

**WPWDB Meeting Agenda**  
**December 16, 2019 • 4:00 p.m.**  
**Workforce Center Conference Room**  
**233 W. Commonwealth Blvd., Martinsville, Virginia**

**Agenda**

**Welcome/Call to Order**..... Adam Wright, Chair

**Roll Call** (27 total, need 14 for quorum) .....John Parkinson, Secretary/Treasurer

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Adam Wright    | <input type="checkbox"/> John Parkinson    | <input type="checkbox"/> Sharon Barksdale |
| <input type="checkbox"/> Brian Wilson   | <input type="checkbox"/> Julie Brown       | <input type="checkbox"/> Stacey Wright    |
| <input type="checkbox"/> Corrie Bobe    | <input type="checkbox"/> Mark Powers       | <input type="checkbox"/> Teresa Fontaine  |
| <input type="checkbox"/> David Collins  | <input type="checkbox"/> Marsha Mendenhall | <input type="checkbox"/> Tim Clark        |
| <input type="checkbox"/> Debra Buchanan | <input type="checkbox"/> Monica Mosley     | <input type="checkbox"/> Tom Davis        |
| <input type="checkbox"/> Dick Ephgrave  | <input type="checkbox"/> Rebecca Adcock    | <input type="checkbox"/> Tom Fitzgibbons  |
| <input type="checkbox"/> Donna Higdon   | <input type="checkbox"/> Rhonda Hodges     | <input type="checkbox"/> Tora Terry       |
| <input type="checkbox"/> Jim Daniel     | <input type="checkbox"/> RJ Weaver         | <input type="checkbox"/> Tory Shepherd    |
| <input type="checkbox"/> John Moody     | <input type="checkbox"/> Robin Ferguson    |   |
|   | <input type="checkbox"/> Shannon Hair      |   |

**Welcome Guests**.....Adam Wright, Chair

**Call for Public Comment** .....Adam Wright, Chair

**Items for Approval:**

- Minutes September 30, 2019 ..... p 3-4
- Finance Reports through October 31, 2019 ..... pp 5-12

**Consent Agenda:**

- Approval of 990 Tax Return .....
- Approval of Policy Revision ..... pp13-35
- Approval of New Training Program ..... pp36
- Approval of Transfer Funding Request ..... p 37

**Old Business**

**New Business**

**Committee Reports**

- Business Engagement..... Rhonda Hodges
- Youth Council..... Dick Ephgrave
- Quality Assurance..... Teresa Fontaine
- Special Populations..... Brian Wilson

**Updates:**

- Performance Update ..... Natalie Hodge
- Board Chair Update ..... Adam Wright
- Interim CEO Update ..... Guy Stanley

**Closed Session ..... Adam Wright**

**Go into Closed Session:** The closed session is to discuss personnel matters. The session is in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711{A) - Closed Meeting, the following: Personnel matters as authorized by Subsection 1

Entertain a motion for this effect (Chairman)

Call roll (John)

Vote

**Reconvene Open Session:** The closed session was to discuss personnel matters. The session was in accordance with the Code of Virginia, Title 2.2, Chapter 37, FOIA, Section 2.2.-3711{A)- Closed Meeting, the following: Personnel matters as authorized by Subsection 1

Entertain motion to this effect (Chairman)

Call Roll (John)

Vote

**Save the Date:** The next meeting is scheduled for Monday, March 30, 2020

**Adjourn**

**West Piedmont Workforce Development Board Meeting**  
**Minutes**  
**September 30, 2019**

Present: Adam Wright, Brian Wilson, David Collins, Dick Ephgrave, Donna Higdon, John Moody, John Parkinson, Julie Brown, Mark Powers, Monica Moseley, Rebecca Adcock, Rhonda Hodges, Robin Ferguson, Sharon Barksdale, Stacey Wright, Teresa Fontaine, Tim Clark, Tom Davis, Tom Fitzgibbons, Tora Terry, Tory Shepherd

Guests Present: Natalie Hodge (Ross), Lucius Chandler (VEC), Kimberly Mcivor (VEC), Donna Martin (DARS)

Staff Present: Guy Stanley-Interim CEO, Tyler Freeland, Robbin Hall, Robbie Knight, Lavinia Wingfield,  
Jael Membreno

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Adam Wright, Chairman, called the meeting to order at Martinsville One Stop Center, Martinsville, VA. Roll was called and quorum was established with 21 in attendance. Mr. Wright asked Mrs. Hall to introduce all guests present. Mr. Wright welcomed all and called for public comment. There being none he proceeded to go into closed session to discuss personnel matters. Mr. Davis made a motion to go into closed session; Ms. Brown seconded; the motion passed unanimously. The staff vacated the meeting. A motion to reconvene open session was made by Mr. Clark; Ms. Wright seconded; the motion passed unanimously. Staff were invited to return.

Mr. Wright stated, "We wish Mr. Bencini well with his future endeavors as we continue to build collaboration among our partners and community organizations in preparing our workforce for careers."

Mr. Wright asked the Board members to review the minutes attached for June 3, 2019. Ms. Brown made a motion to approve the minutes; Ms. Fontaine seconded the motion; the motion passed unanimously.

Mr. Stanley, Interim CEO, presented the financial reports. Ms. Brown asked if they had been reviewed by Finance Committee. Mr. Stanley explained that with the newly revised bylaws there is no Finance Committee and the Executive Committee now reviews the financial reports as well as the Board Treasurer. Mr. Ephgrave made a motion to approve the financial reports; Mr. Wilson seconded; the motion carried unanimously.

Mr. Stanley presented the Budget for PY 19-20 explaining the notice of obligation amount and the amount set aside for Ross, the contractor for Adult, Dislocated Worker, and Youth services. He explained the amount set aside for the administrative budget is 10% of the NOO and the carryover amounts. The total amount set aside for Ross including the NOO amount plus carryover is \$1,225,000. The WIB team and Ross collaborated to reach this budget. Ms. Wright asked the status of grants. Mr. Stanley explained that we received two denials this week, but one we can reapply. The Pathways grant could be extended for a fifth year. We hope to find out soon. He explained that staff are working to submit and follow up on grants; however, they should be used to supplant the budget. Ms. Hodges made a motion to approve the Budget for PY 19-20; Mr. Ephgrave seconded; the motion passed unanimously.

Mr. Stanley presented the revised CLEO/WPWDB Agreement, which outlines the duties of each, explaining that it had not been updated since 2011. He explained that the Consortium Agreement had been revised as well and that the CLEOs approved it at their last meeting on September 19, 2019. Ms. Brown asked how the CLEO/WPWDB Agreement is different from the Consortium Agreement. Mr. Stanley asked Mrs. Hall to explain and she proceeded to explain that the Consortium Agreement is an agreement between the locales represented to establish their partnership and support of the local Workforce Development Board. The CLEO/WPWDB Agreement establishes the partnership and outlines the duties and responsibilities of the local elected officials and the board. Mr. Parkinson made a motion to approve the CLEO/WPWDB Agreement; Ms. Fontaine seconded; the motion passed unanimously.

Mr. Stanley presented the revised Fiscal Agent Agreement, which had not been updated since 2007 and the state audit recommended that it be revised. The agreement includes a decrease in fiscal agent fee that Pittsylvania County agreed to since our budget has been cut over the last three years and with the addition of the Finance Director, she has picked

up more of the accounting duties. Mr. Fitzgibbons made a motion to approve; Ms. Wright seconded; the motion passed unanimously.

Old business addressed the new committee structure. Mr. Stanley presented the committees and members of each as previously approved in March. He explained that if anyone wanted to join a committee to let us know. Mr. Fitzgibbons volunteered to join the Business Engagement committee. Ms. Hodges made a motion to approve; Ms. Ferguson seconded; the motion passed unanimously.

