriate managers and staff to access information on all partner programs and on the services an individual has received.
- Management measures employee satisfaction along with customer satisfaction, and will use both to refine plans and processes to create a high-performance work place with staff that has a visible passion for quality service.
- Mystery shoppers are used to evaluate the customer experience from a variety of angles.
- All mandatory partners use the same customer (job seeker and employer) satisfaction tools, so results reflect the collective performance of the service delivery system rather than any individual program or agency.

MINIMUM SERVICE STANDARDS

Service Delivery: Intensive Services for Eligible Program Participants

Areas for opportunity and further development:

- Group counseling - clinical or psychological counseling provided in a group setting to discuss employment and training-related issues, or techniques to overcome life issues that may present a barrier to employment or training. Counseling should be provided by an appropriately trained/licensed counselor or social worker

MINIMUM SERVICE STANDARDS

Service Delivery: Training Services for Job Seekers

Areas for opportunity and further development:

- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Entrepreneurial training
- Training programs operated by the private sector
- On-the-job training

MINIMUM SERVICE STANDARDS – COMPLIANCE EVIDENCE

Service Delivery: Services for Businesses

Areas for opportunity and further development:

- Connect businesses to labor exchange resources and systems

- Information regarding consultations on workplace accommodations for persons with disabilities
- Information on and referral to business start-up, retention and expansion services
- Information on and referral to sources for developing customized training programs including providing inventory of education and training providers
- Information about training incentives such as on-the-job training and customized training programs (based on worker eligibility)

Internal Revenue Service
Tax Exempt and Government Entities Division
Exempt Organizations: Examinations
1100 Commerce Street MS 4900 DAL
Dallas, Texas 75242

Department of the Treasury

Date: December 16, 2013

West Piedmont Workforce Investment Board
PO Box 4043
Martinsville, VA 24115

Taxpayer Identification Number:
45-0485009

Form:
990

Tax Year(s) Ended:
June 30, 2011

Exemption under Section 501(c)(3)
of the Internal Revenue Code

Person to Contact/ID Number:
Jeffrey Davis
0327565

Contact Numbers:
Telephone: (336) 574-6163
Fax: (855) 205-9240

Dear Sir or Madam:

Our examination of the information return(s) indicated above disclosed that your organization continues to qualify for exemption from Federal income tax. Accordingly, we accept the return(s) as filed.

However, our examination identified certain deficiencies that we are addressing in the enclosed addendum. Noncompliance with the requirements set forth in the addendum could result in penalties and/or loss of exempt status.

You have the right to contact the office of the Taxpayer Advocate. Taxpayer Advocate assistance is not a substitute for established IRS procedures, such as the formal appeals process. The Taxpayer Advocate cannot reverse a legally correct tax determination, or extend the time fixed by law that you have to file a petition in a United States court. The Taxpayer Advocate can, however, see that a tax matter that may not have been resolved through normal channels gets prompt and proper handling. You may call toll-free 1-877-777-4778 and ask for Taxpayer Advocate Assistance. If you prefer, you may contact your local Taxpayer Advocate at:

Internal Revenue Service
Office of the Taxpayer Advocate, Box 25
400 North 8th Street, Room 916
Richmond, VA 23219
Phone: (804) 916-3501
Fax: (804) 916-3535

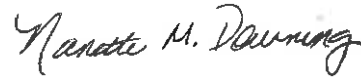
RECEIVED
01/14/14

Letter 3609 (Rev 04-2003)
Catalog Number 34800K

If you have any questions, please call the contact person at the telephone number shown in the heading of this letter. If you write, please provide a telephone number and the most convenient time to call if we need to contact you.

Thank you for your cooperation.

Sincerely,



Nanette M. Downing
Director, EO Examinations

Enclosure:
Addendum

ADDENDUM

Our examination of your Form 990 return for the fiscal year ending June 30, 2011, revealed the following deficiencies that have not resulted in a change in your exempt status or any tax liability due. However, you should understand that failure to correct these deficiencies could adversely affect your exempt status in the future.

