

**Executive Committee Meeting
Friday, July 27, 2016• 12 p.m. • WPWIB Office**

AGENDA

Welcome/Call Executive Committee Meeting to Order.....Adam Wright

Executive Committee Roll Call.....Rhonda Hodges

- | | |
|---|---|
| <input type="checkbox"/> Adam Wright – President | <input type="checkbox"/> Wayne Knox – Chair, Marketing & ASR |
| <input type="checkbox"/> David Stone – Vice President, Governance | <input type="checkbox"/> Dick Ephgrave – Chair, Youth Committee |
| <input type="checkbox"/> Rhonda Hodges – Secretary | <input type="checkbox"/> Debra Buchanan – CLEO, Chair |
| <input type="checkbox"/> John Parkinson – Treasurer | <input type="checkbox"/> Amanda Witt – Immediate Past President |
| <input type="checkbox"/> Teresa Carter Fontaine – Chair, Program | |

Page Numbers

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Action Items – Consideration of the following: (Adam Wright)

Minutes:

- | | |
|--|-----|
| • Approval of Executive Committee Minutes from May 13, 2016 | 3-6 |
| • Approval of Executive Committee Minutes from June 10, 2016 | 7-8 |

Other Action Items – Consideration of the following: (Adam Wright)

- | | |
|--|-------|
| 1. Budget for Incumbent Worker Small Business Grant | 9 |
| 2. Ride Solutions Budget for PY 2016-2017 | 10 |
| 3. Proposal for Monitoring | 11-16 |
| 4. Promise Grant – Request for Letters of Support | 17-22 |
| 5. Youth In School Recommendation for Award - From Selection Committee | 23-24 |

Updates (Adam Wright)

- A. Grant Closeout Status and Transition Budget
- B. Real Time Program Stats and Enrollments as of June 2016
- C. Center Reports
- D. Job Driven NEG Initiative
- E. State Monitoring
- F. Board Membership

Committee Reports

- | | |
|---|---|
| <ul style="list-style-type: none">• Chairman (Adam Wright)• CLEO (Debra Buchanan)• Youth Committee (Dick Ephgrave)• Marketing (Wayne Knox)• Audit (Adam Wright) | <ul style="list-style-type: none">• Program Planning (Teresa Carter Fontaine)• Finance (John Parkinson)• Governance (David Stone)• Executive Director (Lisa Fultz) |
|---|---|

Go into Closed Session: Items to be considered in Closed Session, in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711(A) – Closed Meetings, the following: personnel matters as authorized by Subsection 1.

- Entertain a motion to this effect (Adam Wright)

- Call roll vote (Rhonda Hodges)

Reconvene Open Session:

- Entertain motion to this effect (Adam Wright)
- Call roll vote (Rhonda Hodges)

Motion to Certify closed Meeting: 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. (Adam Wright)

- Entertain motion to this effect (Adam Wright)
- Call roll vote (Rhonda Hodges)

Old Business

New Business

Adjourn

**Executive Committee
Meeting May 13, 2016
WPWIB Office**

DRAFT MINUTES

PRESENT: Amanda Witt, Adam Wright, Rhonda Hodges, John Parkinson, Jim Daniel, Wayne Knox

ABSENT: Dick Ephgrave, Debra Buchanan, David Stone

STAFF: Lisa Frick, Lisa Fultz, Philip Wenkstern

GUESTS: None

PRESIDING: Amanda Witt

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

Minutes from the March 6, 2016, Executive Committee meeting were considered. Wayne Knox provided a motion to approve the minutes. John Parkinson seconded the motion. The motion carried unanimously.

Action items included the following:

1. Financial Statements for December 2015, January 2016 and February 2016 – Rhonda Hodges provided a motion to approve the financial statements for December 2015, January 2016 and February 2016. Jim Daniel seconded the motion. The motion carried unanimously.
2. Recommendation for Contractors for PY 2016-2017 – After discussion of the Selection Committee's recommendations for contractors in response to the RFP issued in February 2016, Mr. Daniel provided a motion to approved the contractors for the Program Year 2016-2017 with the option to renew up to 2 additional years through June 30, 2019 as follows:
 - **Patrick County Adult, Dislocated Worker, One Stop Operator, Year Round Youth Out of School and Business Services** – Patrick County Public Schools
 - **Martinsville-Henry County and Danville-Pittsylvania County Adult, Dislocated Worker, One Stop Operator** – Goodwill Industries of the Valleys in partnership with Goodwill of

Central Virginia. A final MOU must be presented to the WIB. The following strengths were identified:

- The proposer scored highest of proposers which submitted competitive bids for the same services.
 - The proposer has demonstrated the ability to meet performance goals.
 - The proposer has demonstrated its ability to partner with other workforce and community partners.
 - The proposer has a heavy emphasis on quality control infrastructure in its operational plan.
- **Martinsville-Henry County Business Services** – Martinsville-Henry County Chamber of Commerce.
 - **Danville-Pittsylvania County Business Service – Danville-Pittsylvania County Chamber of Commerce**

Mr. Wright seconded the motion. Amanda Witt abstained. The motion carried.