New business addressed the Hiring Process for the CEO since Mr. Bencini resigned effective September 19, 2019. Mr. Stanley explained the process as presented. Holly Stanfield, HR Manager for Pittsylvania County, has agreed to receive resumes. Ms. Wright asked if the job description is written. Mr. Stanley replied affirmatively and told her that it would be posted on our website. He announced that the Selection Committee will consist of: John Parkinson, Sharon Barksdale, Teresa Fontaine, Shannon Hair, Rebecca Adcock, and Tora Terry. Mr. Moody asked why there was six members on the selection committee stating usually it is an odd number. Mr. Stanley explained this committee is representative of our service area as well as public and private employers. Ms. Higdon asked if reference checks, background and credit checks would be completed on the final candidate. Mr. Stanley replied that these are required on all new hires. Ms. Wright made a motion to approve; Mr. Ephgrave seconded; the motion passed unanimously.

Ms. Hodge with Ross gave a performance update stating that Adult enrollments are up due to TANF grant. Antonio Logan, One Stop Coordinator, explained that the Ross team is working hard to make services in all centers consistent. A retail bootcamp training will be launched in anticipation of the upcoming seasonal retail jobs. NCRC tests are being administered at the centers and the result has been an increase in certifications. ACT has re-accredited us as a work ready community. Center traffic is at a decrease now due to the holidays, but come first of the year, it will pick up due to IKEA and Kimball rapid response events.

Committee reports yielded no reports for Business Engagement, Quality Assurance, and Special Populations. The Youth Committee had a directional meeting two weeks ago and are exploring opportunities to help Youth with their barriers. Mr. Wright asked if any of the partners had updates or success stories to share. Ms. Hodges with PHCC reported on Programs, Progress, and Partnerships and the seed fund grant from Harvest. She also reported that Fast Forward is a short-term program offering credentials in healthcare careers. PHCC has also started a precision machining co-op program for Smart Machines. She thanked Robbie Knight, Business Services Manager, for help in job match and conveyed that the program has expanded to Patrick County and the Advanced Manufacturing mobile lab. Mr. Wright thanked Mr. Knight.

Mr. Parkinson with Drake Extrusion, gave a shout out to Mr. Knight for recruitment with job fairs. He encouraged those employers who are expanding to contact Mr. Knight for help.

Mr. Wright congratulated Ms. Brown on her appointment to the National Association of Workforce Boards (NAWB). Ms. Brown stated that there is no process in bylaws to elect Vice Chair and Secretary/Treasurer. She asked that a selection process be presented at the next meeting for Board approval. Also, need a process for the Board Officers to follow if the CEO is in violation of a Group 3 offense and has to be discharged immediately.

The next meeting is scheduled for Monday, December 16, 2019 at 4:00 p.m. at Virginia Career Works - West Piedmont, Martinsville Center.

Mr. Wilson made a motion to adjourn; Mr. Parkinson seconded; the motion passed unanimously. The meeting adjourned at 5:20 p.m.

**West Piedmont Workforce Investment Board**  
**Stmnt of Assets, Liabilities, and Net Assets (Regulatory Body Basis)**  
As of October 31, 2019

	<u>Oct 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Pitts. Co. (Donations)	100.00
Stifel Nicolaus (NAP)	212.08
Total Checking/Savings	<u>312.08</u>
Accounts Receivable	
AIR-Rent & Shared Costs	
CRP-Martinsville	2,138.57
OARS-Danville	3,539.54
OARS-Martinsville	14,762.12
DCC-Danville	557.79
DOE-Martinsville	380.16
DPS-Danville	84.72
Goodwill-Martinsville	0.24
PCCA-Danville	15,206.00
PHCC-Martinsville	1,458.68
SAAA-Danville	79.68
STEP-Martinsville	153.00
VEC-Danville	9,401.23
VEC-Martinsville	40,043.60
Total AIR-Rent & Shared Costs	<u>87,805.33</u>
AIR - Pathways Grant	7,587.15
AIR - TANF Grant	17,724.19
AIR - VCCS PY 18	86,429.43
AIR - VCCS PY 19	37,616.57
Grant Rec.-America's Promise	10,590.19
Grant Rec.-TANF Grant	140,122.32
Grant Receivable 2018/2019	57,325.36
Grant Receivable 2019/2020	1,271,153.47
Total Accounts Receivable	<u>1,716,354.01</u>
Total Current Assets	<u>1,716,666.09</u>
<b>TOTAL ASSETS</b>	<u><u>1,716,666.09</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Def. Rev.-America's Promise	
WPWIB	18,177.34
Total Def. Rev.-America's Promise	<u>18,177.34</u>
Def. Rev. - TANF Grant	157,846.51
Deferred Revenue 19-20	
Def. Rev.-Admin 19-20	91,932.18
Def. Rev.-Adult 19-20	
D-PC	210,646.76
D-PC One Stop	26,342.20
IWT Training	30,000.00
M-HC	110,524.50
M-HC One Stop	16,419.86
Other Operational	65,969.76
Pat. Co.	30,324.10
Pat. Co. One Stop	5,650.67

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework

**West Piedmont Workforce Investment Board**  
**Stmnt of Assets, Liabilities, and Net Assets (Regulatory Body Basis)**  
As of October 31, 2019

	<u>Oct 31, 19</u>
PY 20-21	<u>77,880.38</u>
Total Def. Rev.-Adult 19-20	573,758.23
Def. Rev.-DW 19-20	
D-PC	112,396.31
D-PC One Stop	13,611.07
IWT Training	40,000.00
M-HC	72,942.59
M-HC One Stop	8,577.74
Other Operational	39,152.64
Pat. Co.	23,752.65
Pat. Co. One Stop	2,806.25
PY 20-21	<u>46,409.74</u>
Total Def. Rev.-DW 19-20	359,648.99
Def. Rev.-YIS 19-20	
D-PC	24,241.00
D-PC One Stop	4,266.23
M-HC	15,892.98
M-HC One Stop	2,279.29
Other Operational	116,805.87
Pat. Co.	5,188.47
Pat. Co. One Stop	<u>1,222.56</u>
Total Def. Rev.-YIS 19-20	169,896.40
Def. Rev.-YOS 19-20	
D-PC	99,970.21
D-PC One Stop	11,511.93
M-HC	70,643.81
M-HC One Stop	5,721.00
Other Operational	142,403.39
Pat. Co.	11,834.32
Pat. Co. One Stop	<u>3,009.70</u>
Total Def. Rev.-YOS 19-20	<u>345,094.36</u>
Total Deferred Revenue 19-20	<u>1,540,330.16</u>
Total Other Current Liabilities	<u>1,716,354.01</u>
Total Current Liabilities	<u>1,716,354.01</u>
Total Liabilities	1,716,354.01
Equity	
32000 - Unrestricted Net Assets	671.87
Net Income	<u>-359.79</u>
Total Equity	<u>312.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,716,666.09</u></u>

These financial statements have not been subjected to a compilation engagement, and no assurance is provided on them. These financial statements omit substantially all disclosures required by the Regulatory Body Basis framework

