

CHIEF LOCAL ELECTED OFFICIALS
South Central Workforce Development Board
Friday, April 24, 2026
Heartland Business Park Conference Room
200 Heartland Drive
Keysville, VA 23947
9:00 A.M.

AGENDA

- | | |
|---|-------------------------------|
| I. Welcome/Call to Order | Odessa Pride, Chairman |
| II. Public Input | Odessa Pride |
| III. Action on CLEO Minutes: January 23, 2026 | Attachment A |
| IV. Workforce Development Board Minutes (Info Only)
April 16, 2026 | Attachment B |
| V. Workforce Innovation and Opportunity Act | Terra Napier |
| a. Expenditure Reports/ Grants | Attachment C |
| b. Service Delivery Reports for 3rd Quarter | Attachment D |
| i. 1. Workforce Centers | |
| ii. 2. Youth Program | |
| c. PY 2024 Performance Report | Attachment E |
| d. PY 25 Monitoring Report | Attachment F |
| e. Board Nominations | Attachment G |
| f. Youth Program Renewal | |
| g. One-Stop Operator Contract Renewal | |
| VI. Other/Adjourn | Odessa Pride |

Next Meeting: July 24, 2025 @ 9:00 a.m.

South Central Workforce Development Board

CHIEF LOCAL ELECTED OFFICIALS

Friday, January 23, 2026

Heartland Park

200 Heartland Drive

Keyesville, Virginia 23947

9:00 a.m.

Members Present: Reggie Owens (Brunswick); Karl Carter (Buckingham); Landon Green (Charlotte); Robert Zava (Lunenburg); Judy Sheffield (Mecklenburg); Steve Bowen (Nottoway); Odessa Pride (Prince Edward)

Members Absent: Cumberland, Halifax, Amelia

Others Present: Terra Napier, SCWDB Executive Director

ATTACHMENT A

Topic-Revised Agenda	Issues	Action	Follow Up
I. Welcome/Call to Order/Introductions	None	Odessa Pride called the meeting to order. A quorum was present with 7 of the 10 counties attending.	None
II. Public Input	None	None	None
III. Election of Officers-Chair and Vice-Chair	Election among member of officers for Chair and Vice-Chair. The floor was opened for nominations.	Steve Bowen made a motion for Odessa Pride to be Chair. Robert Zava seconded the motion and it was approved. Steve Bowen made a motion for Reggie Owens to be Vice-Chair. Landon Green seconded the motion and it was approved.	None

Topic-Revised Agenda	Issues	Action	Follow Up
IV. Action on CLEO Minutes: October 24, 2025	Members reviewed the CLEO Minutes for October 24, 2025.	Karl Carter made a motion to approve the minutes as presented on October 24, 2025 meeting. Judy Sheffield seconded the motion and it was approved.	None
V. Workforce Development Board Minutes-January 15, 2026 (Information only)	SCWDB Minutes for January 15, 2026.	None	None
VI. Workforce Innovation and Opportunity Act	<p>A. Expenditure Reports- The 2nd Quarter expenditure reports were reviewed for all WIOA programs and grants.</p> <p>B. PY 2025 Notice of Obligation (NOO)-Executive Director reviewed the current NOO with members.</p> <p>C. Notice of Obligation (NOO) Employer Led Training- Executive Director reviewed the current NOO for the grant with members.</p> <p>D. SCRC 2025 SEID Grant Award Notification- Executive Director reviewed the grant award for the SCRC with members.</p> <p>E. Designation of Fiscal Agent- Executive Director reported Charlotte County is currently the fiscal agent for the SCWDB.</p>	None	None
		None	None
		None	None
		None	None
		None	None
		None	None
		None	None
		None	None
		None	None
		None	None
		None	None
		Judy Sheffield made a motion for Charlotte County to remain the fiscal agent for the SCWDB. Reggie Owens seconded the motion and it was approved.	None