3. Transition Budget – The Executive Committee considered recommendation from the Finance Committee to allow the Executive Director to enter into a transitional agreement with Goodwill Industries of the Valleys in an effort to ensure a smooth transition for employer and jobseeker customers, particularly in light of the large number of OJT contracts with employers in Martinsville-Henry County and Danville-Pittsylvania County, Mr. Daniel provided a motion to approve the recommendation to allow the Executive Director to enter into a transitional agreement with Goodwill utilizing up to \$32,978 carryover funding. Mr. Wright seconded the motion. The motion carried unanimously.
4. Budget Modification for ResCare – The Executive Committee considered a request for a budget modification from ResCare asking that \$55,000 be reallocated from Out of School Youth to In School Youth programming and reallocate the management fee of \$8863.64 to the rental/lease line item. The request for \$10,000 for additional youth college tours was previously approved. Wayne Knox provided a motion to approve the budget modification request less the preapproved amount. John Parkinson seconded the motion. The motion carried unanimously.
5. Grant Application for Incumbent Worker Training – A grant application for Incumbent Worker Training that was submitted to the Virginia Community College system in partnership with Patrick Henry Community College and Danville Community College was presented to be ratified. Mr. Daniel provided a motion to ratify the application for Incumbent Worker Training that would support training for employers with 250 employers or less. Mr. Knox seconded the motion. Amanda Witt and Rhonda Hodges abstained. The motion carried.
6. Advanced Manufacturing Training Pod – A request to support a manufacturer's training pod in partnership with the City of Martinsville, the Chamber's Partnership for Economic Growth and Patrick Henry Community College was considered. The initiative would

provide middle skills manufacturing credentials in response to employers' requests. Mr. Daniel provided a motion to support the advanced manufacturing training pod initiative in the amount of \$5,000 contingent on securing support for the balance of the required \$10,000 cash match. Mr. Wright seconded the motion. Wayne Knox, Amanda Witt and Rhonda Hodges abstained. The motion carried.

7. Working Families Success Network Budget Addendum – The WFSN budget addendum was presented for consideration. The addendum increases the award by \$44,479 with the funds being used to provide salary of \$37,440 for a part time intern to support the outcomes of the program, \$2,995 for associated fringe, and additional indirect funding in the amount of \$4,044. Mr. Daniel provided a motion to ratify the budget addendum. Mr. Knox seconded the motion. The motion carried unanimously.
8. Job Driven National Emergency Grant Budget Addendum – The Job Driven NEG budget addendum was presented for consideration. The budget was updated to reflect changes to the performance outcomes identified by community college subgrantees to reflect a reduction in the total number of individuals being placed into work based training from 150 to 75 across the region and an adjustment in the award amount from \$1,402,038 to \$661,207.25. Mr. Daniel provided a motion to ratify the budget modification as presented. Mr. Wright seconded the motion. Rhonda Hodges abstained. The motion carried.
9. Leave Of Absence Request – The Executive Committee considered a leave of absence request from Robbin Hall. After discussion, Mr. Daniel provided a motion to approve a three month leave of absence. Mr. Wright seconded the motion. The motion carried unanimously.

Ms. Witt entertained 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), a staff update on legal matters as authorized by Subsection 7. Mr. Knox provided a motion to this effect. Mr. Wright seconded the motion. Rhonda Hodges provided a roll call vote. All present responded with "yes".

After the update from staff, Mr. Daniel provided a motion to reconvene Open Session. Mr. Knox seconded the motion. Ms. Hodges provided a roll call vote. All responded with "yes".

Ms. Witt entertained a motion to certify that during the Closed Meeting, 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. Mr. Daniel provided a motion to this effect. Mr. Wright seconded the motion. Ms. Hodges provided a roll call vote. All responded with "yes".

Updates were provided on real time statistics, new enrollments, predictive performance, and the Job Driven National Emergency Grant initiative.

. No additional committee reports were provided.

Old Business – No old business was discussed.

New Business - There was no new business.

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

**Executive Committee
Meeting
Friday, June 10, 2016
WPWIB Office**

DRAFT MINUTES

PRESENT: Amanda Witt, Rhonda Hodges, Wayne Knox, Teresa Carter Fontaine, John Parkinson; David Stone (via conference call)

ABSENT: Dick Ephgrave, Jim Daniel, Debra Buchanan, Adam Wright

STAFF: Lisa Fultz and Philip Wenkstern

GUESTS: None

PRESIDING: John Parkinson

Amanda Witt called the meeting to order. Rhonda Hodges called the roll. As quorum was not confirmed for the meeting, no action was taken.

The Executive Committee did discuss the following:

Financial statement for March 2016, and budgets for the program year 2016-2017, and officer nominations for the 2016-2017 program year.

The Executive Committee received updates on the following:

- Real Time Program Stats and Enrollments as of May 2016 – Lisa Fultz reported that while some performance was meeting or exceeding targets, the following areas have regional performance concerns on the Real Time Stats as follows:
 - Youth In School Attainment of Employment or Education: 57% versus the target of 63%
 - Youth Out of School Placement in Employment or Education: 50% versus 63%, and
 - Youth Out of School Attainment of Degree or Certificate: 20% versus 65%.
- Center Reports – Lisa Fultz provided an update on the Center Report information that had been requested by the Virginia Employment Commission. The Executive Director reported that she sent out another request to both local VEC Managers on May 23, 2016, immediately following the WPWIB meeting as requested by the board, citing the Freedom of Information Act, and that no response was provided from either VEC

Manager. The consensus of the group was to send a registered letter requesting the information via certified mail as this information is required by the Virginia State Board policy regarding One Stops and the Governor's office had requested a report via the State Board's Executive Director.

