

CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

Board Meeting

September 19, 2019
Hopewell Community Center
100 W City Point Rd.
Hopewell, VA 23860
8:30 a.m. – 10:30 a.m.

AGENDA

- | | |
|---|-----------------|
| 1. Call to order | Chris Johnson |
| a. Roll Call | |
| 2. Public Comment | Chris Johnson |
| 3. *Approval of Agenda | Chris Johnson |
| 4. *Amendment to the bylaws- Staggered Terms | Chris Johnson |
| 5. Introduction of the Executive Director | Sophenia Pierce |
| 6. Service Providers – Adult & Dislocated Worker | |
| 7. One-Stop System Overview | Shawn Nicholson |
| 8. Workforce Wins | |
| a. Pathways, Youth Services Provider | |
| 9. Board Committee & Staff Reports | |
| 10. *Adjournment | Chris Johnson |

***Denotes action needed**

**Crater Regional Workforce Development Board
Program Revenue & Expenditure Financial Report
As of July 31, 2019**

Notice of Obligation Revenue Sources	Annual Award	Last Year's Expenditures	Current Year's Expenditures	Eligible for Reimbursement
	July 2018-June 2019	07/1/18 - 06/30/19	07/01/19 - 06/30/20	at July 31, 2019
WIOA Programs PY 18 (Expires June 30, 2020)				
Adm	124,966.50	75,165.14	12,817.99	36,983.37
Adult	422,339.40	53,054.72	25,731.65	343,553.03
DLW	299,019.60	6,533.60	14,279.06	278,206.94
Youth	403,339.50	0.00	39,681.04	363,658.46
Total	\$1,249,665.00	\$134,753.46	\$92,509.74	\$1,022,401.80
WIOA Programs PY 19 (Expires June 30, 2021)				
Adm	62,505.50		0.00	62,505.50
Adult	71,127.90		0.00	71,127.90
DLW	54,247.50		0.00	54,247.50
Youth	437,174.10		0.00	437,174.10
Total	\$625,055.00		\$0.00	\$625,055.00
Other Programs				
Total	\$0.00		\$0.00	\$0.00
Grand Total	\$1,874,720.00	\$134,753.46	\$92,509.74	\$1,647,456.80

All funds are held at the State level (Virginia Community College System (VCCS)). The Board requests reimbursement monthly. Program Years run July 1, 20XX to June 30, 20XX+1; the Board has two years to spend the money (July 1, 20XX to June 30, 20XX+2) Dollars are spent on a first in, first out basis (PYXX funds are spent before PYXX+1 funds are spent) Unspent funds at June 30, 20XX+2 remain with VCCS.

Crater Regional Workforce Development Board

Board Meeting

March 21, 2019

Tabernacle Community Life Center

444 Halifax St.

Petersburg, VA 23236

8:30 a.m. – 10:30 a.m.

- 1) **Call to order:** 8:47 a.m.
 - a. Roll call by Recie Small
- 2) **Public Comment:**
 - a. No public comment
- 3) **Approval of Agenda: Conditional**
 - a. Motion called by Natalie Slate
 - b. Motion seconded by Dale Batten
 - c. All in favor , no one opposed , motion carried
- 4) **Approval of January 17,2019 Meeting Minutes:**
 - a. Motion called by Bruce Sobczak
 - b. Elizabeth Creamer abstained
 - c. Motion Seconded by Dr. George Lyons
 - d. All in favor, no one opposed , motion carried
- 5) **Local Strategic Plan Update:**
 - a. Ryan Follett stated there is an overview four year strategic plan.
 - b. Ryan Follett stated there were two additional comments that were returned from public comments.
 - i. To amend the welcome letter at the beginning of the strategic plan. The letter will be from the executive committee from the board now.
 - ii. Operation of rapid response program during the two years from when it was placed was managed by the Virginia Community College, now it is managed by Virginia Employment Commission.
 - c. Ryan Follett stated the C.E.O received a copy of the changes and had their input as well.
- 6) **Board Committee Report:**
 - a. Eligible Training Provider – Pam Allen
 - i. Pam Allen Stated the board met on March 5, 2019 and they reviewed twenty seven applications that were submitted for approval. Three of the vendors were already approved on the statewide provider’s vendors list that can be found on page six and seven.
 - John Tyler Community College, Community Workforce Alliance, and Petersburg Technical.
 - The additional is Professional Health Services that has PCA, and Medication Tech Program.
 - ii. Kathy Anderson stated she went on the website to find the cost of the program because it was not on their and wanted to see if the pricing was reasonable.