Topic-Revised Agenda	Issues	Action	Follow Up
	<p>F. Service Delivery Reports for 2nd Quarter- The service delivery reports for Workforce Centers and Youth Programs were reviewed by the Executive Director with members.</p>	None	None
	<p>G. PY 2024 4th Quarter Performance Report – The PY 2024 4th Quarter Performance Report was reviewed by the Executive Director with members.</p>	None	None
	<p>H. Board Nominations-Executive Director presented a board nomination to members.</p>	Landon Green made a motion to approve board nomination for Amanda Lee. Reggie Owens seconded the motion and it was approved.	Executive Director will inform nominee of the approval.
<p>VII. Other/Adjourn</p>	<p>I. WIOA PY 2024 Annual Report- Executive Director reviewed Virginia Works PY 2024 Annual Report with members.</p> <p>None</p>	None	None
		As there was no further business, the meeting was adjourned on a motion by Steve Bowen and a second by Reggie Owens the motion carried.	Next Meeting scheduled for April 24, 2026 at 9:00 am

South Central Workforce Development Board



SOUTH CENTRAL REGION

Thursday, April 24, 2026
 Heartland Park
 200 Heartland Drive, Keysville, VA 23947
 9:00 a.m.

Members Present: Amelia- Faustine Dye; Brunswick-none; Buckingham-Amanda Lee (Alt- Shannon Reed); Charlotte- Gary Walker, Cumberland- Liz Jamerson, Linda Eanes; Halifax- Jeremy Satterfield, Nathan Parker Catherine Howard, Kimberly McIver, Elizabeth Smith; Lunenburg- Trisha Currin; Mecklenburg- Donnie Williams; Nottoway- None; Prince Edward- Margaret Taylor-Collins, Dana Knott, Asha Moses, Mark Webb

Members Absent: Eric Napier, Catherine Howard, Kelly Gunn, Buffy Allgood, Keith Hankins

ATTACHMENT B

Topic	Issues	Action	Follow Up
I. Welcome/Call to Order/Roll Call	None	Jeremy Satterfield-Chair called the meeting to order and the Executive Director called roll. A quorum was present.	None
II. Public Input	None	None	None
III. SCWDB Minutes: January 15, 2026	The minutes were reviewed.	Margaret Taylor-Collins made a motion to approved the minutes from the January 15, 2026 meeting. Kimberly McIvor seconded the motion and it was approved.	None
IV. Information Only: CLEO Minutes: January 23, 2025	The CLEO minutes were reviewed.	None	None

Topic	Issues	Action	Follow Up
<p>V. Program Updates</p> <p>VI. Committee Reports</p>	<p>Executive Director presented and reviewed with the board the WIOA Impact report and success stories along with Grant Updates and performance.</p> <p>A. Youth Committee-Liz Jamerson reviewed and discussed the Youth Committee report. Reviewed 3rd quarter reports, reviewed PY 2024 performance report. Reviewed and discussed 20% Work Experience Requirement currently at 29.38%. Reviewed and discussed quarterly youth surveys. Received updates on youth services provided along with work experience updates. Reviewed and discussed Youth outreach and engagement for the region. Discussed the Youth Program Renewal, the SCWDB is currently operating the program.</p> <p>B. Policy/Oversight Committee- Terra Napier reviewed the committee report. Reviewed One-Stop and Youth 3rd Quarter Reports. Reviewed customer satisfaction survey for 3rd Quarter. Reviewed and discussed PY 2024 Annual Performance report. Discussed and reviewed the updated Policy 1.3 Eligible Training Provider Certification.</p>	<p>None</p> <p>Liz Jamerson made a motion for the SCWDB to continue to operate the Youth Program. Margaret Taylor-Collins seconded the motion and it was approved.</p> <p>Dana Knott made a motion to approved the updated Policy 1.3 Eligible Training Provider Certification. Faustine Dye seconded the motion and it was approved.</p>	<p>None</p> <p>None</p> <p>Executive Director will share updated policy.</p>