- State Monitoring – Lisa Fultz reported that we had still not received our draft annual report as the VCCS was requesting a battery of information in response to a letter from a board member that was shared with the state.
- Neighborhood Assistance Program (NAP) – Philip Wenkstern reported that the WPWIB's application for the NAP program under social services was not approved as the WIB does not provide services directly to clients.

There was no old business discussed.

New Business: The Executive Committee requested that the Executive Director present at the next meeting a plan for organizational structure and identify resources needed by the next Executive Committee meeting.

With no further business, the meeting adjourned at 1:15 p.m.

Narrative for Other Action Items
Executive Committee
July 27, 2016

1. Budget for Small Business Incumbent Worker Grant – The Virginia Community College System has approved a revised budget as follows:

Incumbent Worker Innovation Budget		
Item	Awarded Amount	Description
LWIA Administrative Activities	\$13,600.00	\$715 a month for 19 months for oversight, developing contracts, reporting, tracking outcomes etc. Includes salary and fringe.
LWIA Indirect Costs	\$1,360.00	10% of Admin Expenses
LWIA Incumbent Worker Training	\$132,515.00	Propose to serve at least 75 participants with Incumbent Worker Training
LWIA Travel	\$475.00	For business services staff travel related to project
LWIA Supplies	\$250.00	Supplies related to the project
LWIA Outreach	\$1,800.00	To promote the opportunity to local employers throughout the region
Total	\$150,000.00	

Recommendation: Accept VCCS approved budget.

2. Ride Solutions Budget for PY 2016-2017 – The Ride Solutions program was highly successful exceeding PY 2015-2016 outcomes. For PY2016-2017, The Roanoke Valley-Alleghany Regional Commission (RVARC) is providing an additional \$3,000, and the following budget proposal:

Ride Solutions Budget	
Expenses	FY 2016-17
RVARC Salaries	\$3,804.00
RVARC Fringe Benefits	\$1,650.00
Insurance	\$0.00
Supplies	\$0.00
Postage	\$0.00
Dues	\$0.00
Printing	\$0.00
Training	\$0.00
Travel	\$0.00
Conferences	\$0.00
Furniture and Equip.	\$0.00
WPWIB Advertising	\$12,492.00
Meetings	\$0.00
Contract Services	\$0.00
WPWIB Subcontract Pay	\$32,936.00
RVARC Indirect Costs	\$2,023.00
Total	\$52,905.00

WPWIB		Subtotals
Salary	9000	\$13,365.00
Fringe	3150	
Indirect	1215	
Danville		\$10,764.05
Salary	8080	
Fringe	2666.4	
Martinsville		\$6,849.85
Salary	5100	
Fringe	1683	
Patrick County		\$1,957.10
Salary	1440	
Fringe	504	

Recommendation: Accept RVARC approved budget.

3. Monitoring Proposal – One proposal was submitted after posting a Request for Proposals 2 times within a 2 month period. JM Consulting, Tazewell, VA submitted a proposal with clear deliverables including the following:

- Conduct quarterly monitoring with the principle focus of the monitoring effort to enhance the quality of service to customers and ensure compliance with WIOA guidelines and regulations;
- Provide a concise monitoring report with appropriate recommendations for improvement;
- Provide training to programmatic staff and contracted providers as needed;
- Research and recommend best practices for programmatic compliance.

April Morefield will be providing the services. Her resume is attached and reference letter from VCCS staff is included after the budget.

The proposed budget is as follows:

Monitoring is estimated to be \$5,400.00 per quarter or \$21,600.00 annually; \$45.00 per hour plus travel per diem, estimated to be 3 weeks per quarter.

Travel is estimated to be up to \$20,000.00 annually. After speaking with April Morefield yesterday, travel is more likely to be 3 weeks the first quarter as she would monitor all areas. Thereafter, it would be 1 week per location.

Training and consulting is at \$45.00 per year with an estimate of 150 hours with an annual cost of \$6,750.00

Total proposed annual budget is \$48,350 with a cost savings of \$20,000 over hiring a full time staff member.

Recommendation: Award Monitoring Contract to JM Consulting for 1 year with option to renew for 2 additional years with the approval of the Executive Committee contingent upon satisfactory outcomes.

