

WPWIB Meeting Agenda
September 30, 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).....Rhonda Hodges, Secretary

- | | | |
|---|--|---|
| <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"/> R J 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

Call to go into Closed Session

Items for Approval:

- Minutes June 3, 2019p 2
- Finance Reports through July 31, 2019.....pp 3-6
- Budget PY19-20..... p 7
- Consortium Agreement with WPWDB..... pp 8-21
- Fiscal Agent Agreement..... pp 22-26

Old Business

New Business

- Approval of Hiring Process for CEO.....p 27

Committee Reports

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

Updates

- Board Chair Update
- Interim CEO Update

Save the Date: The next meeting is scheduled for Monday, December 16, 2019

Adjourn



WEST PIEDMONT REGION

**West Piedmont Workforce Development Board Meeting
Minutes
June 3, 2019**

Present: Adam Wright, Corrie Bobe, Debra Buchanan, Donna Higdon, Guy Stanley, Julie Brown, Monica Mosley, Rebecca Adcock, Rhonda Hodges, R J Weaver, Robin Ferguson, Shannon Hair, Sharon Barksdale, Stacey Wright, Teresa Fontaine, Wayne Knox

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

Staff Present: Robert Bencini, Tyler Freeland, Robbin Hall, Robbie Knight, Lavinia Wingfield, Tiffany Macklin, Jael Membreno

Adam Wright, Chairman, called the meeting to order at Martinsville One Stop Center, Martinsville, VA. Ms. R. Hodges called roll. Quorum was established with 16 in attendance. Mr. Wright welcomed all guests.

Mr. Wright asked the Board members to review the minutes attached for March 4, 2019. Ms. Brown made a motion to approve the minutes; Mr. Stanley seconded the motion; the motion passed unanimously.

Mr. Bencini explained to the Board members that financials are on target and are not overspent in any program. Mr. Wright suggested a summary of the financials going forward to lessen the number of pages of financial data for review. Mr. Bencini explained that progress is being made toward the new budget. Ms. Brown asked Mr. Bencini to summarize the budget thus far. He explained that with a decrease in the notice of obligation, we have taken a hard look at administrative expenses including decreasing costs in the fiscal agent agreement and Mallard and Mallard by the Controller taking on more tasks. Mr. Stanley asked about leases on space and Mr. Bencini stated that we are currently exploring options for moving both Danville and Martinsville Centers to reduce costs and align space with current needs. He explained that the current projection for the Ross budget is \$1,083,755.29. Mr. Bencini stated that with carryover funding, he would like to recommend a portion for Ross. Mr. Stanley made a motion to approve the financial report; Ms. Brown seconded; the motion carried unanimously.

Items on the consent agenda were discussed. Mr. Bencini summarized the Grants Application Policy to allow for grants to be submitted foregoing formal Board approval. Mr. Bencini summarized the grants in process. Ms. Brown asked for a description of the grants to be included. Mr. Hair asked about application status as well as volunteered to help. Ms. Brown volunteered to serve on a grants committee as well. Mr. Bencini gave a description of the new Board members. Mr. Wright explained the Bylaw revision. Mr. Weaver made a motion to approve the consent agenda; Ms. Wright seconded; the motion passed unanimously.

There was no old business.

Ms. Hodge with Ross gave an update on the Rapid Response closeout that took place April 30, 2019. Area 17 received congratulations from the State on performance. We served 422 participants. Our Centers served over 22,000 visitors during the year. Our staff is more seasoned. Ms. Hodge shared some success stories.

Mr. Wright thanked all for attending. Mr. Bencini reported the new Committee Structure and informed all that committee meetings are being organized for the first quarter.

Mr. Stanley made a motion to adjourn; Ms. Buchanan seconded; the motion passed unanimously. The meeting adjourned at 4:45 p.m.

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

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Stifel Nicolaus (NAP)	212.00
Total Checking/Savings	<u>212.00</u>
Accounts Receivable	
A/R-Rent & Shared Costs	
CRP-Martinsville	1,222.04
DARS-Danville	-1,212.69
DARS-Martinsville	18,474.48
DCC-Danville	-176.22
DOE-Martinsville	308.88
DPS-Danville	21.18
Goodwill-Martinsville	1,382.28
PCCA-Danville	3,801.50
PHCC-Martinsville	364.67
SAAA-Danville	19.92
STEP-Martinsville	38.25
VEC-Danville	2,988.32
VEC-Martinsville	<u>27,672.32</u>
Total A/R-Rent & Shared Costs	54,904.93
A/R - Pathways Grant	7,688.70
A/R - TANF Grant	2,274.59
A/R - VCCS PY 18	222,117.93
A/R - VCCS PY 19	5,753.89
A/R - VCCS WFSN	23,229.01
Donations Receivable	100.00
Grant Rec.-America's Promise	33,146.74
Grant Rec.-TANF Grant	201,336.09
Grant Rec. WFSN 10/31/19	-23,229.01
Grant Receivable 2018/2019	171,596.50
Grant Receivable 2019/2020	<u>1,506,211.63</u>
Total Accounts Receivable	<u>2,205,131.00</u>
Total Current Assets	<u>2,205,343.00</u>
TOTAL ASSETS	<u><u>2,205,343.00</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Def. Rev.-America's Promise	
WPWIB	<u>40,835.44</u>
Total Def. Rev.-America's Promise	40,835.44
Def. Rev. - TANF Grant	203,610.68
Deferred Rev.-Donations	100.00
Deferred Revenue 19-20	
Def. Rev.-Admin 19-20	137,161.52
Def. Rev.-Adult 19-20	
D-PC	228,324.76
D-PC One Stop	-877.03
IWT Training	30,000.00
M-HC	143,897.18
M-HC One Stop	-72.94