**West Piedmont Workforce-Investment Board**  
**Summary Totals**  
October 2019

	Oct19	Budget	Jul-Oct 19	YTD Budget	Annual Budget	Page#	%YTD Budget	% Annual Budget
Danville/Pitts. Co. Dislocated	19,057.43	11,958.43	31,104.44	47,833.81	143,500.53	5	65.03%	21.68%
June 2019	0.00		1,309.04					
MHC Dislocated	6,147.76	7,617.70	18,469.22	30,470.87	91,411.95	6	60.61%	20.20%
June 2019	0.00		105.10					
Patrick Dislocated	1,196.16	2,160.18	2,169.34	6,640.76	25,921.60	7	25.11%	8.37%
June 2019	0.00		35.50					
Danville/Pitts. Co. OW One Stop	673.04	1,362.18	2,734.75	5,446.72	16,345.62	8	50.19%	16.73%
June 2019	0.00		2.57					
MHC DW One Stop	507.48	859.07	1,731.00	3,436.33	10,308.74	9	50.37%	16.79%
June 2019	0.00		0.22					
Patrick DW One Stop	52.70	261.78	334.77	1,047.12	3,141.01	10	31.97%	10.66%
June 2019	0.00		0.84					
Other Dislocated	5,240.17	7,333.99	21,835.73	29,335.98	88,007.82	11	74.43%	24.81%
<b>Total Dislocated</b>	<b>32,874.74</b>	<b>31,553.33</b>	<b>79,832.52</b>	<b>126,213.59</b>	<b>378,637.47</b>		<b>63.25%</b>	<b>21.08%</b>
Danville/Pitts. Co. Adult	19,868.16	20,536.60	35,791.77	82,146.44	246,438.77	12	43.57%	14.52%
June 2019	0.00		435.00					
MHC Adult	25,437.98	13,093.54	46,597.86	52,374.29	157,121.95	13	88.97%	29.66%
June 2019	0.00		478.06					
Patrick Adult	7,850.89	3,691.56	13,971.93	14,766.32	44,298.13	14	94.62%	31.54%
June 2019	0.00		2.39					
Danville/Pitts. Co. Adult One Stop	1,581.64	2,730.76	6,426.61	10,923.06	32,766.81	15	58.84%	19.61%
June 2019	0.00		6.04					
MHC Adult One Stop	1,212.32	1,712.94	4,135.18	6,851.76	20,555.04	16	60.35%	20.12%
June 2019	0.00		0.50					
Patrick Adult One Stop	128.80	539.10	818.27	2,156.40	6,468.94	17	37.95%	12.65%
June 2019	0.00		2.06					
Other Adult	10,182.49	9,555.12	35,616.26	38,220.48	114,661.41	18	93.19%	31.06%
<b>Total Adult</b>	<b>66,262.28</b>	<b>51,859.62</b>	<b>143,890.43</b>	<b>207,438.75</b>	<b>622,313.05</b>		<b>69.37%</b>	<b>23.12%</b>
Danville/Pitts. Co. Youth In	4,160.10	4,158.02	25,654.51	16,632.14	49,895.44	19	154.25%	51.42%
June 2019	0.00		17.96					
MHC Youth In	4,024.39	2,641.08	15,799.91	10,564.37	31,692.56	20	149.56%	49.85%
Patrick Youth In	621.21	734.45	3,624.69	2,937.88	8,812.88	21	123.38%	41.13%
June 2019	0.00		6.25					
Danville/Pitts. Co. YIS One Stop	1,110.49	731.56	4,512.28	2,926.28	8,778.51	22	154.20%	51.40%
June 2019	0.00		4.25					
MHC YIS One Stop	986.76	470.45	3,365.83	1,881.80	5,645.12	23	178.86%	59.62%
June 2019	0.00		0.40					
Patrick YIS One Stop	99.51	154.60	632.28	618.40	1,854.84	24	102.24%	34.09%
June 2019	0.00		1.59					
Other Youth In	4,377.83	4,360.74	17,770.63	17,442.96	52,328.84	25	101.88%	33.96%
<b>Total Youth In</b>	<b>15,380.29</b>	<b>13,250.90</b>	<b>71,354.66</b>	<b>53,003.83</b>	<b>159,008.19</b>		<b>134.62%</b>	<b>44.87%</b>

**West Piedmont Workforce-Investment Board**

**Summary Totals**

October 2019

	<u>0.119</u>	<u>Budget</u>	<u>Jul -0.119</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>Page#</u>	<u>%YTO Budget</u>	<u>%Annual Budget</u>
Danville Co. Youth Out	8,276.11	12,569.76	50,866.33	50,279.12	150,836.50	26	101.17%	33.72%
June 2019	0.00		581.80					
MHC Youth Out	10,763.17	8,024.33	25,647.86	32,097.38	96,291.49	27	79.91%	26.64%
June 2019	0.00		278.35					
Patriot Youth Out	3,926.12	2,255.03	15,225.85	9,020.15	27,059.83	28	168.80%	56.27%
June 2019	0.00		105.93					
Oanville/Pitt. Co. VOS One Stop	3,365.16	2,098.82	13,673.59	8,395.31	25,185.51	29	162.87%	54.29%
June 2019	0.00		12.84					
IHC VOS One Stop	2,932.12	1,310.21	10,001.37	5,240.87	15,722.36	30	190.83%	63.61%
June 2019	0.00		1.21					
Patrick VOS One Stop	304.44	412.01	1,934.14	1,648.04	4,943.85	31	117.36%	39.12%
June 2019	0.00		4.87					
Other Youth Out	15,138.66	9,141.28	56,115.78	36,565.12	109,695.31	32	153.47%	51.16%
Total Youth Out	44,705.78	35,811.44	174,449.92	143,245.99	429,734.85		121.78%	40.59%
Administration	17,601.03	12,863.24	63,025.77	51,452.96	154,358.30	33	122.49%	40.83%
American Promise Grant	7,579.89	7,918.21	30,340.96	31,672.86	47,509.23	34	95.79%	63.86%
Donations	0.00	0.00	359.98	0.00	0.00	35		
TANF Grant	<u>20,303.62</u>	<u>13,409.11</u>	<u>53,121.23</u>	<u>53,636.46</u>	<u>160,908.87</u>	36	99.04%	33.01%
Total Spending and Budget	204,707.63	166,665.85	616,375.47	666,664.44	1,952,469.96		92.46%	31.57%
American Promise Grant	-7,579.89	-7,918.21	-30,340.96	-31,672.86	-47,509.23			
Donations	0.00	0.00	-359.98	0.00	0.00			
June 2019 Expenses	0.00	0.00	-2,965.35	0.00	0.00			
TANF Grant	<u>-20,303.62</u>	<u>-13,409.11</u>	<u>-53,121.23</u>	<u>-53,636.46</u>	<u>-160,908.87</u>			
Total on Original NOO	<u>176,824.12</u>	<u>145,338.53</u>	<u>529,587.95</u>	<u>581,355.12</u>	<u>1,744,051.86</u>		91.10%	30.37%
				(211,844.80)	C/O given to Ross			
				124,290.12	3 months set aside PY20			
				(127,334.70)	3 months from PY 18			
				(1,602.30)	Admin over budget			
				4,102.00	Increase in NOO (Released Oct)			
				<u>1,531,662.18</u>	matches NOO			



AOULY					
	Contractors	Other Operational			Total
		Regular Other Operational	Incumbent Wkr. Training	Total Other Operational	
6/30/19 balance	70,072.74	119,977.92	-	119,977.92	190,050.66
Set aside for FY 19-20	(70,072.74)	(17,039.07)	-	(17,039.07)	(87,111.81)
NOOFY 19-20	420,649.77	84,661.41	30,000.00	114,661.41	535,311.13
C/O given to Ross	87,000.00	(87,000.00)	-	(87,000.00)	-
Available for FY 6/30/20	507,649.72	100,600.26	30,000.00	130,600.26	638,249.98
Jul actual	(9,482.72)	(5,352.47)	-	(6,352.47)	(15,835.19)
Aug actual	(19,153.44)	(12,118.31)	-	(12,118.31)	(31,271.75)
Sep actual	(23,025.67)	(7,495.54)	-	(7,495.54)	(30,521.21)
Oct actual	(56,079.79)	(10,182.49)	-	(10,182.49)	(66,262.28)
Subtotal	399,908.10	64,451.45	30,000.00	94,451.45	494,359.55
Set aside for FY 20-21	56,715.03	21,165.35	-	21,165.35	77,880.38
Additional amount from NOO (released Oct)	-	1,518.30	-	1,518.30	1,518.30
10/31/19 balance	456,623.13	87,135.10	30,000.00	117,135.10	573,758.23