April Morefield

P.O. Box 415 Tazewell, VA 24651

(276) 971-7430

aprilmorefield@gmail.com

Education:

MBA, Specialization in Human Resource Management, King University, 2013

B.S. Business Administration, UVA Wise, 2000

Awards and Leadership Development:

2013 Tri-Cities Business Journal "40 Under Forty" Business and Community Leadership Award

2013-2014 LEAD Russell County Program Graduate

2014-2015 LEAD Bristol Program Graduate

2016 LEAD Tazewell Program Participant

Professional Associations and Boards:

Vice President, Society for Human Resource Management Appalachian Chapter of the Virginias

Former Chair, New Opportunity School for Women, Bluefield College

National Member, Society for Human Resource Management (SHRM)

Cabinet Member, Russell County United Way

Local Member, Society for Human Resource Management North East Tennessee Chapter

National Member, National Association of Workforce Development Professionals

National Member, National Coalition for the Homeless

SAT Proctor, Virginia Highlands Community College

Business Speaker and Presenter, UVA-Wise Technology Development Center

Former Board Member, UVA Wise Technology Development Center

Professional Experience

Interim Director, New Opportunity School for Women Bluefield College- 2/2015 to 9/2015

Bluefield College – Bluefield, VA

(Position held in conjunction with position below)

The New Opportunity School for Women's (NOSW) mission is to improve the financial, educational, and personal circumstances of low-income, middle-aged women in the Appalachian region.

Responsible for planning, budgeting, fundraising, and recruitment for program.

- Developed regional partnerships to build relationships and referrals
- Spoke regionally to promote program and recruit women throughout year
- Wrote grants during session to secure 12,000 in funds for program
- Organized and hosted graduation ceremony
- Created schedule for three-week session and secure teachers
- Reviewed budget and tracked expenditures
- Maintained follow-up for program
- Developed worksites for participant's employment

Compliance Officer- 5/2012 to Present

Southwest Virginia Workforce Investment Board -- Lebanon, VA

The Workforce Development Board provides oversight to the Workforce Development Programs as well as develops workforce training programs in partnership with local businesses

Implements policies and procedures to ensure contractual, fiscal and operational compliance with all local, state and federal Department of Labor WIOA grants management, reporting policies and procedures. Oversees the programmatic, fiscal, and administrative functions of program operators in accordance with DOL and state regulations; coordinates and interfaces with local, state and federal agencies, sub grantees, and ensures compliance with all laws, policy, and regulations in use of grant funds. Develop, initiate, and revise policies to prevent illegal, unethical, or improper conduct.

- Reviews, analyzes and remains current on all federal regulations, state laws and administrative requirements for multiple local, state and federal grants related to WIOA
- Monitor WIOA Adult, Dislocated Worker and Youth Programs in programmatic, financial, and administrative areas.
- Conduct American with Disabilities Act and Equal Employment reviews
- Formulates appropriate internal operating, fiscal policies, and HR procedures for program operators; reviews new policies that relate to funding grants and supervises the implementation of those policies.
- Assists Executive Director on special grant implementation to include instruction on internal procedures, funding agency compliance, assistance with all financial transactions, and administration processes related to funded awards.
- Monitor and review contract/subcontract operations and enforce compliance of Federal DOL requirements.
- Communicate changes in federal, state or local guidelines to program operators.
- Review Virginia Workforce System data for accuracy by performing regular system record reviews during programmatic reviews.
- Create CAP reports for program operators in compliance with state reporting requirements.
- Maintain working relationship with state officials and attend state meetings to remain proactive on workforce development issues across the state.

Operations Officer- 6/2011 to 5/2012

Southwest Virginia Workforce Investment Board -- Lebanon, VA

Responsible for overall daily business operations as well as internal control and procedures.

Managed monthly expenditure report and processing of bills. Served as liaison to local board members.

- Developed HR related policies for program
- Recruited board members from surrounding SWVA communities
- Assisted with development of community projects to promote programs
- Developed and managed social media sites

HITE Grant Coordinator- 11/2010-6/2011

Southwest Virginia Workforce Investment Board -- Lebanon, VA

- Coordinated two million dollar governmental healthcare grant, Health Information Technology Education
- Enrolled over 300 individuals in partnership with local area community colleges
- Promoted and marketed HITE grant by visiting healthcare provider offices in SWVA
- Met with local managed healthcare systems throughout VA, KY, and TN to create

- and develop incumbent worker training.
- Tracked grant expenditures and reported quarterly to DOL

Director of Spa Services- 03/2006-9/2006

Martha Washington Inn- Abingdon, VA

Local Historical Hotel and Spa

- Directed and managed new business within resort.
- Responsible for all human resource activities including recruitment ads, interviewing, hiring, compensation, scheduling, strategic planning, talent management, performance evaluations and succession planning.
- Developed and implemented new spa services to increase revenue
- Created monthly analytical reports to reflect and chart growth and profitability
- Created marketing strategies to improve growth and profitability resulting in increased sales
- Significantly reduced payroll by implementing practices set forth by management and team collaboration efforts

Marketing Analyst- 07/2004-03/2006

K-VA-T Food Stores, Inc. - Abingdon, VA

Local Grocery Store Chain

- Monitored store competitor formats and evaluated market share of Food City in comparison with other major competitors
- Followed customer trends and purchasing on a store by store basis
- Compiled information and provided weekly reports
- Analyzed data to determine customer spending patterns
- Inter-departmental and multi-departmental communications with analysis results

Check Processing Center Supervisor 09/2002-07/2004

K-VA-T Food Stores, Inc. - Abingdon, VA

- Responsible for workflow and submittal of checks received from 76 Food City stores to Federal Reserve Bank of Nashville
- Oversaw daily process in department including encoding, sorting, processing, and preparing deposit.
- Immediate supervisor with duties including scheduling and performance evaluations
- Monitored checks and balances of all checks received as well as finding and making adjustments and notified proper authorities in accounting