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 July 31, 2019

	<u>Jul 31, 19</u>
Other Operational	181,247.80
Pat. Co.	40,193.57
Pat. Co. One Stop	-298.55
PY 20-21	<u>77,880.38</u>
Total Def. Rev.-Adult 19-20	700,295.17
Def. Rev.-DW 19-20	
D-PC	117,436.97
D-PC One Stop	-373.21
IWT Training	40,000.00
M-HC	73,789.76
M-HC One Stop	-30.54
Other Operational	129,143.98
Pat. Co.	21,465.63
Pat. Co. One Stop	-122.14
PY 20-21	<u>46,409.74</u>
Total Def. Rev.-DW 19-20	427,720.19
Def. Rev.-YIS 19-20	
D-PC	42,375.51
D-PC One Stop	-615.77
M-HC	27,099.03
M-HC One Stop	-59.37
Other Operational	156,141.56
Pat. Co.	8,176.16
Pat. Co. One Stop	<u>-230.71</u>
Total Def. Rev.-YIS 19-20	232,886.41
Def. Rev.-YOS 19-20	
D-PC	135,111.07
D-PC One Stop	-1,865.99
M-HC	90,781.91
M-HC One Stop	-176.44
Other Operational	215,169.79
Pat. Co.	24,206.95
Pat. Co. One Stop	<u>-705.70</u>
Total Def. Rev.-YOS 19-20	462,521.59
Total Deferred Revenue 19-20	<u>1,960,584.88</u>
Total Other Current Liabilities	<u>2,205,131.00</u>
Total Current Liabilities	<u>2,205,131.00</u>
Total Liabilities	2,205,131.00
Equity	
32000 - Unrestricted Net Assets	571.87
Net Income	<u>-359.87</u>
Total Equity	<u>212.00</u>
TOTAL LIABILITIES & EQUITY	<u>2,205,343.00</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.

ADULT

	Contractors	Regular Other Operational	Other Operational Incumbent Wkr. Training	Total Other Operational	Total
6/30/19 balance	70,072.74	119,977.92	-	119,977.92	190,050.66
Set aside for PY 19-20	(70,072.74)	(17,039.07)	-	(17,039.07)	(87,111.81)
NOO FY 19-20	420,649.72	84,661.41	30,000.00	114,661.41	535,311.13
Available for FY 6/30/20	420,649.72	187,600.26	30,000.00	217,600.26	638,249.98
Jul actual	(9,482.72)	(6,352.47)	-	(6,352.47)	(15,835.19)
Subtotal	411,167.00	181,247.79	30,000.00	211,247.79	622,414.79
Set aside for PY 20-21	56,715.03	21,165.35	-	21,165.35	77,880.38
7/31/19 balance	467,882.03	202,413.14	30,000.00	232,413.14	700,295.17

DISLOCATED WORKER

	Contractors	Regular Other Operational	Other Operational Incumbent Wkr. Training	Total Other Operational	Total
6/30/19 balance	29,676.86	97,674.66	-	97,674.66	127,351.52
Set aside for PY 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
Available for FY 6/30/20	217,630.13	135,136.45	40,000.00	175,136.45	392,766.58
Jul actual	(5,463.66)	(5,992.50)	-	(5,992.50)	(11,456.16)
Subtotal	212,166.47	129,143.95	40,000.00	169,143.95	381,310.42
Set aside for PY 20-21	34,407.78	12,001.96	-	12,001.96	46,409.74
7/31/19 balance	246,574.25	141,145.91	40,000.00	181,145.91	427,720.16

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 A
NOO FY 19-20	93,718.84	52,328.84		52,328.84	146,047.68
Available for FY 6/30/20	93,718.84	158,887.91		158,887.91	252,606.75
Jul actual	(16,973.98)	(2,746.39)		(2,746.39)	(19,720.37)
7/31/19 balance	76,744.86	156,141.52		156,141.52	232,886.38

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	281,156.52	109,695.31		109,695.31	390,851.83
Available for FY 6/30/20	281,156.52	224,803.79		224,803.79	505,960.31
Jul actual	(33,804.71)	(9,633.88)		(9,633.88)	(43,438.59)
7/31/19 balance	247,351.81	215,169.91		215,169.91	462,521.72

ADMINISTRATIVE

	Contractors	Regular Other Operational	Additional Training	Total Other Operational	Total
6/30/19 balance					1,791.75
NOO FY 19-20					152,756.00
Available for FY 6/30/20					154,547.75
Jul actual					(17,386.23)
7/31/19 balance					137,161.52

**PY 19-20 Budget
August 12, 2019**

Total Allocation
\$ 1,527,560.00

Preliminary

PY18-19
Total
Carryover
379,358.49

Total
Youth
596,595.00

Total Allocation by Program

Total Admin (10%)	38.3%	584,533.00	22.68%	346,472.00	39.05%	596,595.00	1,527,560.00
Total after Admin		(58,453.30)		(34,647.20)		(59,655.50)	(152,756.00)
Total Training 40% Adult/DW, 25% Youth		526,079.70		311,824.80		536,899.50	1,374,804.00
IWT Training		(210,431.88)		(124,729.92)		(134,224.88)	(469,386.68)
Total Training to Ross		(30,000.00)		(40,000.00)		-	(70,000.00)
Remaining Allocation after Admin and Training		(180,431.88)		(64,729.92)		(134,224.88)	(399,386.68)
		315,647.82		187,094.88		402,674.63	905,417.33

Per NOO
First 3 months allocation Adult
First 3 months allocation DW

92,648.48
60,424.72

Other Operational for PY 19-20		(84,661.41)		(48,007.82)		(162,024.15)	(29,693.38)
Other Operational set aside for PY 19-20		17,039.07		10,546.03		-	27,585.10
Other Operational for PY 20-21 3 months		(21,165.35)		(12,001.96)		(33,167.31)	(33,167.31)
Total other operational (all contracts except Ross)		(88,787.69)		(49,463.75)		(162,024.15)	(300,275.59)

Remaining after other operational		226,860.13		137,631.14		240,650.48	605,141.74
Contractors, & One stop for PY19-20 3 months (Ross)		70,072.74		29,676.86		-	99,749.60
Contractors, & One stop for PY20-21 3 months (Ross)		(56,715.03)		(34,407.78)		-	(91,122.82)
Total Remaining for Allocation to Contractors		240,217.84		132,900.21		240,650.48	613,768.52

Total Remaining for Allocation to Contractors Carryover		240,217.84		132,900.21		240,650.48	613,768.52
		240,217.84		132,900.21		240,650.48	613,768.52