DISLOCATED WORKER					
	Contractors	Other Operational			Total
		Regular Other Operational	Incumbent Wkr. Training	Total Other Operational	
6/30/19 balance	29,676.86	97,674.66	-	97,674.66	127,351.52
Set aside for FY 19-20	(29,676.86)	(10,546.03)	-	(10,546.03)	(40,222.89)
NOO FY 19-20	217,630.13	48,007.82	40,000.00	88,007.82	305,637.95
C/O given to Ross	73,000.00	(73,000.00)	-	(73,000.00)	-
Available for FY 6/30/20	290,630.13	62,136.45	40,000.00	102,136.45	392,766.58
Jul actual	(5,463.66)	(5,992.50)	-	(5,992.50)	(11,456.16)
Aug actual	(7,399.85)	(7,380.24)	-	(7,380.24)	(14,780.09)
Sep actual	(16,045.44)	(4,676.09)	-	(4,676.09)	(20,721.53)
Oct actual	(27,634.57)	(5,240.17)	-	(5,240.17)	(32,874.74)
Subtotal	234,086.61	38,847.45	40,000.00	78,847.45	312,934.06
Set aside for FY 20-21	34,477.78	12,001.96	-	12,001.96	46,409.74
Additional amount from NCO (released Oct)	-	305.10	-	305.10	305.10
10/31/19 balance	268,494.39	51,154.51	40,000.00	91,154.51	359,648.90

# YOUTH IN SCHOOL

	Contractors	Regular Other Operational	Additional Training	Total Other Operational	Total
6/30/19 balance		106,559.07	-	106,559.07	106,559.07
NOO FY 19-20	93,718.84	52,328.84	-	52,328.84	146,047.68
C/O given to Ross	12,961.20	(12,961.20)	-	(12,961.20)	-
Available for FY 6/30/20	106,680.04	145,926.71	-	145,926.71	252,606.75
Jul actual	(16,973.98)	(2,746.39)	-	(2,746.39)	(19,720.37)
Aug actual	(13,826.30)	(8,043.321)	-	(8,043.321)	(21,869.62)
Sep actual	(11,786.76)	(2,597.62)	-	(2,597.62)	(14,384.38)
Oct actual	(11,024.61)	(4,377.83)	-	(15,402.44)	(26,427.05)
Subtotal	53,090.54	128,161.55	-	128,161.55	181,252.09
Transfer to YOS (other operational budget)	-	(11,822.85)	-	(11,822.85)	(11,822.85)
Additional amount from NOO (released Oct)	-	467.10	-	467.10	467.10
10/31/19 balance	53,090.54	116,805.80	-	116,805.80	169,896.34

# YOUTH OUT SCHOOL

	Contractors	Regular Other Operational	Additional Training	Total Other Operational	Total
6/30/19 balance		115,108.48	-	115,108.48	115,108.48
NOO FY 19-20	28,156.52	109,695.31	-	109,695.31	390,851.83
C/O given to Ross	38,883.60	(38,883.60)	-	(38,883.60)	-
Available for FY 6/30/20	320,040.12	185,920.19	-	185,920.19	505,960.31
Jul actual	(33,804.71)	(9,633.88)	-	(9,633.88)	(43,438.59)
Aug actual	(34,800.79)	(21,645.91)	-	(21,545.91)	(56,446.70)
Sep actual	(19,176.52)	(10,682.33)	-	(10,682.33)	(29,858.85)
Oct actual	(29,567.12)	(15,138.66)	-	(15,138.66)	(44,705.78)
Subtotal	202,690.98	128,819.41	-	128,819.41	331,510.39
Transfer to VOS (other operational budget)	-	11,822.85	-	11,822.85	11,822.85
Prior Yr. Exp. From Disallowed Cost	-	359.98	-	359.98	359.98
Additional amount from NOO (released Oct)	-	1,401.30	-	1,401.30	1,401.30
10/31/19 balance	202,690.98	142,403.54	-	142,403.54	345,094.52

ADMINISTRATIVE

	<u>Contractors</u>	<u>Regular Other Operational</u>	<u>Additional Tralnm1</u>	<u>Total Other Operational</u>	
6/30/19 balance					1,791 75
NOO FV19-20					152,756.00
Available for FY 6/30/20					154,547 75
Jul actual					(17,386.23)
Aug actual					(14,532.83)
Sep actual					(13,505 68)
Oct actual					(17,601.03)
Subtotal					91,521.98
Additional amount from NOO (released Oct)					410.20
10/31/19 balance					91,932.18

Program Year 2018

Adult

Total NOO (m1nJs 10% Admin)	611,534.70
Tr.lining Requirement (40%)	244,613.88
Trammg Spent as of 10/31/19	<u>(244,613.88)</u>
Training needed to spend	
Operational/Non Training (60%)	366,920.82
Operational/Non Training Spent as of 10/31/19	<u>(305,889.30)</u>
Balance	61,031.52

Dislocated Worker

Total NOO (m,nus 10% Admin)	287,253.90
Training Requirement   " ° "	114,901.56
Training Spent as of 10/31/19	<u>(75,698.77)</u>
Training needed to spend	"19,202.79
Operational/Non Training (60%)	172,352.34
Operational/Non Trai::mg Spent as of 10/31/19	<u>(164,036.29)</u>
Balance	8,316.05

MuT/DW Combined

Total NOO (minus 10% Admin)	898,788.60
Training Requirement (40%)	359,515.44
Training Spent as of 10/31/19	<u>(320,312.65)</u>
Training needed to spend	39,202.79
Operational/Non Training (60%)	539,273.16
Operational/Non Tra1n,ng Spent as of 10/31/19	<u>(469,925.59)</u>
Balance	69,347.57

Adult

Total Expenditures as of 10/31/19	550,503.18
Training as of 10/31/19	244,613.88
Training Rate	44.43%

Dislocated Worker

Total expenditures as of 10/31/19	239,735.06
Training as of 10/31/19	75,698.77
Training Rate	31.58%

Adult/DW Combined

Total Expenditures as of 10/31/19	790,238.24
Training as of 10/31/19	320,312.65
Training Rate	40.53%

## Policy Revision Summary:

Quality Assurance Committee discussed and unanimously approved these policies listed below at their meeting on December 4, 2019. The Executive Committee unanimously approved at their meeting on December 12, 2019.

Disallowed Cost Policy- New; required by monitoring

Food and Beverage Limitations Policy - New; required by monitoring

One- Stop Certification - Revised WIA to WIOA

One-Stop Operator Agreement Policy - Revised WIA to WIOA

One-Stop Operator Procurement Policy - Revised WIA to WIOA

Property Acquisition and Inventory Policy - Combined and revised WIA to WIOA

Public Procurement Policy and Procedures- Revised to follow Pittsylvania County

Travel, Safe Driving, Training and Education Policy- Combined and revised WIA to WIOA

Work Permit for Minors Policy- New; required by monitoring

## Disallowed Cost Policy

### Policy:

There are four kinds of costs:

1. Allowable
2. Disallowable
3. Allowable with Conditions
4. Stand-In

Charges are determined by the Finance Director, State and Local Auditors, and the grant explanations.

Costs that are considered Disallowable costs are charges that are not authorized to be paid by the Federal or State Government for a specific program or grant. If a charge is deemed Disallowable the Contractor will make note with the employee that made the purchase as well as the supervisor that approved the charge. Non-WIDA funds will be used for purchases that are not able to be returned with the approval of the Board's CEO.

If an employee is in doubt as to whether a purchase is allowable, check with the Finance Director. The Finance Director will review the OMB Circular, review information from the Department of Labor, Licensing and Regulations, and check with the VCCS.

### Typical Allowable Costs:

- Advertising, Outreach, and Public Relations
- Bonding Costs
- Collection of Improper Payments
- Compensation - fringe benefits
- Conferences - meeting, retreat, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance under the Federal award. May include rental of facilities, speakers' fees, costs of meals, refreshments, and transportation.
- Consultant Fees
- Employee Health and Welfare Costs
- Labor Market Surveys
- Maintenance and Repair Costs
- Materials and Supplies Costs - including costs of computing devices
- Memberships, Subscriptions, and Professional Activity Costs - for membership in business, technical, and professional organizations
- Mobile Aps
- Participant Support Costs
- Professional Services Costs
- Recruiting Costs
- Salaries and Wages
- Security Costs

- Training and Education Costs
- Travel - meals, mileage
- Website Development

**Disallowable Costs:**

- Alcoholic Beverages
- Bad Debt
- Entertainment Costs
- First-Class Airline Tickets
- Foreign Travel
- Contributions and Donations
- Fines, Penalties, Damages
- Fundraising
- Goods or Services for Personal Use
- Lobbying
- Losses on Other Awards or Contracts
- Memberships, Subscriptions, and Professional Activity Costs - for membership in any civic or community organization
- Political Activities
- Selling and Marketing

**Allowable with Conditions:**

- Advisory Councils
- Audit Services
- Defense and Prosecution of Criminal and Civil Proceedings, Claims, Appeals, and Patent Infringement
- Depreciation
- Gains and Losses on Disposition of Depreciable Assets
- Insurance and Indemnification
- Interest
- Rental Costs of Real Property and Equipment
- Taxes
- Termination Costs

**Stand-In Costs:**

Stand-In costs are non-Federal costs that may be used to substitute for disallowed costs in audit and monitoring resolution. Stand-In costs result when an Operators and Service Providers expend non-federal funds on WIOA programs.