Youth Workforce Development Specialist- 12/2000-08/2002

People Inc. - Abingdon, VA

Community Action Agency, Workforce Development programs division

- Managed caseload and found employment for economically disadvantaged at risk youth
- Completed intake and eligibility with participants in compliance with federal and state policies
- Active member of Washington County Transitional Team and Needs Advisory Board
- Created fifteen worksites within Bristol and Washington County for youth to be employed
- Employed ninety percent of clients that were economically disadvantaged with barriers
- Created Workforce Development Slogan and monthly newsletter



May 1, 2016

Southwest Virginia Workforce Development Board

RE: Letter of Recommendation for April Morefield

It is with full confidence that I recommend April Morefield for the Executive Director position. I believe that April possesses the right kind of knowledge and experience that would be required for this position. She has a full, comprehensive understanding of all the key elements involved in building a successful workforce program.

As a State Workforce Compliance Monitor, I first met April while monitoring the Southwest Virginia WIA program. Over time, I've had the privilege of working with April both in her monitoring role as well as her role in assisting the prior Executive Director, Darrell Blankenship. April has expressed interest—and followed through—with both learning and sharing of best practices, collaboration and relationship building with other local monitors and WDB directors throughout the state, and improving her skills and knowledge through additional training.

I highly recommend April for this position knowing that she will bring professionalism, knowledge and integrity to the table. April has a great desire to improve the workforce skills and general well-being of the Southwest Virginia citizens and maintains a high standard of professionalism in all that she does to seek local improvements in the program.

There is no doubt in my mind that April has everything it takes, and more, to be a very successful Executive Director.

Sincerely,

A handwritten signature in blue ink that reads 'Deirdre McGuirl'.

Deirdre "Dee" McGuirl
Workforce Compliance Monitor
Virginia Community College System
Workforce Development Services
Phone: (804) 819-1666
Email: dmcguirl@vccs.edu

From: Vicki Tanner vtanner@vccs.edu
Subject: LWDA EO Officer
Date: April 5, 2016 at 7:19 AM
To: ebreimann@wlaone.com
Cc: Deirdre McGuire DMcGuire@vccs.edu

April,

Now that Darrell is gone, the SVWDB must appoint a new WIOA Equal Opportunity Officer for the area. My initial thought or recommendation would be that you are appointed the EO Officer. The role aligns well with your compliance duties and allows for you, as the compliance officer, to have a complete picture of workforce center and service provider compliance with federal requirements. The combination of the two compliance roles would also allow the new interim director the freedom to focus on other matters.

The new EO Officer must go through some training and be aware of the EO related responsibilities mandated by the federal government. I recommend reviewing VWL 15-04 WIOA Methods of Administration and the attached nine elements to provide you with information on the EO and Non-discrimination requirements outlined in WIOA.

We do not have formal training on WIOA Methods of Administration to offer at this point. I will require your new EO Officer complete the webcast training offered by Title VI Consulting-
<http://www.titleviconsulting.com/>.

- Compliance with Section 188 of the Workforce Innovation and Opportunity Act
- Compliance with Title VI of the Civil Rights Act of 1964
- Conducting Discrimination Complaint Investigations in Federally-funded Programs and Activities

The webcasts are convenient, cost-effective and quite informative. I have completed this training and have required other local EO officers to complete this training as well. I also recommend your EO officer sign up for the monthly e-mail updates for EO officers.

I hope this information is helpful. I am available if you have additional questions.

Vicki M.Tanner, MPA
Compliance Monitoring Manager
Workforce Development Services
Virginia Community College System
Arboretum III
300 Arboretum Place, Suite 350
Richmond, VA 23236
phone: 804-819-1682 | fax: 804-819-1699 | online: <http://www.vccs.edu>



4. America's Promise Grant – Requests for WPWIB support have been submitted by two entities:

a. Goodwill of the Valleys in collaboration with the Workforce Development Boards from the Roanoke area (Covington, Roanoke, Salem, Alleghany, Botetourt, Craig, Franklin) and the New Rivers-Mount Rogers area (Bristol, Galax, Radford, Bland, Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Smyth, Washington, Wythe) and the WPWIB. Identified partners in our region include Patrick Henry Community College.

b. Danville Community College in collaboration (as identified by DCC as primary partners) the Region 17 WIB, economic development officials in the DCC service region, and industry partners.

Narratives from Goodwill and DCC are immediately following this narrative.

America's Promise Grant aims to build on the Workforce Innovation and Opportunity Act (WIOA) by developing a sector-based career pathway training program in order to create a pipeline of skilled workers to help employers fill existing job openings and meet job needs for expansion. The overall goal of the program is to meet the needs of businesses and workers by delivering quality employment outcomes that are cost-effective and scalable, driving the workforce system toward effective change for industry and economic growth in the region. Therefore, it is imperative that the workforce system, training providers, economic development, and industry align to maximize federal, state, and local funds and minimize duplication of effort.