iii. Bruce Sobczak asked is the training provider list available to everyone because he would like easy access as to what information will be included. He also wants to create a chart where you can access easily.

b. Public Outreach-Keith Boswell

i. Keith Boswell stated he hasn't had any No's to the outreach program.

ii. Keith Boswell stated there is a new Virginia Economic Development person for our region and her name is Susan Deusebio.

c. Business Service Committee- Bruce Sobczak

i. Bruce Sobczak stated the event in Emporia they had fifteen businesses that came out and the evaluation for the event was rated excellent.

ii. Bruce Sobczak has an event In Petersburg on the 26th, of March and he wanted his economic developer partners to send out the word to bring more business.

7) " Workforce Wins"

a. Kathy Anderson stated the EMT program tested about forty individuals in December / January. Interviewed seventeen individuals and accepted seventeen but only started sixteen because one individual didn't pass the background.

b. Elizabeth Creamer stated that CCWA is working on another class for the groups who were not accepted that will start in May at John Tyler.

c. Kathy Anderson stated the construction class starts April 15, 2019 and only six people registered and five people tested with only three interviews.

8) CRWDB Staff Reports:

a. Ryan Follett stated that Petersburg is now certified by the state as our comprehensive center.

b. Sherry Pearson stated the numbers are good, but can use more local training providers.

c. Shawn Nicholson stated they need outreach for the youth service program.

9) Adjourn: 10:05 a.m.

a. Motion called by Dr. George Lyons

b. Motion Seconded by Dale Batten

c. All in favor, no one opposed, Motion carried

EXECUTIVE DIRECTOR'S REPORT

Provided by: Sopenia H. Pierce

September 10, 2019

1. Administrative, Provider and Financial Oversight

- a) CEO Agreements updates
- b) MOUs/IFA Agreement updates
- c) Board nomination and Certifications
- d) Reviewed Forensic Audit Report Summary & provided a Response to the Deputy City Manager.
- e) Corrective Action Plan Updates as submitted by the Operation Manager
- f) WIOA Admin Questionnaire you completed for PY 18 are attached.
- g) Responded to state regarding our Apprenticeship Representative on the CRWDB
- h) VaWC System of Records

Intensive review of documents to get acclimated to CEO, CRWDB and WIOA policy and procedures for financial and program management systems.

2. Trainings and Hours

- August 7 & 8 attended Statewide Title I Regional WIOA Training (10 hrs.) focusing on review of statewide findings, reporting, performances and case management requirements
- August 13 attended an Active Shooters Training provided by Capt. Geist of Petersburg Police Department (1 hr.)
- August 29 The WDB staff requested training from the VCCS for staff, providers, and case managers on the local expectations pertaining participants cases and data entry of service activities (6 hrs.)

3. Meetings Attended with:

- August 9 - Met with VCCS leadership - George Taratsas, Director, WIOA Administration and Compliance and Thomas Sheeran, Grants Administration Manager VCCS as an orientation to position with Supervisor, Darnetta Tyus
- August 14 - Petersburg-Mayor Parham to discuss the plan of action to secure the CEO agreements & City Council Myers discussion related to training programs for the region.
- Hopewell-Mayor Gore discussing the Summer Work program, final outcomes and possibilities of future collaborations.
- Met with Financial Director, Operations Director and One Stop Provider throughout the August to learn of job functions and projects they are responsible for coordinating.
- Met with Youth Services Provider - Pathways and the new Adult Dislocated Worker Provider regarding meeting contract requirements.
- Met with previous Adult Dislocated Workers Provider regarding termination of One Stop Agreement and FOIA request
- Throughout the month participated in various Community Affairs facilitated by the City of Petersburg to include:
 - Outreach & Business Solutions Meeting with the state Virginia Employment Commission
 - Department of Social Services and Workforce Development
 - Training providers
- Petersburg's Anti-Poverty Taskforce where the PDSS presented a state of the poverty address for the City of Petersburg and a hands-on simulation was presented by the Virginia Cooperative Extension

See attached Executive Director's 90 Day Plan

Executive Director's Report: 09/10/19

Executive Director's 90 Day Plan (August 5-November 5, 2019)*

1. Gain functionable knowledge of job responsibilities by:

- Acquire 40 hours of training from state and partners who share in the mission of the CRWDB
- Visit 2-4 Executive Directors within the state to learn of Best Practices and other Critical Information necessary for EDs
- Meet with at least 60% of the CEOs and other local key leaders to discuss their expectations, needs and concerns.