Topic	Issues	Action	Follow Up
	<p>C. Employment Enhancement Committee- Jeremy Satterfield reviewed the report. The board reviewed Business Solutions Teams reports for Lake Country, Halifax, and Heartland. Reviewed Employer Service Report. Reviewed 3rd quarter Employer Survey results along with employer services provided in the region.</p> <p>D. Strategic Planning Committee- Donnie Williams reviewed the committee report. Reviewed convening of employers and outreach in the region. Reviewed and discussed the Strategic Plan and Local Plan goals.</p> <p>E. Executive Committee-Jeremy Satterfield reviewed the committee report and updates on expenditures, programs, grants, and performance. Discussed and reviewed state monitoring. Reviewed and discussed the 40% training requirement and 20% Work Experience requirement. Reviewed and discussed grant awards and funding. Reviewed and discussed the OSO contract renewal.</p> <p>None- Meeting was adjourned with no other business.</p>	<p>None</p> <p>None</p> <p>Margaret Taylor-Collins made a motion to approve and renew Southside Virginia Community College contract for the One-Stop Operator for another year. Mark Webb seconded the motion and it was approved.</p> <p>Elizabeth Smith made a motion to adjourn the meeting. Donnie Williams seconded the motion and it was approved.</p>	<p>None</p> <p>None</p> <p>Forward to CLEOs for approval.</p> <p>The next meeting will be Thursday, July 16, 2026 at 9:00 AM location Heartland Park, Keysville, VA.</p>
VI. Other/Adjourn			

AREA 8 ADULT

FOR THE MONTHS THRU MAR 2026

SOUTH HILL ADULT

SOUTH BOSTON ADULT

KEYSVILLE ADULT

BUDGET 2025-2026
JULY 1 - JUNE 30, 2026

	BUDGETED	EXPENSES	BALANCE	BUDGETED	EXPENSES	BALANCE	BUDGETED	EXPENSES	BALANCE	BUDGETED	EXPENSES	BALANCE
Operating Admin			\$0.00			\$0.00			\$0.00			\$0.00
Personnel												
Salary	\$0.00	\$0.00	\$0.00	\$18,468.00	\$14,936.91	\$3,531.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits	\$0.00	\$0.00	\$0.00	\$7,182.00	\$5,873.03	\$1,308.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personnel	\$0.00	\$0.00	\$0.00	\$25,650.00	\$20,809.94	\$4,840.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Personnel												
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication	\$133.02	\$93.71	\$39.31	\$516.39	\$130.16	\$386.23	\$153.35	\$68.73	\$84.62	\$802.76	\$292.60	\$510.16
Contractual Service	\$547.02	\$224.00	\$323.02	\$676.60	\$312.00	\$364.60	\$742.66	\$304.00	\$438.66	\$1,966.28	\$840.00	\$1,126.28
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$242.52	\$75.57	\$166.95	\$419.25	\$88.90	\$330.35	\$146.07	\$55.56	\$90.51	\$807.84	\$220.03	\$587.81
Office Supplies	\$407.55	\$124.66	\$282.89	\$1,295.59	\$757.83	\$537.76	\$665.17	\$260.09	\$405.08	\$2,368.31	\$1,142.58	\$1,225.73
Outreach	\$179.52	\$97.50	\$82.02	\$357.60	\$119.70	\$237.90	\$129.16	\$75.00	\$54.16	\$666.28	\$292.20	\$374.08
Rent	\$0.00	\$0.00	\$0.00	\$7,174.49	\$6,637.69	\$536.80	\$0.00	\$0.00	\$0.00	\$7,174.49	\$6,637.69	\$536.80
Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training	\$250.00	\$50.00	\$200.00	\$300.00	\$152.00	\$148.00	\$500.00	\$52.00	\$448.00	\$1,050.00	\$254.00	\$796.00
Staff Travel	\$300.00	\$279.30	\$20.70	\$380.42	\$316.44	\$63.98	\$300.00	\$233.96	\$66.04	\$980.42	\$829.70	\$150.72
Utilities	\$0.00	\$0.00	\$0.00	\$761.28	\$396.56	\$364.72	\$0.00	\$0.00	\$0.00	\$761.28	\$396.56	\$364.72
Total Non-Personnel	\$2,059.63	\$944.74	\$1,114.89	\$11,881.62	\$8,911.28	\$2,970.34	\$2,636.41	\$1,049.34	\$1,587.07	\$16,577.66	\$10,905.36	\$5,672.30
Total Operating	\$2,059.63	\$944.74	\$1,114.89	\$37,531.62	\$29,721.22	\$7,810.40	\$2,636.41	\$1,049.34	\$1,587.07	\$42,227.66	\$31,715.30	\$10,512.36
Participant Services												
Career Services only	\$95.00	\$0.00	\$95.00	\$99.34	\$0.00	\$99.34	\$50.00	\$0.00	\$50.00	\$244.34	\$0.00	\$244.34
Career Services w/training	\$544.00	\$543.89	\$0.11	\$640.65	\$639.87	\$0.78	\$401.91	\$399.92	\$1.99	\$1,586.56	\$1,583.68	\$2.88
Supportive Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Occupational Skills	\$24,500.00	\$18,582.13	\$5,917.87	\$12,000.00	\$10,614.15	\$1,385.85	\$23,191.46	\$12,116.78	\$11,074.68	\$59,691.46	\$41,313.06	\$18,378.40
Non-ITA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
On-the-Job Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,314.52	\$0.00	\$2,314.52	\$2,314.52	\$0.00	\$0.00
Customized Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transitional Jobs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Registered Apprenticeship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Incumbent Worker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remedial/Pre-Vocational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books, fees, travel, mat, etc	\$27,092.81	\$16,700.29	\$10,392.52	\$4,241.00	\$4,078.02	\$162.98	\$17,665.00	\$4,911.53	\$12,753.47	\$48,998.81	\$25,689.84	\$23,308.97
Certification Tests	\$2,500.00	\$150.00	\$2,350.00	\$99.78	\$0.00	\$99.78	\$2,500.00	\$0.00	\$2,500.00	\$5,099.78	\$150.00	\$4,949.78
Total Customer Costs	\$54,731.81	\$35,976.31	\$18,755.50	\$17,080.77	\$15,332.04	\$1,748.73	\$46,122.89	\$17,428.23	\$28,694.66	\$117,935.47	\$68,736.58	\$49,198.89
Total Detailed Expenditures	\$56,791.44	\$36,921.05	\$19,870.39	\$54,612.39	\$45,053.26	\$9,559.13	\$48,759.30	\$18,477.57	\$30,281.73	\$160,163.13	\$100,451.88	\$59,711.25
Total % Office Staff Spent			46%			79%			40%			75%
Total % Client Spent			66%			90%			38%			58%
Total % Spent			65%			82%			38%			63%