Program Priorities:

- Develop and expand regional partnerships
- Increase opportunities for all Americans
- Develop an innovative, cost-effective, evidenced-based education and job training program
- Leverage and align additional resources

Problems to be addressed during the four-year project period:

- Low-skilled workers, low-literate and numerate unemployed adults, and adults with barriers are underserved by training programs leading to skilled jobs with family sustaining wages.
- Traditional training programs are not conducive, effective, or affordable for the low-skilled worker, low-literate and numerate adult, or adult with barriers.
- Lack of communication among service providers creates a duplication of effort, gaps in services, ineffective use of funding sources, and extra burden on the low-skilled worker, low-literate and numerate unemployed adult, and adult with barriers.
- Lack of business engagement prohibits training programs from providing essential skills needed by employers and participants from transitioning directly into employment ready and able to work.
- Open-source curricula is offered on numerous platforms, are difficult to navigate, and is directed toward an instructor in a more traditional environment.

The Proposed Solution: Creation of a **Regional Workforce Collaborative** that will use data and technology to enhance communication as well as develop and expand partnerships in order to increase opportunities for the people in the region by providing an innovative career pathways training program that builds a pipeline of skilled workers to help employers fill existing job openings and meet job needs for expansion as well as enable the region to capitalize on the development of more value-added industries.

Target Population: Unemployed, Underemployed, Dislocated Workers, Incumbent Workers, Disadvantaged populations, Under-represented populations in the targeted industry, and other populations with training and employment barriers (e.g. long term unemployment, limited English proficiency, disabilities, prior criminal conviction, or other barriers)

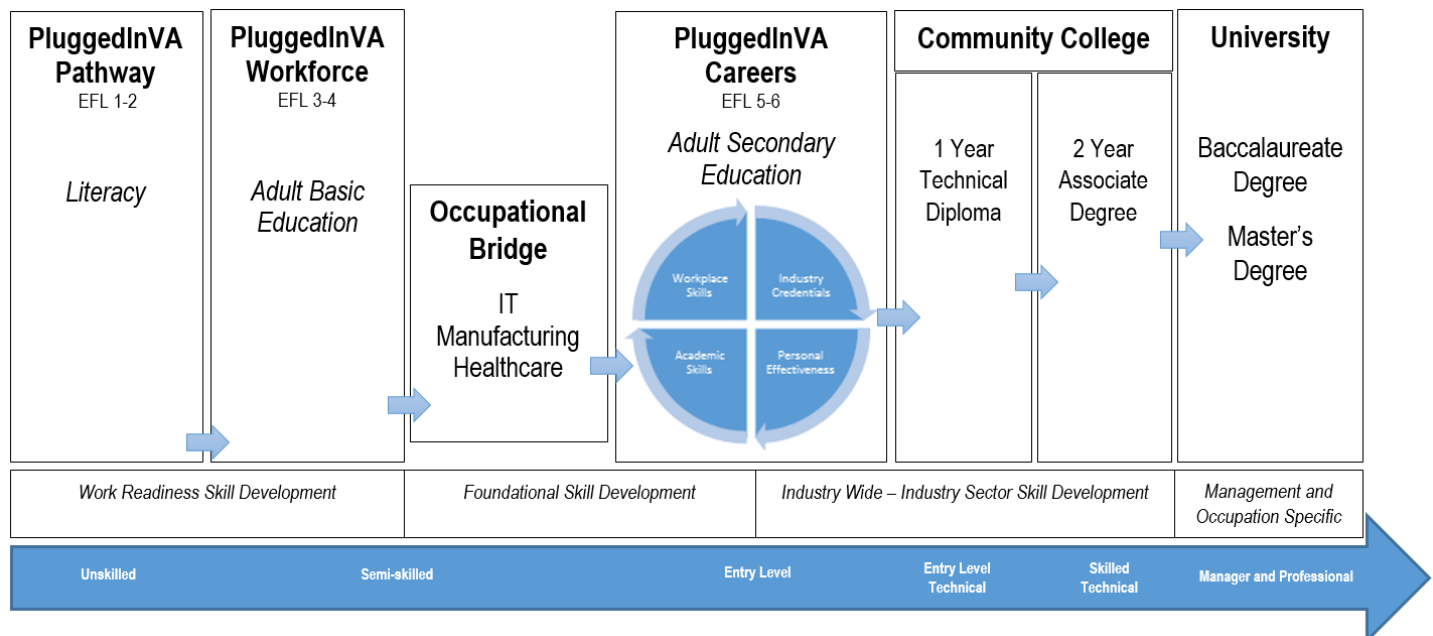
Target Number to be served in the multi-jurisdictional region over four years: 1,100

Amount of Award: \$6,000,000

Proposed Industries: Manufacturing, Healthcare, Information Technology

Proposed Program Model: The proposed model uses the Department of Labor competencies as a guide to depict the knowledge, skills, and abilities required in an industry or industry sector on which career paths

can be developed. The model also uses research-based best-practices, open source and cost-effective curricula, and blended learning to create a high-quality, comprehensive, competency-based training design to address participant skill needs aligned with industry needs as well as wrap-around services to address barriers to success.