Danville and Pittsylvania Co (55%)		132,119.81		73,095.12		132,367.76	337,572.69
Danville and Pittsylvania Co (55%) One Stop		84,076.24		46,515.07		84,227.67	214,818.98
Martinsville-HC (35%)		24,021.78		13,290.02		24,065.05	61,376.85
Martinsville-HC (35%) One Stop		24,021.78		13,290.02		24,065.05	61,376.85
Patrick Co. (10%)		24,021.78		13,290.02		24,065.05	61,376.85
Patrick Co. (10%) One Stop		24,021.78		13,290.02		24,065.05	61,376.85
Total to contractors and one stop		240,217.84		132,900.21		240,650.48	613,768.52
Other Operational		84,661.41		48,007.82		162,024.15	29,693.38
Total contractors, other operational, and one stop w/o training		324,879.25		180,908.03		402,674.63	908,461.90

Training:		99,237.53		46,601.46		73,823.68	219,662.67
Danville and Pittsylvania Co (55%)		63,151.16		29,655.47		46,978.71	139,785.34
Martinsville-HC (35%)		18,043.19		8,472.99		13,422.49	39,938.67
Patrick Co. (10%)		180,431.88		84,729.92		134,224.88	399,386.68
Total training		505,311.13		265,637.95		536,899.50	1,307,848.58

Total contractors, other operational, one stop, training		505,311.13		265,637.95		536,899.50	1,307,848.58
		505,311.13		265,637.95		536,899.50	1,307,848.58

Danville and Pittsylvania Co (55%)		231,357.34		119,696.57		206,181.44	557,235.36
Martinsville-HC (35%)		147,227.40		76,170.55		131,206.37	354,604.32
Patrick Co. (10%)		42,084.97		21,763.01		37,487.54	101,315.52
Other operational		84,661.41		48,007.82		162,024.15	294,693.38
Admin		505,311.13		265,637.95		536,899.50	1,307,848.58
PY 20-21 for contractors & One stop 3 months		58,453.30		34,647.20		59,655.50	152,756.00
PY 19-20 for contractors & One stop 3 months		56,715.03		34,407.78		-	91,122.82
PY 20-21 for other operational 3 months		21,165.35		(29,676.86)		-	-
PY 19-20 for other operational 3 months		(17,039.07)		(10,546.03)		-	-
IWT Training		30,000.00		40,000.00		33,167.31	33,167.31

Total Allocation by Program		584,533.00		346,472.00		596,555.00	1,527,560.00
-----------------------------	--	------------	--	------------	--	------------	--------------

WPWDB
514,404.80 NOO PY19
167,513.69 Carryover
681,918.49

Ross
1,013,155.20 NOO PY19
211,844.80 Carryover
1,225,000.00

CHIEF LOCAL ELECTED OFFICIAL AGREEMENT With West Piedmont Workforce Development Board

Area 17

Revised September 19, 2019

THIS AGREEMENT is made and entered into by and between the Consortium of Chief Local Elected Officials (hereinafter referred to as the "Consortium") and the Local

**Workforce Development Board (hereinafter referred to as the LWDB") of the
West Piedmont Workforce Development Area.**

WITNESSETH

WHEREAS, for the purposes of this agreement, the Consortium is the legal representative of the Chief Local Elected Official for each member jurisdiction designated under Section 3(9) of the Workforce Innovation and Opportunity Act (WIOA) in Public Laws 113-128 (hereinafter referred to as "the Act"); and

WHEREAS, one member jurisdiction, Pittsylvania County, has been designated as the local grant recipient and fiscal agent with each member jurisdiction maintaining responsibility for their portion of the WIOA funding; and

WHEREAS, the Consortium is the appointing authority for the Local Workforce Development Board under Section 107 (b)(1) of said Act; and

WHEREAS, it is the responsibility of the LWDB to develop the local workforce investment plan, coordinate and conduct oversight of the One-Stop System, and provide oversight of the Act's Title I activities in this Local Workforce Development Area in partnership with the Consortium; and

WHEREAS, the Consortium and the LWDB may enter into an agreement that describes the respective roles and responsibilities of the parties under the Act; and

WHEREAS, the use of the term "in partnership with" and "in cooperation with" the Consortium and LWDB as referenced in the Agreement are synonymous for purposes of this document;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the Consortium and the LWDB do agree as follows:

I. Consortium Authority:

- A. Consort as a Local Workforce Development Area;
- B. Act as Grant Recipient
- C. Designate Fiscal Agent;
- D. Accept Fiscal Liability;
- E. Provide public notice of the intent to solicit nominations for LWDB membership, including the process to be used for nominations and selection.
- F. Appoint Local Workforce Development Board Members;
- G. Submit annually to the Virginia Board of Workforce Development updated LWDB membership information including contact information, the annual budget for the Local Board and one stop operations and other expenditures
- H. Maintain local Board Membership Certification every 2 years;
- I. Liaison with other Consortia;
- J. Accept Annual Audit;
- L. Approve LWDB By-laws
- M. Determine composition of annual Statement of Economic Interest form for LWDB membership.

II. LWDB Authority:

- A. Decide how best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers;
- B. Decide how best to provide comprehensive services to regional private sector employers;
- C. Decide how best to deploy available resources to achieve negotiated local performance accountability measures and build capacity for continuous improvement;
- D. Decide how best to expand the resource base and service capability through the development of strategic partnerships, in integrated service delivery system, and generation of additional public and private funding.
- E. Select Service Providers;
- F. Determine Eligibility of Training Providers for adults and dislocated workers;
- G. Develop Policy;
- H. Develop LDOB By-laws
- I. Develop the budget for the purpose of carrying out the duties of the LWDB;
- J. Secure Partner Memoranda of Understanding;
- K. Appoint Youth Committee Members;
- L. Assist the Governor in developing a statewide employment statistics system;
- M. Coordinate the workforce activities authorized under WIOA with local economic development strategies, and develop employer linkages with those activities;
- N. Promote the participation of local private sector employers through the statewide workforce development system;

- O. Responsible for any other activity as required by WIOA, Section 107(D) or by the Governor;
- P. Serve as the designated regional convener in addressing workforce development issues, including but not limited to WIOA activities;
- Q. Meet at least quarterly and review presented financial reports that reflect actual expenditures and their relationship to the approved budget as well as workforce program outcomes and their relationship to negotiated performance levels.