2. Provide oversight and guidance to staff by:

- Coordinating weekly staff meetings and engaging in follow-up communications on individual work task and projects through emails and verbal debriefings;
- Assess work performance of each staff based upon individual job descriptions and task completed;
- Develop achievable corrective action plans for avoiding potential threats: negative findings to include data entry in VaWC, monitoring and compliance.

3. Promoting/engaging in open lines of communication with the immediate supervisor, CEO Chair, CRWDB Chair about all activities of the staff.

- Coordinate and direct involvement in regular meetings of all boards and standing committees to ensure a consistent flow of information that will help with providing oversight and decision making;
- Provide an opportunity for all leadership to give their expectations of the ED position
- Participate with the One Stop Operator in a series of "strategic outreach meetings" to discuss Region 15-Community Workforce Development Board progress in the last year increase community relations and strengthen business and workforce partnerships while showcasing our most recent successes/wins.

**Additional goals will be added based on directions/recommendations of the CEOs, Deputy City Manager, of Petersburg-Community Affairs, CRWDB, and State Liaison*

**Workforce Innovation and Opportunity Act
Annual Fiscal and Program Compliance Review
Crater Region Workforce Development Board
Program Year 2018**

**Prepared by Vicki M. Tanner and Leigh Anne Stacklin
Issued June 20, 2019**



Purpose of the Review

The Workforce Innovation and Opportunity Act of 2014 (WIOA) mandates the monitoring of recipients and sub-recipients of all grants awarded and funds expended under WIOA Title I to determine compliance with WIOA, the Uniform Administrative Requirements at 2 CFR Part 200, and other applicable Federal laws and regulations. The Academic and Workforce Programs monitoring team of the Virginia Community College System (VCCS), as the WIOA Title I administrative entity, conducts the required annual compliance monitoring of Virginia's 15 local workforce development areas (LWDAs).

In order to enhance ongoing communication, support, and compliance in Program Year 2018, the VCCS is conducting monitoring throughout the program year. A desk review of the administrative components was completed in Fall 2018 and the remaining elements, including fiscal, programmatic, and Equal Opportunity, were completed via on-site and desk review in Spring 2019.

Report Contents

This report contains the results of the fiscal and programmatic review for the Crater Region Workforce Development Board (CRWDB) for Program Year 2018. The report may include findings, concerns, and considerations. If the review team identified a finding or concern, a detailed description and the required or recommended actions are provided. The following describes the difference between findings, concerns, and considerations. The results of the Equal Opportunity monitoring will be provided in a separate report.

- *Finding:* Findings indicate that the area is out of compliance with current federal laws/regulations or state and local policies. Each finding has a required action to ensure compliance. The local area must provide a corrective action plan for all findings.
- *Concern:* Concerns identify potential risk to the local area and may result in a future finding if the issue is not addressed. Although this does not indicate that the local area is out of compliance, recommended or required corrective actions are provided to improve services to the local area.
- *Consideration:* Considerations address an area identified that may benefit the local area or enhance monitoring of the local area.

The CRWDB must provide a corrective action plan for all required actions as indicated in this report.