KEYSVILLE DISLOCATED

SOUTH BOSTON DISLOCATED

FOR THE MONTHS THRU MAR 2026

AREA 8 DISLOCATED

	BUDGETED	EXPENSES	BALANCE
Operating Admin Personnel			\$0.00
Salary	\$0.00	\$0.00	\$0.00
Benefits	\$0.00	\$0.00	\$0.00
Total Personnel	\$0.00	\$0.00	\$0.00

Non-Personnel			
Advertising	\$0.00	\$0.00	\$0.00
Communication	\$322.74	\$83.90	\$238.84
Contractual Service	\$242.06	\$176.00	\$66.06
Equipment	\$0.00	\$0.00	\$0.00
Insurance	\$193.65	\$66.68	\$126.97
Office Supplies	\$403.43	\$109.42	\$294.01
Outreach	\$161.37	\$80.00	\$81.37
Rent	\$1,129.60	\$0.00	\$1,129.60
Subscriptions	\$0.00	\$0.00	\$0.00
Staff Training	\$96.82	\$44.00	\$52.82
Staff Travel	\$322.74	\$246.17	\$76.57
Utilities	\$322.74	\$0.00	\$322.74
Total Non-Personnel	\$3,195.15	\$806.17	\$2,388.98
Total Operating	\$3,195.15	\$806.17	\$2,388.98