EFL: Educational Functioning Level --

EFL 1-2: Grade Level Equivalent 1-3.9; EFL 3-4: Grade Level Equivalent 4-8.9; EFL 5-6: Grade Level Equivalent 9-12.9

Local Workforce Development Partners: Areas 1, 2, 3, and 17

Role of the WDB's in the Proposal Development: Each Workforce Board will be asked to take leadership in securing commitments from local business and industry. A minimum requirement of five employers per industry is required. Goodwill will supply a sample commitment letter template for WDB's to use. The DOL will evaluate the application by the level and quality of employer involvement.

WDB's will be asked to contribute their knowledge, provide input on the budget, and review the proposal to ensure that the proposed project will satisfactorily meet the demands of local business and industry.

Proposed Impacts:

- **Impact on the Individual and Family:** Low-skilled people with barriers will have opportunities to develop their skills, earn credentials, increase their earning potential, and prepare for and transition into employment in occupations with livable wages.
- **Impact on Business and Industry:** Employers will have access to skilled employees to remain competitive and grow.
- **Impact on the Economy:** Skilled workers will contribute to the economy and allow the region to capitalize on the development of more value-added industries.

For additional information or clarification, contact: Jenny Bolte, Sr. Director of Program Development, Goodwill Industries of the Valleys (540) 581-0620 ext. 104; (540) 266-4437; jbolte@goodwillvalleys.com

Agenda Item 5b.
Danville Community College Promise Grant Narrative

America's Promise Job Driven Grant Program
Meeting Notes from 7.5.16 – Grant Team Meeting #1

Meeting Attendees: Bruce Scism, Debra Holley, Jeff Arnold, Jimmie Tickle, Troy Simpson, Steve Carrigan, Val Tensen

Based on the team's discussion, the following is a draft of the team's initial thoughts on program development:

Danville Community College will apply for workforce training funds from the Department of Labor's America's Promise Job Driven Grant program. The grant is due in mid-August.

Under this funding, the college will provide training to between 175 and 355 workers during the four-year life of the grant for a budget between \$1M and \$2M (funding level 1). The project will target IT fields -- preliminary targets include (1) database administration, (2) computer programming, (3) cybersecurity, (4) medical informatics (nurses or other healthcare professionals) and (5) industrial networking (e.g., learning robotics/programming in MeasureLink, etc.). Targeting these fields aligns with the region's strategic economic development strategy.

Primary partners include the Region 17 WIB, economic development officials in the DCC service region, and industry partners. To establish credibility for the program, the grant team will initially recruit high-profile industry partners, such as Noblis and Microsoft, to sign on to provide extensive input and direction regarding program content (these partners will determine how to design the program to best meet industry needs). The SPTC (and member companies) will also be a primary industry partner and may be able to provide strong support in curriculum development. The Launch Place will be a key partner, particularly in terms of recruiting potential industry partners from the RTP area.

The strategy involves using DCC's new CyberSecurity program as well as DCC's Capstone Manufacturing program as models for development of the proposed DoL program (called "XYZ program" for this narrative). Key points in those two models that will be incorporated into the proposed XYZ program include:

CyberSecurity:

- Stackable credentials model to build IT pipeline
- Online synchronous video classes

Capstone:

- Stackable credentials model
- Third-year level of advanced training
- Realistic, fully-equipped, state-of-the-art data center (i.e., the IT equivalent to a manufacturing work flow cell that is the model in the Capstone Manufacturing program).

XYZ will provide multi-level stackable credentials. Such coursework will prepare students to test for valuable industry credentials from leading organizations such as Cisco, CompTIA, Microsoft, etc. Early assessments help identify the most ideal career pathways for participants. Students who exhibit IT competencies are fast-tracked to early program completion.

Program entry points begin at the foundational level (i.e., high school graduates, referrals from WIB/Goodwill/ABE, etc.). There will also be entry points at other levels of the program, thus enabling students to jump in at a level that best meets their experience, knowledge, and needs (including incumbent workers). Students will have the ability to earn various career studies certificates (CSC's), which can be built upon to lead to an AAS degree or program diploma. Students can then move into the third year of training to learn advanced skills that will qualify them for H-1B types of IT jobs. Third-year training may also provide specializations in entrepreneur studies, or connect to the new Project Management CSC that DCC's Business Administration department now offers.

DCC will work with Averett University to develop an articulation agreement that will enable graduates of the IT Capstone program to earn a four-year degree from Averett, possibly in business or business management, through taking an additional 30 to 40 credit hours of coursework at Averett (via an accelerated-type program such as Averett's ACE program).

All, or a significant portion of, coursework and supporting educational materials developed for the XYZ program will be made available as OER, which will expand DCC's reach. A good model for course sharing and credential award with other colleges is to use a cost-sharing model whereby the student's "home college" gets 1/3 of the tuition paid to DCC.

Although all coursework will be available as OER, classes may be delivered in a variety of ways, including traditional classroom approaches, online self-paced coursework, and/or virtual classroom approaches (or a combination of all three). DCC's CyberSecurity program (newly developed in partnership with the NSA) is a good model of the virtual classroom. Using this method, classes are scheduled into a recurring timeslot (the same as a traditional "in person" class). Synchronous video enables all students and the teacher to see each other and communicate in real time with each other from remote locations. Students who cannot attend a particular class can go back and review the classroom proceedings via video after the fact, and teachers (or teaching aides) have "office hours" during other times of the week when they are available in person or via video to meet with or assist students.