During the examination of your Form 990, we discovered that you did not have a copy of your Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code. We sent you a copy of your original application for exemption during the course of the examination. Maintaining a copy of your application for exemption is necessary for you to meet the public inspection requirements set forth in Internal Revenue Code (Code) section 6104. Failure to meet the public inspection requirements may result in penalties assessed in accordance with Code sections 6652(c) and 6685.

During the examination, we also found that the Executive Director signed your Form 990 return. While the individual's signature on the return is prima facie evidence that the individual is authorized to sign the return on behalf of the corporation, per your Bylaws, the Executive Director does not have this authority. Under Code section 6062, a corporation's return shall be signed by the President, Vice-President, Treasurer, Assistant Treasurer, or any other officer duly authorized to act. In the future, ensure all returns filed by your organization are signed by an officer authorized to bind and act on behalf of the organization. Failing to file a complete and accurate Form 990 may result in penalties assessed under Code section 6652(c).

During the examination of your Form 990, we found multiple errors on your return. We advised you of these errors during the course of the examination. Please ensure that you report accurate information on future returns. Omitting material information, and the failure to file a complete and accurate Form 990 in the future, may result in disciplinary actions in the form of penalties under Code section 6652(c).

December 20, 2013

Internal Revenue Service
TEGE EO Group 7926
Mail Stop 39, Attn: Jeff Davis
4905 Koger Boulevard, Suite 102
Greensboro, NC 27407

Mr. Davis:

We are writing in regard to your examination of the West Piedmont Workforce Investment Board for the year ended June 30, 2011. We have attached a copy of the addendum you attached to your examination letter. The last paragraph states "During the examination of your Form 990, we found multiple errors on you return. We advised you of these errors during the course of the examination. Please ensure that your report accurate information on future returns. Omitting material information, and the failure to file a complete and accurate Form 990 in the future, may result in disciplinary actions in the form of penalties under Code section 6652(c)."

We discussed the following errors during our initial conversation: (1) postage expense was listed separately and should have been included with office expense, (2) other expenses were listed as separate lines instead of listing the 5 largest dollar amounts on lines 24a through 24d and the total on all remaining miscellaneous expenses on line 24e and (3) instead of listing government grants as contribution they should have been listed as program service revenue.

We agreed with your errors except listing the government grants on line 2 as program service revenue. We pointed out the directions to the Form 990 that we followed explaining the income should be reported on line 1 as contributions, gifts, grants and other similar amounts. You later called our office and spoke with Tracy Tilley and told her you agreed with this.

Our concern is your final paragraph stating there were multiple errors and advising us of possible disciplinary actions seems very harsh in light of the errors we are aware of. It conveys to our client, West Piedmont Workforce Investment Board, that our work is substandard. We do not believe this is the message that is appropriate in light of what we consider to be insignificant errors in the Form 990. We would appreciate your response.

Sincerely,

Christina S. Mallard

West Piedmont Workforce Investment Board, Area 17
Literacy Numeracy PY13

	PCCA Danville						PCCA Pittsylvania Co.						PCCA Mart./Henry Co.						Patrick Co. Public Schools					
PY 13	Dec. Participant	Gains	%	Jan. Participant	Gains	%	Dec. Participant	Gains	%	Jan. Participant	Gains	%	Dec. Participant	Gains	%	Jan. Participant	Gains	%	Dec. Participant	Gains	%	Jan. Participant	Gains	%
Lit/Num	19	11	57.89%	19	11	57.89%	10	9	90.00%	10	9	90.00%	11	8	72.73%	11	8	72.73%	5	5	100.00%	5	5	100.00%
OVERALL	45	33	73.33%	45	33	73.33%																		
PY13 PERFORMANCE NEGOTIATIONS FINAL																								
LWIA: 17							Negotiated						80.00%											
YOUTH							Level						Level											
Placement in Employment or Education							61.00%						48.80%											
Attainment of Degree or Certificate							61.00%						48.80%											
Literacy-Numeracy Gains							52.00%						41.60%											