III. In partnership with* the Consortium, the LWDB will:

- A. Develop a vision and goals for the local workforce development system that are aligned with both the economic development missions for the local area and the Virginia Board of Workforce Development's (VBWD) goals;
- B. Development of the local strategic plan that meets the requirements of Section 108 of the WIOA to include a workforce demand plan and a plan for business engagement;
- C. Selection of the one-stop operator(s) through a competitive process and may terminate for cause the eligibility of one-stop operators;
- D. Selection of eligible training providers and programs for adult and dislocated worker training services;
- E. Approval of the local one-stop operations budget;
- F. Perform any other activities as required by the Workforce Innovation and Opportunity Act, Section 107 (d), by state statute or by the Governor;
- G. Develop a Consortium Agreement to deliver the responsibilities as specified in the VBWD Policy that includes which jurisdiction will serve as the fiscal agent and administrative grant recipient;
- H. Develop an agreement between the Consortium and the LWDB that specifies the roles of the Consortium and the LWDB and how each will carry out their partnership responsibilities for governance and oversight of activities under WIOA;
- I. Conduct oversight of local programs of youth, adult, and dislocated worker activities authorized under Title I of WIOA;
- J. Negotiate and reach agreement with the VBWD on behalf of the Governor on local performance accountability measures;
- K. Connect with the VBWD;
- L. Conduct oversight of the one-stop system and youth program activities authorized under WIOA;
- M. Select eligible providers of youth activities by awarding grants or contracts on a competitive basis;
- N. Solicit and accept grants and donations from other sources;
- O. Require each LWDB member to submit an annual Statement of Economic Interest form and as a condition of assuming membership.

*("In partnership with" is defined as keeping the Consortium informed

V. Details of LWDB Operations:

- A. LWDB Staff: The Consortium will hire an Executive Director who will in turn hire staff necessary to carry out the operation of the administrative office of the LWDB.
- B. The LWDB staff will be employees of the fiscal agent.
- C. LWDB Administrative Costs: Administrative costs will consist of staff salaries and benefits, and the cost of operating and maintaining the administrative office.
- D. Adherence to Required Public Reviews and Comments: All meetings of the LWDB will be open to the public and allow for comment time on the agenda. Notices of the plan and solicitation of request for proposals for program operators and vendors will be made available to the public for comment in accordance with the Act.
- E. The LWDB and Consortium shall concur, by quorum vote, to approve the plan prior to its submission to the Governor.
- F. The LWDB agrees to provide quarterly reports to the Consortium indicating progress toward completion of goals and objectives of the local plan. Such reports shall be due within 30 days of the end of the preceding quarter.
- G. The LWDB agrees to carry out its responsibilities to ensure the appropriate utilization of funds under the Act.

VI. Local Workforce Development Board Detail

- A. By-Laws: The LWDB and the Consortium may establish By-Laws and/or operating procedures for their respective organizations, which are consistent with the provisions of this or any other bilateral agreement between the affected parties. The Consortium shall approve the LWDB By-Laws.
- B. LWDB Membership Criteria: The Consortium shall appoint the members of the LWDB in accordance with the Act 107 (b). The LWDB shall consist of representation from each jurisdiction listed below:

City of Martinsville	Henry County
City of Danville	Pittsylvania County
	Patrick County

 - At least 51% of the members of the LWDB shall be composed of local private sector representatives that represent a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities that, at a minimum, include

high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area.

- Not less than 20%, a minimum of two, of the members of the LWDB, shall be representatives of labor organizations, who have been nominated by local labor federations, and representatives from apprenticeship programs. Community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and "out of school" youth may be included in addition to the aforementioned labor organization representatives.
- At least one representative from the Virginia Employment Commission (VEC) who administers WIOA Title III activities for the local area who shall be designated by the VEC.
- At least one regional adult education program manager that directly administers WIOA Title II Adult Education and Family Literacy (AEFLA) activities locally.
- At least one representative of a school division Career and Technical Education program which represents programs aligned with the region's targeted industry sectors and demand occupations.
- At least one representative from a local community college providing training services who shall be designated by the community college.
- At least one representative from a regional or local economic and community development entity.
- At least one representative from the Department for Aging and Rehabilitative Services and/or the Department for the Blind and Visually Impaired who administers WIOA Title IV activities for the local area who shall be designated by the two agencies administering vocational rehabilitative services under Title I of the WIOA.
- Optional members include any other individual or representative of an entity as the chief elected officials in the local area may determine to be appropriate.
- Each LWDB member shall file a statement of economic interest with the LWDB as a condition of assuming membership and then annually while serving as a Board member.

C. Alternates or Designees of Official Appointments:

1. Consortium-The representative to the Consortium shall be a member of the governing body of the member jurisdiction. The term "chief local elected official" means the chief elected executive officer of a unit of general local government in a local area or an elected official so designated by the chief local elected official. A member jurisdiction may appoint the chief administrative officer to serve as an alternate for the member of the governing body. Such alternate shall only serve when the member of the governing body cannot attend a meeting. When the alternate so serves, the alternate shall have the same powers and responsibilities as those possessed by the member of the governing body including the right to vote on all matters and shall be counted when determining a quorum. No person shall serve as a representative if such person is no longer a member of the governing body or its chief administrative officer. Each member jurisdiction shall determine the length of term for its representative and be responsible for filling the vacancy of its representative who is no longer qualified to serve. Alternates

may attend, participate, and vote at Consortium meetings in the absence of the member, however the Chief Local Elected Official maintains the fiscal responsibility and liability for all decisions made as a Consortium.

2. LWDB Alternates: In the course of the LWDB's operation, alternates who are designated by the LWDB member and have similar policy-making authority in the member's organization or sector represented may attend, participate and vote at LWDB meetings in the absence of the LWDB member.
- D. Committees of the LWDB: Standing committees of the LWDB may be established.
 - Executive Committee
 - Business Engagement
 - Quality Assurance
 - Special Projects
 - Youth Committee
- E. Cause for Removal: Any member(s) of the LWDB may be removed therefrom by the Consortium for cause including the following:
 1. Missing 3 consecutive meetings without excuse or sending an alternate (Executive Director will contact member and report to Consortium all who need to be replaced)
 2. Violation of Conflict of Interest
- F. Filling of Vacancies: Vacancies in the LWDB will be reported in a timely manner to the Consortium and the Consortium shall fill the vacancy in accordance with the Act.
 1. The Consortium shall contact the appropriate entities in the local area for nominations to appoint members and/or to fill vacancies on the LWDB from business, local educational entities and labor representatives.
 2. Private sector representatives are to be selected from individuals nominated by local business organizations, other businesses, local board of supervisors, or an individual business may nominate himself/herself. Private sector representatives can include owners of businesses, chief executives or operating officers of businesses and other business executives with optimum policy making or hiring authority.
 3. Non-mandatory educational entity representatives must be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities including local school boards, entities providing vocational education, and postsecondary educational institutions.
 4. Labor representatives must be selected from among individuals nominated by local labor federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL/CIO.
 5. For all other members, the Consortium should consult with the appropriate groups in the local area for possible individuals to serve.
 6. Nomination forms can be found www.vcwwestpiedmont.com or by contacting the CEO of the LWDB.