In the event a grant program monitoring reveals a disallowable cost in relation to a specific grant activity, West Piedmont Workforce Development Board will follow the requirements within relative agreements for the grant. An example includes having an ineligible client on a program funded by the Workforce Innovation and Opportunity Act. Contractor will review and follow the guidelines for disallowed cost in the Chief Elected Official Consortium Agreement.

Contractor employees who knowingly break this policy may be disciplined up to and including termination.

Approval Signature: \_\_\_\_\_

Revision Date: October, 2019



## **Food and Beverage Limitations Policy**

### **Purpose:**

To outline limitations for the use of food and beverages and the required documentation for payment with WIOA funds.

### **Policy:**

1. Food, beverages and related supplies in relation to meetings or other similar events may only be charged to WIOA grants if they are determined as part of authorized WIOA activities that occur during a window that coincides with commonly accepted meal times. (For purposes of this policy, it is defined as between the hours of 7:00 a.m. - 9:00 a.m.; 11:30 a.m. -1:30 p.m.; and 5:00 p.m. - 7:00 p.m.).

A. Such events must include external customers and professional colleagues.

1. External customers would normally be considered employers, board members or the consortium of local elected officials.

2. Professional colleagues would normally be considered individuals outside of the organization's influence but sharing common interests and goals of the organization.

B. The following must be documented:

1. The purpose of the event and the agenda;

2. The time of occurrence and justification for food and beverages to be served if not clear on the agenda;

3. The names of all individuals in attendance and their association.

C. Charging costs for meals and refreshments for meetings, events, activities to conduct day-to-day business of WIOA Title IB-funded employees are not permitted.

2. Meal and beverage costs for enrolled program participants should be related to and in support of their plan of service and determined as necessary by the case manager considering the individual circumstances. Requirements in 1 above do not apply. See Supportive Service Policy requirements.

3. Food and beverage expenses for WIOA Title I funded employees in work-related travel status are permitted within allowances in the Personnel Policy.

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Approval Signature:

Revision Date: October, 2019



## One-Stop Certification

### Procedures:

The procedures outlined below provide a general framework for the process employed in Virginia to ensure the certification of the One-Stop System.

1. LWDBs and their CLEOs must ensure the achievement of certification and quality standards for One-Stop Career Centers. LWDBs, with the approval of their CLEOs, will certify the Comprehensive One-Stop Centers and Affiliate Sites in their LWDA.
2. The LWDB and the CLEO will provide a report to the WIOA Title I Administrator attesting to the certification of the One-Stop Centers.
3. In cases where the LWDB is the Local Service Provider, the VBWD will certify the Comprehensive One-Stop and Affiliate Sites with the assistance of the WIOA Title I Administrator.
4. The certification process will be implemented in a phased approach.
  - Phase 1 Comprehensive One-Stop Certification is meant to ensure that at minimum one Comprehensive One-Stop Center is in compliance with key WIOA statutory and regulatory requirements in each LWDA. Each LWDB shall conduct an assessment for the Comprehensive One-Stop Center(s) in the LWDA, and must complete and submit it to the WIOA Title I Administrator October 31st of the required year.
  - Phase 2 System Certification is meant to ensure that the Affiliate Sites are in compliance with key WIOA statutory and regulatory requirements, as well as encouraging continuous improvement. Each LWDB shall conduct an assessment for each Affiliates Site in the LWDA, and must complete and submit it to the WIOA Title I Administrator by June 30th of the required year.

Together these two phases of certification will ensure the Certification of Virginia's One-Stop System. Process and procedural guidance supporting the implementation of this policy will be issued by the WIOA Title I Administrator no later than July 14th of the required year.

### Renewal of Certification

LWDBs must conduct assessments of the effectiveness, accessibility, continuous improvement, and quality assurance of One-Stop Centers once every three years, using the Virginia criteria. Subsequent certification rounds will build upon the 2018 certification standard; and LWDAs will

have to provide evidence of continuous improvement to obtain certification. Certification reports subsequent to June 30th of the required year will coincide with the submission of the Local Plan Review Updates.

#### Technical Assistance

The WIOA Title I Administrator will provide technical assistance through a dedicated One-Stop System Support Team, which will be comprised of subject matter experts from partnering agencies along with dedicated WIOA program staff.

#### Monitoring

The One-Stop Certification process shall be monitored in accordance with established state and local monitoring policies and guidance documents.

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Approval Signature:

Revision Date: October, 2019

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## **One-Stop Operator Agreement Policy**

### **Policy**

- 1. The West Piedmont Workforce Development Board has Workforce Innovation and Opportunity Act Title I oversight responsibilities including the roles and responsibilities of the One-Stop Operator.**
- 2. A One-Stop Operator Agreement will be executed between the West Piedmont Workforce Development Board and the procured West Piedmont One-Stop Operator.**
- 3. The purpose of the agreement is to specify the roles and responsibilities of the One-Stop Operator as they relate to implementing, managing and operating the One-Stop system in the West Piedmont Workforce Development Board Area.**
- 4. The One-Stop Operator Agreement, at a minimum, must include:**
  - a. Assurance that each comprehensive One-Stop Center and affiliate sites operate in a manner that supports the operational policies and procedures of the West Piedmont Workforce Development Board and the Workforce Innovation and Opportunity Act of 2014.**
  - b. Contents required in the Memorandum of Understanding.**
  - c. One-Stop Operator Role and Function**
  - d. Duration of the agreement.**
  - e. A negotiated One-Stop Operator budget.**
  - f. Dispute resolution process.**
  - g. Amendment terms.**
  - h. Severability clause.**
  - i. Monitoring requirements.**
  - j. Termination information.**
  - k. Authorized signatures.**
- 5. The One-Stop Operator Agreement will be for a period ranging from one (1) year to four (4) years based on the negotiations with the West Piedmont Workforce Development Board.**
- 6. The West Piedmont Workforce Development Board may renegotiate the budget annually for the One-Stop Operator.**
- 7. If the budget changes, the One-Stop Operator Agreement must be modified.**
- 8. The One-Stop Operator shall provide a quarterly budget update with line items as specified in the One-Stop Operator Agreement.**

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Approval Signature:

Revision Date: October, 2019

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## One-Stop Operator Procurement Policy

### Policy

1. The Workforce Innovation and Opportunity Act changed the law and rules governing procurement and selection of one-stop operators and the individuals/groups allowed to serve as operators. The Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly known as the OMB Super Circular) also changed procurement requirements and consolidated eight previous circulars into one Uniform Guidance document, amongst other changes.
2. Local Workforce Development Boards (WDBs) must select their One-Stop Operator through a competitive process at least once every four years (WIOA sec. 121(d)(2)(A)). The competitive process must comply with 2 CFR § 200, including the Department of Labor specific requirements at 2 CFR part 2900. As part of that competitive process, Local WDBs are required to clearly articulate the expected role(s) and responsibilities of the One-Stop Operator (20 CFR § 678.620(a)) and include the role(s) and responsibilities in the resulting contract or agreement.
3. West Piedmont Workforce Development Board adheres to applicable sections of Federal law and regulations and state policy in selecting one-stop operators under the Workforce Innovation and Opportunity Act.
4. West Piedmont Workforce Development Board must document, in writing:
  - a. Efforts to identify the availability of one-stop operators; and,
  - b. The allowable processes used to select one-stop operators and how they were followed, including procurement processes (including selection criteria by which bids were scored), where applicable.
  - c. All of this documentation must be maintained and provided to the State upon request.
5. Federal Requirements for Procurement of One-Stop Operators:
  - a. One-stop operators must be designated and certified through a competitive procurement process. The Local Workforce Development Board must be able to document, in writing, that they made their board members and the public aware of the competitive process to be used. That includes providing at least thirty (30) day public notice through media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, on-line newspapers, Local Workforce Development Board web sites, other community web sites, etc.). Solicitations must include the selection criteria to be used in the process and must be maintained as part of the documentation.
  - b. The competitive process used by the Local Workforce Development Board to procure one-stop operators must be conducted at least once every four (4) years and follow the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326.
  - c. The allowable forms of competitive procurement processes are as follows:
    - i. Sealed Bids