Participant Services

Career Services only	\$39.87	\$0.00	\$39.87
Career Services w/training	\$483.41	\$479.90	\$3.51
Supportive Services	\$0.00	\$0.00	\$0.00
Occupational Skills	\$7,958.64	\$0.00	\$7,958.64
Non-ITA	\$0.00	\$0.00	\$0.00
On-the-Job Training	\$1,620.71	\$0.00	\$1,620.71
Customized Training	\$0.00	\$0.00	\$0.00
Contract Training	\$0.00	\$0.00	\$0.00
Transitional Jobs	\$0.00	\$0.00	\$0.00
Registered Apprenticeships	\$0.00	\$0.00	\$0.00
Incumbent Worker	\$0.00	\$0.00	\$0.00
Remedial/Pre-Vocational	\$0.00	\$0.00	\$0.00
Books, fees, travel, mat, etc	\$3,375.59	\$0.00	\$3,375.59
Certification Tests	\$406.71	\$0.00	\$406.71
Total Customer Costs	\$13,884.93	\$479.90	\$13,405.03
Total Detailed Expenditures	\$17,080.08	\$1,286.07	\$15,794.01

Total % Office Staff Spent 25%

Total % Client Spent 3%

Total % Spent 8%

	BUDGETED	EXPENSES	BALANCE
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

	\$0.00	\$0.00	\$0.00
	\$179.30	\$52.04	\$127.26
	\$434.48	\$280.00	\$154.48
	\$0.00	\$0.00	\$0.00
	\$107.58	\$44.45	\$63.13
	\$224.13	\$173.39	\$50.74
	\$89.65	\$57.00	\$32.65
	\$327.55	\$0.00	\$327.55
	\$0.00	\$0.00	\$0.00
	\$53.79	\$0.00	\$53.79
	\$179.30	\$38.00	\$141.30
	\$179.30	\$178.77	\$0.53
	\$1,775.08	\$823.65	\$951.43
	\$1,775.08	\$823.65	\$951.43

	\$22.14	\$0.00	\$22.14
	\$306.90	\$303.94	\$2.96
	\$0.00	\$0.00	\$0.00
	\$4,421.47	\$3,563.15	\$858.32
	\$0.00	\$0.00	\$0.00
	\$900.40	\$0.00	\$900.40
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$1,837.00	\$963.05	\$873.95
	\$225.95	\$0.00	\$225.95
	\$7,713.86	\$4,830.14	\$2,883.72
	\$9,488.94	\$5,653.79	\$3,835.15

46%

63%

60%

	BUDGETED	EXPENSES	BALANCE
	\$0.00	\$0.00	\$0.00
	\$12,600.00	\$7,875.44	\$4,724.56
	\$4,900.00	\$3,137.18	\$1,762.82
	\$17,500.00	\$11,012.62	\$6,487.38

	\$0.00	\$0.00	\$0.00
	\$1,109.42	\$523.67	\$785.75
	\$1,882.08	\$728.00	\$1,154.08
	\$0.00	\$0.00	\$0.00
	\$1,265.66	\$184.47	\$1,081.19
	\$2,636.79	\$935.73	\$1,701.06
	\$1,054.71	\$244.10	\$810.61
	\$8,082.99	\$5,689.46	\$2,393.53
	\$0.00	\$0.00	\$0.00
	\$632.83	\$180.00	\$452.83
	\$2,109.42	\$537.14	\$1,572.28
	\$2,109.42	\$646.17	\$1,463.25
	\$20,883.32	\$9,468.74	\$11,414.58
	\$38,383.32	\$20,481.36	\$17,901.96

	\$260.59	\$0.00	\$260.59
	\$1,286.43	\$1,279.74	\$6.69
	\$0.00	\$0.00	\$0.00
	\$52,017.26	\$7,223.15	\$44,794.11
	\$0.00	\$0.00	\$0.00
	\$10,592.90	\$0.00	\$10,592.90
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$23,935.83	\$2,667.13	\$21,268.70
	\$2,658.25	\$0.00	\$2,658.25
	\$90,751.26	\$11,170.02	\$79,581.24
	\$129,134.58	\$31,651.38	\$97,483.20

53%

12%

25%

BUDGET 2025-2026
JULY-JUNE 2026

OUT OF SCHOOL YOUTH THRU MAR 2026

BUDGETED EXPENSES BALANCE

Operating

Personnel

Salary	\$0.00	\$0.00	\$0.00
Benefits	\$0.00	\$0.00	\$0.00
Total Personnel	\$0.00	\$0.00	\$0.00