G. Conflict of Interest:

1. Members of the LWDB and staff must maintain the public trust for use of the federal and state funds for the purpose of carrying out program requirements including the responsibility to maintain the reputation and integrity of the program. All decisions of the LWDB and Consortium are to be based on promoting the best interests of the state and public good. All members of the LWDB, Consortium and committee members (whether voting or non-voting) are subject to all provisions of the state and local government Conflict of Interest Act.
2. The LWDB will establish written policies for itself, all committees, and subcommittees thereof, in by-laws, to adhere to conflict of interest policies established by the state, local government and the Act.
3. A member of the LWDB, Consortium or Committee of the LWDB must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents); nor on any matter that would provide any direct benefit to such member or the immediate family of such member. Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent. Dependent means any person, whether or not related by blood or marriage, which receives from the member, or provides to the member, more than one-half of his financial support.
4. Any LWDB or Consortium member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
5. Any LWDB or Consortium member who participates in a decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid or Requests for Proposals or other such bid processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the LWDB or Consortium member who participated in this manner.
6. Any LWDB member with a potential or actual conflict of interest shall disclose that fact to the LWDB as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it is determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be *clearly* noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each LWDB member is responsible for determining whether any potential or actual conflict of interest exists or arises during his tenure on the LWDB.
7. If a contract or purchase is made by the LWDB involving its own member with a conflict of interest, the Local Board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.

8. LWDB members who are also one-stop center operators shall not serve on any committees that deal with oversight of the one-stop system or allocation of resources that would be potentially allocated to that member's program.
 - H. Grievance Procedure: See Attachment I
 - I. Indemnification:
 1. The LWDB and Consortium recognize the need to protect all members of the LWDB and the Consortium against loss, liability or damages that may result from their joint and separate actions in performing responsibilities under the Act. The Consortium and LWDB agree that adequate insurance shall be provided.
 - J. Voting:
 1. All approvals under this agreement shall require approval of a majority of the members present at a meeting of such said bodies, unless a vote of greater than a simple majority is called for in the by-laws of the respective body.
 2. Alternates of the Consortium and LWDB may vote at the respective meetings in the absence of the member.
 3. Absentee voting is not allowed by either the LWDB or the Consortium.
 - K. Quorum:
 1. A majority of membership shall constitute a quorum for purposes of conducting business of the Consortium.
- VII. General Administrative Provisions
- A. Delivery of Notices and Reports: Notices and reports required by this agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address to notify the other party in writing within a reasonable time:
 1. To the Official addressed to: WDB Chair
 2. To the Official addressed to: Consortium Chair
 3. To the Official addressed to: Chief Executive Officer
 4. To the LWDB addressed to: West Piedmont Workforce Development Board, 300 Franklin Street, Suite 241, Martinsville, VA 24112
 - B. Open Meetings required: All meetings of both the Consortium and the LWDB are open to the public.
 - C. Meeting Dates: The LWDB and Consortium shall meet at least quarterly or as needed.
 - D. Public Records: The **LWDB** and the Consortium shall maintain copies of records of their activities in all major areas, including all meeting agendas and minutes, contracts, fiscal and management documentation. The administrative entity shall be the custodian of the public records of the LWDB and of the Consortium. The LWDB and the Consortium shall send copies of all agendas of all meetings and provide minutes thereof to the members of both bodies at all times.
 - E. Sunshine Provision-The LWDB and Consortium
 1. The LWDB and Consortium shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.

2. The LWDB and Consortium shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the LWDB and Consortium, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operator(s) consistent with the State plan, and the award of grants or contracts to eligible providers of youth activities, and minutes of formal meetings of the LWDB and Consortium.
 3. The LWDB, Consortium and any subcommittee authorized to take official action on behalf of the LWDB or Consortium must do the following:
 - a. Take official action and engage in deliberations only at meeting open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of LWDB or Consortium business. "Deliberations" are discussions necessary in order to reach decisions at LWDB or Consortium meetings.
 - b. Ensure that all meetings are held in an accessible location for the disabled and that all information is provided in accessible and alternate formats.
 - c. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
 - d. Ensure that votes of LWDB and Consortium members be publicly cast and, in the case of roll call votes, recorded.
 - e. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of the roll call votes, and the names of any citizens who appeared and gave testimony.
 4. Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such session may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, the LWDB and Consortium members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
 5. Official action on any matter discussed at an executive session must be taken at an open meeting.
- F. Non-Exclusion of Members: The LWDB and the Consortium shall not exclude members of either body from meetings in closed session when the matter under discussion concerns programs, plans, budgets or staff under this agreement.
- G. Nondiscrimination: During the term of this agreement the LWDB, Consortium, the Administrative Entities and Grant Recipients agree not to discriminate against any person, whether a recipient of services (actual or potential), an employee, or an applicant for employment on the basis of factors prohibited by federal or state law, including Section 188 of the Act and applicable Virginia Statutes. The aforementioned agree to post in conspicuous places, available to all employees and applicants for employment and all recipients of services, actual or potential,

notices setting forth the provisions of this agreement as they relate to nondiscrimination. The aforementioned shall, in all solicitations for employment placed on their behalf, state that the aforementioned are "Equal Opportunity Employers".