- ii. **Competitive Proposals**
  - iii. **Sole Source**
    - 1. Sole source can be exercised as per local policies that comply with state and federal procurement laws and regulations and only if documented factors, including published notice(s) of intent made available to the public for at least 30 days in media where prospective local, state, and national bidders typically identify such opportunities, lead to a determination that only one entity could serve as an operator, compelling circumstances<sup>1</sup> outweigh the delay that would result from a competitive solicitation, or results of the competition conducted per Section 3(c)(i)(C)(I-2) of this policy are determined inadequate<sup>2</sup>, and only with the agreement of the local Chief Elected Official and Governor.
    - 2. Local Workforce Development Boards may be selected as one-stop operators under a sole source agreement only if they demonstrate adherence to appropriate internal controls and establish conflict of interest policies and procedures that identify appropriate internal controls and are approved by the Governor. LWDBs must complete a request for a waiver to serve as a one-stop operator and submit it to the State Workforce Development Board (SWDB).
  - d. Local Workforce Development Boards may serve as one-stop operators in the region for which they are designated if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318- 326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by a fair and impartial third party free of conflicts of interest and that Local Workforce Development Board staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals. The State Workforce Development Board and Local Workforce Development Boards may work together to establish a list of pre-qualified bidders for this role.
6. **Local Procedures**
- a. **Competitive Bid Process**
    - i. **Procurement Task Force**
      - 1. The West Piedmont Workforce Development Board will form an ad hoc Procurement Task Force to oversee the vendor selection process.
      - 2. The Procurement Task Force will include board members and may also include Chief Elected Officials.
      - 3. The Procurement Task Force must be chaired by a board member.
      - 4. An independent contractor will be contracted with to facilitate the procurement process and work with the Procurement Task Force.
      - 5. The Procurement Task Force will keep meeting minutes that will be made available for State or Federal inspections as needed. The meeting minutes will not be made public prior to the Operator award as this would compromise the

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<sup>1</sup> Examples of compelling circumstances that outweigh delays that would result from competitive solicitations include the need to avoid a break in services if an operator is terminated for cause or is unable to continue providing services through the end of the contract period.

<sup>2</sup> Inadequate responses are those judged by a panel of impartial reviewers to score below a predetermined minimum level on scoring criteria published as part of the solicitation.

procurement process. Minutes can be made available upon request once contract award is made and approved by the West Piedmont Workforce Development Board in coordination with the Chief Elected Official.

6. West Piedmont Workforce Development Board's Conflict of Interest Policy applies to the Procurement Task Force members that are also board members. In addition, members of the Procurement Task Force and the independent contractor will sign a specific declaration of no conflict as it relates to the procurement process.

**ii. Request for Proposals**

1. The Procurement Task Force will work with the independent contractor to create and issue a Request for Proposals (RFP).
2. The independent contractor will set up a closed drop box file for Procurement Task Force members to communicate and share documents throughout the process.
3. The RFP will be emailed to Board Members, Chief Elected Officials, Partner Agencies, and to potential offerers who have requested to be on the local bidders lists. Following distribution, the RFP shall be posted on the Board's website and a notice and url provided in a local newspaper.
4. The RFP shall include a required Intent to Apply be submitted.
5. The RFP shall allow for a period to ask questions. All questions and answers will be communicated to any organization submitting an Intent to Apply and also will be posted on the Board's website.

**iii. Selecting the One-Stop Operator**

1. The Procurement Task Force will review and score all proposals and submit a selection recommendation to the Executive Committee or full Board for vote.
2. In the case that no proposals are received, one proposal is received, or, none of the proposals received score high enough, the West Piedmont Workforce Development Board will exercise the sole source option with the Chief Elected Officials and Governor's approval.

**iv. Contracting Procedures**

1. West Piedmont Workforce Development Board will create and manage the contract once Board negotiations with the vendor are complete. In the event a vendor is the selected, an Agreement will be executed between said parties and the Board.

**v. Performance Monitoring**

1. VCCS typically provides monitoring and oversight on behalf of the Board. VCCS will conduct audit at least one time each program year and will report findings directly to the Board.

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Approval Signature:

Revision Date: October, 2019

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## Property Acquisition and Inventory Policy

### Purpose:

The purpose of the policy is to provide guidance to staff and contractors for safeguarding and managing property inventory.

### Policy:

A control system shall be maintained which insures adequate safeguards to prevent loss, damage, or theft of property. At a minimum, this must include insurance coverage.

Any purchase of non-consumable items valued at or above \$500.00 shall be tagged by the Finance Director and monitored by the WPWDB at least annually for:

- Description of the property;
- WPWDB inventory tag number;
- Funding source for acquisition of the property;
- Whether the title (if applicable) rests with the recipient or other governmental agency;
- Acquisition date;
- Cost of the property and/or unit acquisition cost;
- Location, use and condition of the property
- Date information was reported.
- The date of disposal

Any difference between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences. The recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the property.

Any damage, transfer or loss of property shall be immediately reported to the WPWDB and shall be investigated.

Adequate maintenance procedures must be developed to keep the property in good condition.

Personal or real property acquired with WIOA funds must be used for the purposes authorized by the Act and WPWDB.

Disposal of any property purchased under WIOA shall be at the discretion of the administrative office of the WPWDB.

**For property equaling or exceeding \$5,000**, the board, all contractors and subcontractors must adhere to the state's requirement that the board must request written prior approval from the Virginia Community College System (VCCS) for purchases with a per unit cost of \$5,000 or more. Lack of written prior approval for purchases may result in disallowed costs. Immediately following this policy is VCCS's guidance letter and **Equipment Purchase Approval Request Form**.

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Approval Signature:

Revision Date: October, 2019

**COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

The Virginia Community College System  
VIRGINIA WORKFORCE LETTER (VWL) No. 16-08

**TO:** Local Workforce Development Boards

**FROM:** George Taratsas  
Administrator, Federal Acquisition Regulation

**SUBJECT:** Equipment Management -Acquisition, Inventory, and Disposition

**EFFECTIVE DATE:** February 1, 2017

**PURPOSE:**

To communicate requirements and procedures for the acquisition, inventory and disposition of equipment.

**REFERENCES:**

WIOA Sections 121 and 181(b)(4), 2 CFR Part 200, Subpart D: Post Federal Award Requirements-Property Standards, 2 CFR Part 200, Subpart E: Cost Principles-Special Considerations for States, Local Governments and Indian Tribes

**REVISION HISTORY:**

This VWL replaces VWL #10-04, WIA Equipment Management Procedures - Purchase Inventory and Disposal.

**DEFINITIONS:**

Equipment-Tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of more than \$5,000.



Fair Market Value- Estimate of the market value based on what a knowledgeable, willing and unpressured buyer would probably pay to a knowledgeable, willing and unpressured seller in the market. An estimate may be founded either on precedent or extrapolation.

**Subrecipient** - a non-Federal entity that receives a sub-award from a pass-through entity to carry out a federal program and for which they are accountable for the funds.