Findings

1. *Inaccurate Allocation of Operating and Personnel Expenses to the WIOA Youth, Adult and Dislocated Worker Streams*

- A. Invoices for CRWDB expenditures were charged to the Youth, Adult and Dislocated Worker streams, including administration, based upon a uniform distribution. According to board staff, this distribution was based upon the percentage of each funding stream to the total WIOA program year award. This methodology distorts the benefits received by each stream as it does not allocate costs based upon their relationship to the funding stream. 2 CFR §200.405 (a) states that a cost is allocable to a particular Federal award or another cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.
- B. The methodology for charging CRWDB Executive Director and Operations Director salaries and fringe benefits does not reflect actual job duties or activities but are charged based upon the percentage of the funding stream to the total Program Year award. This methodology distorts the benefits received by each stream. Time and effort reporting does not reflect, and timesheets do not allow for, distribution of staff time between streams and program versus administration.
- C. During the review of expenditures the following items were identified to be allocated inaccurately:
 - a. **DHG Audit Expenditures:** These expenditures were allocated based on the above mentioned uniform distribution. Audit is an administrative function and therefore should only be charged to administration funding stream.
 - b. **Travel Expenditures:** The Operations Director charged travel expenses to the Disability Law Center and Standard Motors to all funding streams based on the above allocation. It is appropriate that the trip to the Disability Law Center is split across all streams as EO requirements apply to all programs and administration. However, the trip to Standard Motors was to discuss an after-school program offered to students at the High School to help them obtain CTEs and therefore should be charged to the Youth funding stream as the benefit is easily identifiable to the specific program.
 - c. **Women in Business Luncheon:** While this is an allowable cost, this expense was split among all funding streams. In reviewing the program, it appears that it was most beneficial to Operations Director's administrative skills and therefore should only be charged to the administrative funding streams.

Consideration for which program(s) benefit most directly should be given to each expenditure. Allocation of costs amongst all funding streams should only be done when the benefit to a specific program cannot be clearly identified.

References: 2 CFR §200.405 (a); 20 CFR § 683.215(B)

Required Actions: The local area must establish and apply a methodology for expensing grant costs based on the benefits received by the Youth, Adult and DW streams. This procedure must include a plan for periodically reconciling the basis for the methodology. The local area must also submit justification for the methodology that has been utilized. The requested documentation must be provided to VCCS for review.

CRWDB Staff must revise their current timesheet or develop a new one to allow for accurate time and effort reporting on the distribution of staff time between streams and program versus administration by **July 15, 2019**.

2. Inaccurate Reporting of Time by Youth Provider

The methodology for charging the Youth Provider expenses, including salary and fringe, does not reflect actual job duties or activities but are charged based upon the required percentage of 25/75 for In-School and Out of School Youth. This methodology distorts the benefits received by each stream. Time and effort reporting does not reflect, and the timesheets do not allow for, distribution of staff time between streams and WIOA versus Youth Build.

References: 2 CFR §200.430 (h)(8)(i-viii)

Required Actions: The youth provider must revise their current timesheet or develop a new one to record staff time spent on the WIOA in-school and out-of-school programs versus Youth Build. A copy of the new timesheet must be provided to VCCS for review.

3. The LWDB is not on track to meet the youth work experience expenditure requirements

Currently, the Crater Area has not expended or obligated any Work Experience (WEX) funds for Program Years and 2017 or 2018.

- 20 CFR §681.590(a) requires that a minimum of twenty percent of local area funds for the Title I Youth program be spent on work experience.
- As explained in 20 CFR §681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Leveraged resources cannot be used to fulfill any part of the twenty percent minimum.

Required Actions: 20 CFR §681.590(a) and (b)

Required Action: The local area must provide a written plan for how they will meet the twenty percent expenditure requirement with Program Year 2017 funds by **July 15, 2019**.

4. VaWC Discrepancies

A review of participant files revealed the following issues that present challenges to effective case management and documentation of services:

- A few records reflected credential dates in the VaWC that did not match the credential dates documented in the participant files.
- A record contained a training activity with an end date that did not reflect the training end date documented in the participant file.
- Two records contained system-closed activities.
- A record was missing a supportive service activity for college application fee documented in the file.
- Two records reflected credentials earned in the VaWC that were not supported by documentation of a credential received in the participant files.

References: VWL 14-01 WIA Participant Activity Code Definitions, Projected Durations and Use Limitations, VWL 14-09 Timely Data Entry, VWL 13-07 Virginia Workforce Connection (VAWC) System of WIOA Annual Fiscal and Programmatic Compliance Review – Program Year 2018

Record and Entry of Case Notes in VaWC

Required Actions: The local area must review the participant cases identified Appendix A and provide a timeline for making the appropriate corrections to the participant records in the VaWC. The LWDB shall provide training to case managers on the state guidance listed above and local expectations pertaining to data entry of service activities. Documentation of these actions shall be provided to VCCS for review.