- H. Terms of the Agreement: The term of this agreement shall commence as of September 19, 2019 and shall continue through June 30, 2022. The LWDB and the Consortium shall review this agreement by January 31, 2021, in order to draft a successor agreement, if needed.
- I. Amendment of Agreement:
 - 1. Either party may propose amendments to this agreement at any time. Requests for amendment shall be authorized in accordance with the By-Laws of the body initiating the request. The body may consider no proposed amendment unless a written copy has been mailed to the members of the body at least 10 days prior to consideration. An amendment to amendment(s) so proposed shall be in order.
 - 2. Proposed amendment approved in accord with the above shall be mailed to the other party.
 - 3. The other party must respond with a written notice of concurrence or non-concurrence, or a written request to negotiate.
- J. Construction: Should any part, clause, paragraph or sentence of this agreement be construed by a court of competent jurisdiction to be in violation of any federal or state law, rule or regulation, the remainder of the agreement shall remain in full force and effect unless amended in accord with the article.
- K. Signatory Powers: Chairpersons of the LWDB and Consortium are authorized to commit for their respective board's documents binding the Consortium with state requirements.
- L. Fiscal Agent: Pittsylvania County Administrator and Pittsylvania County Treasurer are authorized to sign checks for operating the administrative office. Vouchers will be signed by the LWDB Fiscal Officer, CEO and Treasurer. The CEO is authorized to sign contractual agreements with Program/Operators/Contractors. •
- M. Entire Agreement: The entire agreement of the parties is contained herein and this agreement supersedes any and all prior oral agreements and negotiations between the parties relating to the subject matter thereof.

VIII. Ratification of Agreement:

- A. This agreement shall require the approval of the LWDB and the Consortium by a majority vote of the members present at a meeting of the bodies, authorizing the execution of the agreement.
- B. Each signatory thereof certifies that he/she has the legal authority of the governing body of the parties to enter into this agreement, and the parties jointly and separately accept the responsibility for the operation of the program under the Act.

IN WITNESS, THEREOF:

Consortium Chair

Local Workforce Development Board Chair

Printed Name of Consortium Chair

Printed Name of LWDB Chair

Date

Date

WPWDB Approval: September 30, 2019

CLEO Approval: September 19, 2019

Attachment 1

West Piedmont Workforce Development Board Grievance Procedure

Purpose:

This policy is established by the Workforce Development Board in accordance with Public Law 105•220 and in accordance with the Code of Virginia and the United States Department of Labor for programs under the Workforce Investment Act (WIA) to outline the grievance procedure for Workforce Area Eight.

Coverage:

Any individual or organization may file a grievance alleging a violation of the Workforce Innovation and Opportunity Act, rules, regulation, grants, or other agreements made under the Act by the Commonwealth of Virginia, its Workforce Areas, sub-recipients, or contractors. Grievances, which do not involve a violation of the Act, are not subject to this procedure.

Informal Resolution Process

1. The sub recipient agency must document any allowable grievance in writing and must include all involved parties, contact information for all involved parties, the details surrounding the incident(s) in question and the dates of occurrence.
2. An informal meeting shall be called with all involved parties, either separately or as a group, to discuss the incidents in question.
3. Solutions and/or decisions achieved as a result of the informal meeting(s) shall be documented.
4. If a resolution and plan of action satisfactory to all parties involved cannot be reached within 20 days from the date of original notification of grievance to sub recipient agency, the grievance must be forwarded with all related documentation to:
Chief Executive Officer
West Piedmont Workforce Development Board
300 Franklin Street, Suite 241
Martinsville, VA 24112
5. The Workforce Development Board (**WDB**) Executive Committee will review the grievance file and notify in writing, all involved parties, of the time and place of a grievance hearing. The grievance hearing will be held within 30 days of receipt of grievance file. Should any member of the Executive Committee be directly or indirectly involved with the complainant they shall be removed from the proceedings and the WDB Chair shall appoint a member at large to serve on the Committee for the purpose of this hearing.
6. Within five days of the grievance hearing, the WDB Executive Committee will provide a written decision to the complainant and all applicable parties. The recommendation decision shall be based on preponderance of the evidence and shall include a determination of the issue to support the recommendation as well as an

explanation of the reasons for the recommendation. The recommendation shall be based only on information which the parties have had the opportunity to challenge through the hearing process. The final decision must be signed by the WDB CEO, the WDB Chair and all members of the hearing committee.

7. A decision of the WDB Executive Committee may be appealed to the Chief Local Elected Officials (CLEO) Consortium. Notice to appeal must be received by the WDB CEO within 10 days of the notification of decision from the WDB Executive Committee.
8. The Consortium will then follow steps 5 and 6 as outlined above.
9. If the Grievant decides to appeal the WDB/Consortium decision, he/she must notify the WDB CEO in writing of their intent within 5 days. The WDB CEO will send documentation to the state WIOA Administrative Office of the Virginia Community College System (VCCS). The grievance will then be handled according to the rules and regulations of the VCCS. The Grievant will be sent notification of this action and given a contact name and address in the WIOA Department of VCCS.

In the event that an acceptable resolution to the grievance is negotiated, a memorandum of agreement shall be prepared by the WDB CEO and shall list the provisions of the negotiated resolution and deadlines by which the provisions must be accomplished. A copy of such agreement, once signed by appropriate parties, shall be distributed as follows: the original to the grievant, a copy to the respondent, a copy maintained in the WDB Administrative Office.

Grievance Form
Workforce Development Board

Grievant (person filing grievance)

Name: _____

Address: _____

Telephone: (h): _____
(w): _____

Respondent (person(s) responding
to the grievance)

Name: _____

Address: _____

Telephone: _____

Date Alleged Incident(s) Occurred: _____

Date Grievance Was Verbally Initiated: _____

Date of Verbal Reply at the WDB Level: _____

Other Actions: Have you filed an action in any court or other agency based on the incidents noted in your grievance? If so where? What were the results?

Details of Grievance (Include relevant names, dates, locations of incidents, and state which regulations or policies you believe have been violated, if known. If additional space is required, attach a sheet of paper with the grievant's signature.)

Relief requested:

Grievant's Signature

Respondent's Signature

Date Submitted

Date Received

FISCAL AGENT, PAYROLL, AND BENEFITS SERVICES AGREEMENT

The Virginia Career Works - West Piedmont Board ("Board"), as appointed by the Council of Chief Elected Officials of the Virginia Cities of Danville and Martinsville and the Counties of Henry, Patrick, and Pittsylvania ("Consortium"), and the County of Pittsylvania, Virginia ("County") enter into this Agreement for Fiscal Agent Services, Payroll, and Benefits Services ("Agreement") dated the 1st day of July, 2019.