DCC will likely apply for this grant as a single educational entity. However, DCC is considering adding an out-of-state educational partner, such as, for example, Volunteer State Community College in the Nashville area. VSCC has an outstanding program in informatics, as well as computer networking that XYZ program could potentially leverage. In addition, because of its presence in a large metropolitan area, VSCC could potentially help draw in big-name industry partners, particularly from the healthcare field.

XYZ partnership with industry may also include paid work-based learning experiences for students, such as OJT, internships, or apprenticeships.

While the program guidelines prohibit providing funds to high school students, it does encourage building bridges to link K-12 students to this program. Thus, the team is considering developing an IT lab in the space at Pittsylvania Career & Technical Center that was previously used in the masonry program there. This would enable the XYZ program to provide afternoon and evening courses to adult learners, and high school students would benefit in gaining access to the lab during the day, where they could work toward completing their first year of studies toward credentials in the XYZ program, and then transfer to DCC to complete the remainder of coursework upon graduation from high school.

This program may also provide training to inmates at the Green Rock Correctional Facility in Chatham who are participating in college-level workforce training through DCC's participation in the Department of Education's Second Chance Pell Experimental Sites Initiative program.

Budget areas for which specific dollar figures need to be calculated are as follows:

- Program Director/Grant Manager
- Adjunct Faculty
- Program Aides
- Curriculum development
- Web site and marketing materials
- Online platform (if necessary) to host OER
- Professional development for faculty and, as necessary, other team members
- Travel (particularly if we include an out-of-state partner)
- Equipment (both at DCC as well as a potential off-site lab location)
- Materials & supplies
- Indirect rates

5. Youth In School Award Recommendation – The Selection Committee for the Youth In School Program met July 18th and reviewed the 2 proposals received for year round Youth in School programming. The Selection Committee scored Goodwill Industries of the Valleys highest in comparison to Patrick County Public Schools for the Patrick County geographic area. Goodwill Industries of the Valleys was the only proposal received for the Martinsville, Henry County, Danville and Pittsylvania County geographic areas.

After discussion, the Selection Committee unanimously selected Goodwill Industries of the Valleys as the In School Youth provider for all geographic areas in the region including Patrick County with the proposed budget of \$183,752.00. The Selection Committee requested that Goodwill considered working in partnership with Patrick County Public Schools to fulfill the contract.

The proposed budget immediately follows this narrative.

West Piedmont 2016 RFP Budget Sheet

Detailed Expenditures		Youth					
Target		\$	101,064.00	\$	64,313.00	\$	18,375.00
OPERATING		Danville-Pittsylvania County Youth		Martinsville-Henry Youth		Patrick Youth	
Personnel							
Salary (provide breakdown of positions and costs on separate sheets)		\$	5,039.00	\$	4,563.00	\$	476.00
Benefits		\$	1,184.00	\$	1,072.00	\$	112.00
Printing		\$	500.00	\$	200.00	\$	100.00
Outreach		\$	1,000.00	\$	500.00	\$	200.00
Postage		\$	200.00	\$	50.00	\$	25.00
Telephone		\$	550.00	\$	350.00	\$	100.00
Office Supplies		\$	300.00	\$	150.00	\$	50.00
Lease		\$	6,979.00	\$	4,988.00	\$	1,436.00
Travel		\$	1,700.00	\$	800.00	\$	250.00
Background/Drug Testing							
Professional Development		\$	200.00	\$	100.00	\$	100.00
Management Fee							
Indirect (can only be charged for salaries and benefits)							
Total Operating		\$	17,652.00	\$	12,773.00	\$	2,849.00
PARTICIPANT SERVICES							
Personnel							
Salary (provide breakdown of positions and costs on separate sheets)		\$	31,000.00	\$	24,800.00	\$	6,200.00
Benefits		\$	7,285.00	\$	5,828.00	\$	1,457.00
Need Related Payments /Supportive Services (not counting towards 40% training requirement)							
TRAINING (Note: 20% of funds must be spent on work experiences)							
Occupational Skills Training		\$	13,200.00	\$	3,312.00	\$	2,369.00
On-The-Job Training							
Individual Training Account (ITA)							
Customized Training							
Youth Work Experiences		\$	23,000.00	\$	13,000.00	\$	3,700.00
Contractual Training Services							
Transitional Jobs							
Registered Apprenticeship							
Incumbent Worker							
Remedial/Pre-vocational Services		\$	2,000.00	\$	750.00	\$	250.00
Youth Incentives		\$	2,000.00	\$	1,250.00	\$	500.00
Books, Fees, Travel, Materials & Related Tools and Uniforms (Supportive Services)		\$	3,726.00	\$	2,000.00	\$	750.00
Assessments , Licensing and Certification Tests		\$	1,201.00	\$	600.00	\$	300.00
Total Training		\$	45,127.00	\$	20,912.00	\$	7,869.00
Total Implementation		\$	55,937.00	\$	43,401.00	\$	10,506.00
Total Cost		\$	101,064.00	\$	64,313.00	\$	18,375.00