#### **BACKGROUND:**

WIOA Section 184(a)(2)(A) requires each state, Local Workforce Development Board (LWDB), and service provider receiving funds under the Workforce Innovation and Opportunity Act (WIOA) of 2014 to comply with applicable uniform cost principles, including Uniform Guidance of the federal Office of Management and Budget (OMB).

The following rules of allowability apply to equipment and other capital expenditures in 2 CFR **200.439** and **200.313** for all subrecipients:

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the awarding agency or pass-through entity.
- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of **\$5,000** or more have the prior written approval of the awarding agency or pass-through entity.
- Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the awarding agency, or pass-through entity.
- Use of the equipment is for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project. Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the award.
- When no longer needed for the original program or project, the equipment may be used in other activities supported by the awarding agency, in the following order of priority:
  - Activities under a federal award from the federal awarding agency which funded the original program or project
  - Activities under federal awards from other federal awarding agencies. This includes consolidated equipment for information technology systems.

#### **GUIDANCE:**

There are three areas to be addressed regarding equipment management activities-Acquisition, Inventory and Disposition.

##### **A. Acquisition (Subrecipients)**

- a. Subrecipients must request written prior approval from the Virginia Community College System (VCCS) for equipment purchases with a per unit cost of **\$5,000** or more. Lack of written prior approval for purchases may result in disallowed costs.
- b. Acquisition/Purchase Considerations:
  - i. The following considerations should be made prior to requesting approval from VCCS to utilize WIOA funds for the purchase of equipment:

1. Is this purchase necessary and reasonable?
  2. Why is the purchase needed?
  3. Have the best products been selected?
  4. What procurement method will be used?
  5. Was a **lease** option considered in lieu of the purchase?
  6. What other costs are associated with the purchase?
  7. What programs will be using and are benefitting from the equipment to be purchased?
  8. In the event of multiple programs benefitting from the purchase, a cost sharing schedule must be provided with the purchase approval request.
- NOTE: The subrecipient must obtain prior approval regardless of the portion of the equipment purchase that is allocated to WIOA funds.

c. Requesting Purchase Approval:

- i. Subrecipients must submit an Equipment Purchase Approval Request signed by an authorized signatory (See Attachment A). This form is available (in Excel format) by request to the WIDA Title I Administrator (scanned and emailed versions will be accepted).
- ii. The purchase request, along with supporting documentation, will be reviewed for completeness and reasonableness.
- iii. A written response will be issued to the subrecipient within seven business days upon receipt of a proper and complete request.

## B. Inventory

- a. Subrecipients must develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. Records will be available for monitoring by WDS staff.
- b. Subrecipients must maintain accurate equipment records that include the following information:
  - i. A description of the equipment
  - ii. A serial number or other identification number
  - iii. Source of the equipment, including the award number
  - iv. Title holder
  - v. Acquisition date
  - vi. Per unit cost of acquisition
  - vii. Percentage of federal participation in the cost of the property
  - viii. Location, use and condition of the property and the date the information was reported
  - ix. Any ultimate disposition data including the date of the disposal, sale price of the property, loss, theft, etc.
- c. Subrecipients must conduct a physical inventory of the property and the results must be reconciled with the property records at least once every two years
- d. All records must be maintained from the date of acquisition through final disposition. The subrecipient must also retain those records for a period of five years from the date of their last expenditure report submitted to the VCCS. If any litigation, claim, or audit is started before the expiration of the five-year period, all records must be retained until all findings have been resolved and final action taken.

### **C Disposition**

- a. When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by an awarding agency, the subrecipient must dispose of the equipment in accordance with the awarding agency disposition instructions:
  - i. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
  - ii. Except as provided in 200.312 Federally-owned and exempt property, paragraph (b), or if the awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

### **INQUIRIES:**

Direct inquiries to [wdslocalarea@vccs.edu](mailto:wdslocalarea@vccs.edu) or the WIOA Title I Program Administrative Coordinator

**ATTACHMENT A  
EQUIPMENT PURCHASE APPROVAL REQUEST FORM**

**VIRGINIA COMMUNITY COLLEGE SYSTEM**  
Workforce Innovation and Opportunity Act  
Equipment Purchase Approval Request

Subrecipients must request written prior approval from the WIOA Title I Administrator, Virginia Community College System (VCCS) for equipment purchases with a *per unit cost of \$5,000 or more*. Lack of written prior approval for purchases may result in disallowed costs.

**PART I - SUBRECIPIENT INFORMATION**

Organization Name: \_\_\_\_\_

Requester's Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: - - - - -

**PART II - DESCRIPTION OF EQUIPMENT & PURCHASE JUSTIFICATION**

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<i>Qty.</i>	Item Description	Unit Price	Total

•Attach supporting documentation and any other information that may be helpful to reviewer.

WIOA Funding Stream (Program Year and Adult, Youth and/ or DLW):

Federal Grant Award Name and Number:

Why is the purchase of this equipment essential for this grant program? Please identify the equipment's use as programmatic and/or administrative.

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Will additional programs or entities not affiliated with WIOA utilize and benefit from the equipment to be purchased? If yes, please identify the programs and attach a cost sharing schedule.

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#### PART fii. CERTIFICATION

By signature of this request, I acknowledge that I have reviewed the VCCS WDS VWL #16-08: Equipment Management – Acquisition, Inventory and Disposition Policy. I certify that the above information is *true* and correct to the best of my knowledge. I also agree to abide by the Policy requirements with regards to the acquisition, inventory, disposition, and retention of equipment purchased with Workforce Innovation and Opportunity Act funds provided by the Virginia Community College System, the WIOA Title I Administrator.

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

VCCS Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Public Procurement Policy and Procedures**

### **Policy:**

To ensure that all public procurement acquisitions, including "fee for services," the West Piedmont Workforce Develop Board and staff will follow Pittsylvania County latest approved Procurement Policy

### **Procedures:**

The WPWDB must follow Pittsylvania County's public procurement procedures for all acquisitions of products and services, including "fee for services," and adhere to the expertise of its centralized purchasing operation.

### **Example:**

In Pittsylvania County Procurement Policy under Small Purchases is examples of procedures to follow and limits on purchases.

### **Monitoring:**

CEO or Financial Director will approve all purchases under \$1,000 with a fair and reasonable price. The CEO or Financial Director will monitor that all purchases follow the procedures outlined in Pittsylvania County's public procurement procedures. For travel cost, we will follow Travel Policy.

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Approval Signature:

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Revision Date: October, 2019

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## Travel, Safe Driving, Training and Education Policy

### Section 1 - Purpose

This policy defines the rules Pittsylvania County and the WPWDB follows to approve and reimburse WPWDB employees/sub grantees, board members, trainers, individuals and approved volunteers utilizing WIOA funds for travel expenses, training and continued education classes that are related to the performance of official WPWDB business. This policy applies to all WPWDB employees, Board members, trainers, individuals and contracted providers with **no exceptions**.

### Section 2 - Travel Authorization

Expenses for travel outside of the WPWDB's region shall not be incurred without the prior approval of the CEO. Prior approval must be obtained to assure that the funds are available in the budget.

### Section 3 - Use of WPWIB Credit Cards

The WPWDB encourages the use of WPWDB credit cards when traveling on WPWDB business. The credit cards can be used for registration, rooms, meals, gasoline and other expenses. The use of WPWDB credit cards helps eliminate the need for cash advancements and allows expenses to be charged directly to the WPWDB. **Individuals are ultimately responsible for all charges placed on the WPWDB's or sub grantee's credit card. Therefore, if an employee/sub grantee fails to produce receipts for charges placed on the WPWDB's or sub grantee's credit card before the charges are due to the credit card company, the employee/sub grantee will be financially responsible for these charges.**

### Section 4 - Registration Fees

Requests for payment of registration fees shall be submitted as far in advance as possible. The WPWDB/sub grantee will pay registration fees by credit card or check. In the event an individual pays a registration fee, reimbursement shall be made to the individual. The registration fee shall be submitted on the Travel/Training Expense/Reimbursement Form with a receipt or copy of a cancelled check attached.