WITNESSETH

WHEREAS, the Workforce Innovation and Opportunity Act {Public Law 113-128}; C"WIOA") has been duly enacted by the Congress of the United States, amending the Workforce Investment Act of 1998, and signed into law by the President on July 22, 2014; and

WHEREAS, the Board was formed by the Consortium in July, 2000, in accordance with the WIA, to serve Region XVII, which includes Pittsylvania, Henry, and Patrick Counties and the Cities of Martinsville and Danville, Virginia; and

WHEREAS, the Board has hired Staff in accordance with WIOA to serve on behalf of, and at the request of the Board, and may add additional Staff in the future; and

WHEREAS, the Board seeks accounting, payroll, and benefit services for its Staff through the County, and

WHEREAS, the County, is willing to act as Fiscal Agent and provide accounting, payroll, and benefit services to Board.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the Parties agree to the following terms:

1. **TERM.** The Term of this Agreement is July 1, 2019, to June 30, 2020, and may be renewed each year thereafter upon the consent of both parties.

2. **FISCAL AGREEMENT.** The County has been designated by the Board to be the Fiscal Agent and Grant Recipient for Region XVII and is responsible for ensuring compliance with the terms and conditions of the WIOA Grant Funds under WIOA. Therefore, the County shall have the ability, for cause, to terminate the appointment of the Fiscal Agent selected, if the County, in its sole discretion, determines there is good cause to do so by giving written notice of termination and specifying the cause for the termination and the effective date thereof. In the event, the County terminates the appointment of the Fiscal Agent as provided herein, the Fiscal Agent will be paid for the reasonable services provided and the allowable expenses incurred by the Fiscal Agent prior to the termination of the appointment.

If the County terminates the appointment of the Fiscal Agent, the Board, with the advice and consent of the Consortium, shall appoint a new Fiscal Agent. The Fiscal Agent's

responsibility to the Board is limited to accounting for Grant Funds received and disbursement of such Funds as directed by the Board or its duly designated Staff Member. This includes preparing payroll and offering benefits as outlined in Paragraphs 3 and 4 below.

The Consortium, through its appointed Board, and Staff agree to be ultimately responsible for ensuring compliance with the terms and conditions of the WIOA Grant Funds under of WIOA. These duties shall consist of, but not limited to, advising the County how to invest Grant Funds; budgeting; financial and cash management; procurement and purchasing; reporting payroll changes and hours worked as required by County; resolution of findings arising from audits or reviews, providing information to auditors or reviewers; notifying County of any deficiencies noted in grant reports to granting agencies including reimbursement requests.

3. **PAYROLL.** Utilizing its Payroll System, the County will pay the Board Staff compensation earned on a bi-monthly basis for hours worked, and approved vacation, holiday, and sick pay, deducting any required State and Federal taxes, FICA, and other necessary deductions, in accordance with the salary structure established and approved by the Board. All payroll and related employer costs are to be paid from Grant Funds,

4. **BENEFITS.** The County agrees to provide the Board Staff with the same benefits offered to County employees, including health, dental, disability, and vision insurance, if offered, under the same terms and conditions offered to County employees. The employer portion of the cost of such benefits is to be paid from Grant Funds.

5. **STAFF POLICIES.** The Board will establish and approve work hours, as well a Board Policy, based upon the recommendation of the Executive Director and the on approval of Board. The Board agrees to coordinate policies with the County to avoid problems or conflicts. Holidays and vacation guidelines will be the same as the County Personnel Plan provides for other employees.

6. **FEE.** In exchange for the accounting, payroll, and benefit services provided to Board Staff, the Board will pay the County an annual fee of \$ 21,000, to be paid in twelve (12) equal monthly installments.

7. **TERMINATION.** In the event either Party breaches any term of this Agreement, the non-breaching Party will notify the other Party of the breach in writing, and will allow the other a reasonable time in which to cure the breach. If the breaching Party fails to cure the breach to the satisfaction of the non-breaching Party within ten (10) days of Notice, this Agreement will terminate on the eleventh (11th) day following the breach. Notwithstanding the above-Paragraph, either Party may terminate this Agreement upon a sixty-(60) day Notice to the other Party. Written notice received by email, U.S. mail, or delivered in person will be acceptable.

8. **RELEASE.** The Board releases the County from any and all liability relating to policies and decisions made by the Board as it relates to its Staff and Grant activities. To the extent allowed by Virginia law, the County will be responsible for any liability arising from negligent handling of payroll or benefit services.

9. **ENTIRE AGREEMENT.** This Agreement represents the entire Agreement between the Parties. Any modifications will be made in writing as mutually agreed upon the Parties.

10. **GOVERNING LAW.** This Agreement will be governed in accordance with the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in duplicate on the day and year first written above by their authorized Officers to evidence their intention to be legally bound.

WORKFORCE INVESTMENT BOARD

By: _____ Date _____
Board Chair

COMMONWEALTH OF VIRGINIA, AT LARGE

CITY/COUNTY OF -----**towit:** _____ day of _____

The foregoing instrument was acknowledged before me this ____

_____, 2019, by _____ in his/her capacity as Chairman of the
VIRGINIA CAREER WORKS - WEST PIEDMONT REGION BOARD, on behalf of such
entity,

My commission expires: _____

Notary Public

Registration No. _____

XVII CONSORTIUM

By:

Consortium Chair

Date

COMMONWEALTH OF VIRGINIA, AT LARGE

CITY/COUNTY OF _____, to wit:

The foregoing instrument was acknowledged before me this _____ day of _____ 2019, by _____, in his/her capacity as Chairman of the **CONSORTIUM**, on behalf of such entity,

My commission expires: _____

Notary Public

Registration No. _____

COUNTY OF PITTSYLVANIA, VIRGINIA

By:

Board Chairman

Date

APPROVE AS TO FORM

By:

J. Vaden Hunt, Esq.
Pittsylvania County Attorney

COMMONWEALTH OF VIRGINIA, AT LARGE

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ 2019, by _____, in his/her capacity as Chairman of the Board of Supervisors of the **COUNTY OF PITTSYLVANIA, VIRGINIA**, on behalf of such entity,