Concerns

5. Lack of Youth Service Provision

At the time of the monitoring, there was no youth enrolled or actively participating in the WIOA Youth program. The Youth contractor, who has been in place since May of 2018, has described the difficulty in recruiting and enrolling youth. The contractor has stated they are currently working to determine eligibility and enroll ten youth.

Required Actions: The local area must work with the Youth services contractor to provide a written explanation of efforts to recruit and engage youth. The contractor must provide a plan and timeline for completing the eligibility and enrollment process for the ten youth. The requested documentation must be provided to VCCS for review.

6. Support Services

One participant record reviewed did not contain sufficient documentation of transportation assistance. The record contained a supportive service request and notes indicating a bus pass was provided to the participant. The record did not contain a copy of the bus pass or documentation to show the amount of the transportation assistance received.

Required Actions: The local area must review expectations regarding documentation of supportive services with service providers to ensure that support services are properly documented in case files. The LWDB must provide information on the training provided to VCCS for review.

Considerations

7. Finance Committee

The CRWDB does not have a Finance Committee. The Board may wish to consider forming one. According to 20 CFR §679.360, standing committees may be established by the Local WDB to provide information and assist the Local WDB in carrying out its responsibilities under WIOA sec. 107. Standing committees must be chaired by a member of the Local WDB, may include other members of the Local WDB, and must include other individuals appointed by the Local WDB who are not members of the Local WDB and who have demonstrated experience and expertise in accordance with §679.340(b) and as determined by the Local WDB.

The local area has expressed a need for assistance in fiscal areas. In creating a Finance Committee, the board can appoint local community members with expertise in accounting and finance to help the Board

WIOA Annual Fiscal and Programmatic Compliance Review – Program Year 2018

develop a cost allocation methodology, lend assistance to budgeting, and create financial reports.

Next Steps

Development of a Corrective Action Plan

Upon receipt of this report, the Crater Region Workforce Development Board in consultation with the Chief Elected Officials and the WIOA Title I Grant Recipient must develop a corrective action plan that addresses the findings and concerns with required actions in this report. A corrective action form is provided with this report. The LWDA Executive Director must submit the completed form to the VCCS-AWP monitoring team for approval within 30 business days, including documentation of any required actions completed within the 30 business days and a timeline for any remaining items.

Follow-up

Once the plan is approved, the LWDA shall provide quarterly updates on the status of the plan until all of the actions identified are complete. Supporting documentation is required to demonstrate completion of the actions.

VCCS will monitor the implementation of corrective actions and provide technical assistance, as needed or requested by the local areas, to ensure completion. If corrective actions are adequate to resolve the findings, a written notification will be issued to the local areas. If corrective actions are not resolved within the timeframes noted in the corrective action plan, the issues shall be referred to the WIOA Title I Administrator for review and determination of further direction or the imposition of sanctions.

Appendix A: Participant File Review Issues

Finding/ Concern	State ID	Status	Notes
5	188918	Closed	The credential date in the VaWC does not match the credential date documented in the participant file. The VaWC record was missing a supportive service activity for a college application fee documented in the file. The local area must correct the credential date in the VaWC to reflect the date on the credential in the file. The local area must enter the appropriate VaWC activity to reflect the supportive service provided.
5	177306	Exited	The record contained a system-closed activity. The record has exited and cannot be corrected.
5	626516	Exited	The 300 training activity end date in the VaWC does not match the training end date documented in the participant file. The credential date in the VaWC does not match the credential date documented in the record. The record has exited and cannot be corrected.
5	2156327	Closed	The credential entered into the VaWC is not supported by documentation of a credential received in the participant file. The local area must obtain documentation to support the credential earned and maintain it in the participant file.
5	1686379	Exited	The credential entered into the VaWC is not supported by documentation of a credential received in the file.
5	1590320	Exited	The record contained a system-closed activity. The record has exited and cannot be corrected.
7	1590320	Exited	The record contained a supportive service transportation request and notes that indicate the participant was provided a bus pass. However, the file did not contain a copy of the bus pass or book to show the quantity or amount of transportation assistance received. The record has exited and cannot be corrected.