### Section 5 - Mileage Reimbursement for use of Personal Vehicle

If a WPWDB vehicle cannot be provided, the WPWDB will reimburse the employee/sub grantee for mileage expenses incurred on their personal vehicle at the Fiscal Agent's current mileage rate for staff, sub grantees, and board members. The employee/sub grantee must document the number of miles traveled and record those on the Travel/Training Expense/Reimbursement Form. All mileage records should be accurate and are subject to review and approval.

The WPWDB's mileage rate will change to conform to Pittsylvania County's without Board action. The effective date of change will be the same as the State's effective date of change.

## Section 6 - Overnight Lodging

Hotel accommodations are typically charged to the WPWDB's or sub grantee's credit card. Generally, the reservation will be made at the hotel where WPWDB business/training is being conducted. This saves the employee/sub grantee travel time and parking fees. In the event there are no vacancies at the hotel where the business/training is being conducted, care will be used in the selection of another lodging facility to ensure the WPWDB is receiving the best possible rate.

## Section 7 - Meals

Employees/sub grantees should not spend more than the per-diem amount for meals designated by Executive Committee. The CEO must approve any variation from this.

Meal expenses must be reported on the Travel/Training Expense/Reimbursement Form and receipts attached.

## Section 8 - Air Travel

**Air travel requires the advanced approval of the WPWDB CEO.** All employees/sub grantees are expected to travel economy class and reservations should be made as far in advance as possible. Air travel charges may be paid by the WPWDB credit card or check. In the event an employee/sub grantee pays air travel charges, reimbursement shall be made to the employee/sub grantee. Air travel expenses must be reported on the Travel/Training Expense/Reimbursement Form with a receipt.

## Section 9 - Car Rental

Car rentals should be arranged in advance and should be at the government rate. Car rental charges will be paid by the WPWDB credit card or check. In the event an employee/sub grantee pays car rental charges, reimbursement shall be made to the employee. Car rental expenses must be reported on the Travel/Training Expense/Reimbursement Form with the car rental contract and/or receipt attached.

## Section 10 - Other Expenses

While traveling on official business for the WPWDB, employees/sub grantees may incur expenses for parking, tolls and gratuities. A receipt is only required if the expense exceeds \$5.00. These expenses must be reported on the Travel/Training Expense/Reimbursement Form with receipts, if required.

## Section 11- Continuing Education Classes

The WPWDB will pay the cost of tuition and books for classes that a full time, permanent, WPWDB employee enrolls in that are related to the job responsibilities of the employee's current position or a position to which it is anticipated the employee may be promoted, provided the employee successfully completes the course with a grade of at least a "C" average.

Upon completion of the class the employee must submit proof of completion and/or a copy of their grade to the CEO. This information will be placed in the employee's personnel file. If the grade is less



than a "C" average, the employee may be required to make reimbursement to the WPWDB for the tuition and cost of any books.

The employee shall submit a WPWIB requisition with a copy of the registration form attached, **signed and approved by the Department Head and WPWDB Administrator**, to the Purchasing Department. Requests for books shall also be submitted on a WPWDB requisition. The WPWDB will pay the tuition and cost of any books. In the event an employee pays the tuition or cost of books for a class that has been approved by the Department Head and WPWDB Administrator, the WPWDB will reimburse the employee. A copy of the registration form and a receipt must be provided.

### Section 12 - Expense Reports

All requests for reimbursement must be submitted on the Travel/Training Expense/Reimbursement Form, with receipts and other supporting documentation attached. The Travel/Training Expense/Reimbursement Form must be signed and approved by the CEO.

Any questionable expenses will be referred to the CEO. If the WPWDB CEO determines that any claimed expense is unreasonable, the CEO may disallow WPWDB payment for a portion of that expense and require the employee to pay the difference. An example of an unreasonable expense would be ordering room service at a hotel when the hotel restaurant is open.

### Section 13 - Abuse of Policy

Abuse of this policy, including falsifying expense reports, may be grounds for disciplinary action, up to and including termination of employment.

### Section 14 - Safe Driving

Your primary responsibility when driving a motor vehicle for the WPWDB is driving the vehicle safely. For the good of all our employees and the community in which we operate, it is our WPWDB policy that you not engage in activities that cause you to become distracted from this responsibility and that you comply with safe driving laws, including but not limited to:

- Use seat belts at all times. Let other workers ride with you only when the vehicle has a seat belt for each person.
  - Always drive within the speed limit.
  - Do not drive if you are fatigued.
  - Be familiar with the maintenance procedures for all vehicle systems.
- It is recommended while you are driving, you do not:
- Use a cell phone unless hands free as permitted by law
  - Use a computer or electronic handheld device
  - Adjust the controls of a radio
  - Search for items in the vehicle such as CDs and coins

- Eat or drink beverages
- Read maps or other printed material

It is required that in all circumstances you pull the vehicle over to the side of the road prior to engaging in these activities. A violation of the WPWDB's distracted driving/driver safety policy is as serious as (and has similar consequences to) a violation of a safety policy on the WPWDB's premises.

Throughout your employment with the WPWDB, you are required to immediately report to your direct supervisor or CEO, any complaints or charges made against you as well as any legal charge, including traffic violations, arrest and/or conviction you incur. Failure to do so will, in all likelihood, result in termination of your employment with the WPWDB.

The WPWDB reserves the right to require you to provide a current MVR check at anytime throughout your employment.

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Approval Signature:

Revision Date: October, 2019

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## Work Permit for Minors Policy

### Policy

#### **Employment Certificates in Virginia**

Employment Certificates, also known as Work Permits, are mandatory in Virginia for minors under 16. The certificate must be acquired by the minor and presented to their employer to verify their ability to work before they are hired.

#### **Acquiring a Virginia Employment Certificate:**

In Virginia, minors can obtain an Employment Certificate both through the [Virginia Department of Labor](#) and through their school, generally by contacting a guidance counselor or school administrator. An Employment Certificate will be issued if the minor meets all of the state's criteria for employment.

#### **Age Certification in Virginia**

Age certification is a process through which minors provide proof of their age to a prospective employer, which helps ensure that all child labor laws mandated for their age bracket are followed.

Age certification is mandatory for employment in Virginia for minors 14 and 15, optional for minors over 16. Proper proof-of-age documentation must be must be acquired by the minor and presented to their employer to verify their age before they are hired.

#### **Acquiring an Age Certificate in Virginia:**

In Virginia, minors can obtain age certification both through the [Virginia Department of Labor](#) and through their school, generally by contacting a guidance counselor or school administrator.

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Approval Signature:

Revision Date: October, 2019

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#### New Training Program Application:

Quality Assurance discussed and unanimously approved New College Institute's CNC Operator Course at their meeting on December 4, 2019. The Executive Committee unanimously approved at their meeting on December 12, 2019.

New College Institute

CNC Operator Course

Cost=\$500

It is an in-demand occupation in Advanced Manufacturing with a quarterly wage of \$14,500.

Local Employers who support this program are :

- Absolute Machine
- R&R Automation
- ActivWall
- Whorley Machine
- Smart Machine Technologies
- Mechanical Designs of VA

## Transfer Funding Request

Per Natalie with Ross:

- **\$8,000 in Patrick County DW to Danville DW**
- **\$15,000 in Martinsville DW to Danville DW**
- **\$8,000 in Danville Adult to Patrick County Adult**
- **\$15,000 in Danville Adult to Martinsville Adult**

**Justification:** We are working closely in partnership with Trade to serve Dislocated Workers in Danville/Pittsylvania County who were impacted by layoffs and closures at the following facilities: Goodyear, Unilin and IKEA. Many of these participants will enter Occupational Skills Training programs in January. The transfer will help facilitate easy transition into those programs and cover necessary Supportive Services and program expenses that Trade does not cover immediately.

**In Martinsville and Patrick County, we have experienced a higher volume of Adult participant traffic. Because of the regional budgetary restrictions, our Martinsville and Patrick County case management teams have been limited in their ability to provide support.**

**This shift in funding will allow us to continue to support customer needs in all locales.**

The Executive Committee discussed this request and unanimously approved it at their meeting on December 12, 2019.