My commission expires: _____

Notary Public

Registration No. _____

West Piedmont Workforce Investment Board

Hiring Procedures for CEO Position

1. The West Piedmont Workforce Investment Board (Board) shall be notified immediately by the Chairperson when the position becomes open. The Chairperson will recommend people to serve on Selection Committee. The Executive Committee of the Board will appoint members to the Selection Committee from the recommendations, ensuring geographic balance across the region, and will appoint a Chairperson of the Selection Committee.
2. The job description will be written by the current or interim CEO and the Board Chairperson. The description will be sent to the Selection Committee for review and input, posted on the website for review, and approved by the Executive Committee of the Board.
3. The position will be posted through multiple media outlets (Virginia Employment Commission, website, regional newspapers, referred to VCCS for referrals, Board, etc.). Resumes will be directed to the Human Resources office of the Board's fiscal agent.
4. The Selection Committee will review and agree on a set of interview questions to be asked of all candidates.
5. The Human Resources Officer of the Board's fiscal agent will vet applicants to ensure they meet minimum qualifications for the position (example: educational requirement). If the Human Resources Officer of the Board's fiscal agent cannot vet applications, the Selection Committee will appoint someone outside of the Committee to conduct the initial vetting.
6. The Selection Committee will be provided applicants' resumes to review and rate. Upon receiving completed rating sheets, the Chairperson will tally ratings and return the overall rating for each applicant to Committee members. The Selection Committee will meet (face-to-face or by conference call) to select individuals for interview.
7. The Selection Committee Chairperson or person appointed the Chairperson will contact the candidates to schedule interviews (typically all interviews are conducted on the same day). A final interview schedule will be emailed to the Selection Committee and the Board Chairperson.
8. During the interview, Committee members will record and rate the candidates' responses to the list of approved questions. Rating total of a candidate within 7 points will be considered equal in overall rating. (Example: one candidate rated 82 total and another rated 88)
9. Immediately after interviews are completed, the Committee members will discuss in open environment and make a recommendation for hire or not based on strengths and weaknesses of each candidate. Job-related reasons should be cited for hire and non-hire recommendations. A recommended candidate will be submitted to the Board Chairperson.
10. A minimum of two (2) reference checks and a background check on the recommended candidate will be conducted by the Board's fiscal agent. If the fiscal agent cannot conduct reference checks, the Selection Committee will appoint someone to conduct them. Upon successful completion of reference and background checks, the Selection Committee will present a recommended candidate for hire to the WPWIB at either the next regularly scheduled meeting of the Board or at a meeting called by the Board Chairperson for such purpose. Upon approval by a majority vote of the WPWIB, the Board Chairperson will make a formal offer of hire to the recommended candidate.
11. In the event the WPWIB does not approve the recommended candidate or that candidate does not accept the position, the Selection Committee will determine whether to offer the position to the next qualified candidate or to re-post the position.

September 18, 2019



West Piedmont Progress Report

2019-2020 ENROLLMENT UPDATE

	Adult	DW	Youth
Danville/Pittsylvania County	7	10	0
Martinsville/Henry County	26	5	4
Patrick County	8	0	2
Total	41	15	6
% of the Goal	102.5%	25%	20%

77% of the current Martinsville/Henry County Adult enrollments are co-enrolled with the TANF grant. We are at 80% of our TANF enrollment goal. Our TANF/WIOA co-enrollment formula has allowed us to braid funding and provide a higher level of support for participants. The TANF grant is slated to conclude June 30, 2020 and we look forward to applying for a program extension.

TANF Grant Provides a Second Chance

Teresa Thomas admits that she has made a few mistakes in her life, but she felt like she couldn't escape her past when she couldn't find work that gave her enough to pay her bills. She desperately wanted to learn new skills that would help her improve her circumstances. No matter where she turned though, she kept running into roadblocks until she was referred to the Martinsville Career Works Center.

Teresa just completed her CORE class at Patrick Henry Community College and will be starting the HVAC program in February. Teresa's Career Specialist Sheneka Hairston is biggest advocate and has provided her with invaluable support. Teresa has a new job and a new apartment. She credits the program with giving her renewed confidence.

2019-2020 Training Program Enrollments: 50



30 participants have trainings funded by WIOA

37% in Healthcare, 20% in Transportation, 20% in Business/IT,
16% in Construction

SUCCESS IS NOT A GAME

Jay Hatfield lost his position at Goodyear, but came into the Danville Center invested making in a career change. WIOA funded tuition, books and mileage as he completed a Gaming and Mobile Applications program at Danville Community College. Career Specialist Monica Beard says Jay plans to complete a bachelors program at Liberty University, but in the meantime, he's not playing games and is making almost \$22 per hour as a Simulation Technician at Averett University.

41 Occupational Skills
Training

08 Work Experiences

01 On the Job Training

08 Active Businesses w/
WIOA Participants

ActivWall
Smart Machines
Danville Humane Society
Danville Redevelopment
Salvation Army
Goodwill
Patrick County Circuit Court
Blue Ridge Nursing Home

25 NCRCs Obtained
(Forecasted to double 2019's
number)

Congratulations Antonio Logan!

One Stop Coordinator Antonio Logan led the charge to revamp our NCRC process and as a result, Henry County has been recertified as a Work Ready Community! We anticipate more communities in our region will be meeting the recertification criteria this year.

Beginning AGAIN

Marquis Eggleston enrolled in March 2018 with the intention of completing the Construction Trade program. He successfully finished the CORE class and was excited to start HVAC-1 in June. Just before class was set to begin, Marquis was arrested. He was adamant that he was not guilty of the crime for which he was accused, but with no means to get out, Marquis remained in jail awaiting his trial. Due to the amount of time he was incarcerated, Marquis was exited from the WIOA program.

At the end of May 2019, Marquis was cleared of all charges and released from jail. He re-enrolled in the WIOA program in July and immediately started a Work Experience at ActivWall. The ActivWall team fell in love with him and offered him a full-time position, which started September 16th. WIOA is utilizing OJT funding to support ActivWall as they continue to train Marquis on his permanent role.

From Public Assistance to Self-Sufficient

Patrick County resident Marc Shuff was on public assistance when he met with Career Specialist Wanda Whitlow. He eagerly began the CDL program with the CDS training facility based in Roanoke, VA. Although Marc had the opportunity to make a lot more money, he wanted to remain local and accepted a position with Speed Weigh Recycling. He no longer receives public assistance and now has his sights set on saving up for his own truck!

Salute Our Youth

Jailaika "Judy" McClearn participated in the Danville Out of School Youth program for almost two years and utilized WIOA funding to obtain a certificate as a Certified Medical Assistant. She gained valuable hands on experience through our L.E.A.D. program. During an extreme financial hardship, we were able to have her utilities turned back on. After many highs and lows over the course of the program, we are proud to report Judy is serving our country in the United States Army. She enlisted as an E1 on August 26, 2019 and will be trained as a Multiple Launch Rocket System Repairer.