Non-Personnel

Advertising	\$0.00	\$0.00	\$0.00
Communication	\$991.61	\$356.52	\$635.09
Contractual Service	\$7,855.10	\$4,205.57	\$3,649.53
Equipment	\$0.00	\$0.00	\$0.00
Insurance	\$421.70	\$524.25	(\$102.55)
Office Supplies	\$1,872.32	\$1,041.92	\$830.40
Rent	\$6,626.63	\$4,077.03	\$2,549.60
Outreach	\$925.88	\$328.70	\$597.18
Subscriptions	\$0.00	\$0.00	\$0.00
Staff Training	\$528.00	\$528.00	\$0.00
Staff Travel	\$1,289.78	\$1,013.12	\$276.66
Utilities	\$623.01	\$271.71	\$351.30
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total Non-Personnel	\$21,134.03	\$12,346.82	\$8,787.21
Total Operating	\$21,134.03	\$12,346.82	\$8,787.21

Participant Services

Tutoring, Study Skills, Training	\$0.00	\$0.00	\$0.00
WEX TRAVEL	\$6,189.29	\$1,520.00	\$4,669.29
Work Experience	\$56,696.51	\$27,914.65	\$28,781.86
Occupational Skill Training (OJTs,	\$0.00	\$0.00	\$0.00
Occupational Skill Training (ITAs)	\$56,326.70	\$31,670.00	\$24,656.70
Education Offered w/Workforce Pr	\$0.00	\$0.00	\$0.00
Leadership Development	\$1,101.86	\$0.00	\$1,101.86
Supportive Services	\$13,281.98	\$7,114.37	\$6,167.61
Adult Mentoring	\$0.00	\$0.00	\$0.00
Follow-Up Services	\$0.00	\$0.00	\$0.00
Comprehensive Guidance & Couns	\$0.00	\$0.00	\$0.00
Financial Literacy Education	\$0.00	\$0.00	\$0.00
Entrepreneurial Skills Training	\$0.00	\$0.00	\$0.00
Career Awareness/Counseling/Exp	\$3,269.63	\$1,935.58	\$1,334.05
Preparation/Transition to Post-Sec	\$0.00	\$0.00	\$0.00
Total Customer Costs	\$136,865.97	\$70,154.60	\$66,711.37
Total Detailed Expenditures	\$158,000.00	\$82,501.42	\$75,498.58

Total % Office Staff Spent

58%

Total % Client Spent

51%

Total % Spent

52%

TICKET TO WORK THRU MAR 2026

Beginning Balance	\$87,331.10
Income	\$719.00
Total Income	<u>\$88,050.10</u>

Expenditures	
Salary/fringe	\$912.16
Office Material	\$47.98
Contractual Ser	\$0.00
Staff Training	\$0.00
Staff Travel	\$1.14
Total Expenditures	<u>\$961.28</u>

Balance	<u>\$87,088.82</u>
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BUDGET 2025-2026
 JULY-JUNE 2026

SENTARA THRU MAR 2026

BUDGETED EXPENSES BALANCE

Operating

Administrative

Executive Director

Admin Staff

Total Administrative

\$2,019.96	\$2,019.96	\$0.00
\$767.52	\$767.52	\$0.00
\$2,787.48	\$2,787.48	\$0.00

Direct Project Personnel Expenses

Program Manager

Career Development Specialist

Total Personnel Expenses

\$0.00	\$0.00	\$0.00
\$1,736.52	\$1,736.52	\$0.00
\$1,736.52	\$1,736.52	\$0.00

Total Admin and Project

\$4,524.00

\$4,524.00

\$0.00

Other Direct Expenses

Training/Tuition

Equipment

Outreach

Program Supplies

Travel

Total Other Direct Expenses

\$23,476.00	\$22,834.27	\$641.73
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$23,476.00	\$22,834.27	\$641.73

Total Budget

\$28,000.00

\$27,358.27

\$641.73

Total % Office Staff Spent

100%

Total % Client Spent

97%

Total % Spent

98%

Virginia Career Works South Central Monthly Report

	Active Client Carry over (7/1/25)	New Active Client Registrations YTD	New Active Client Registrations this Month	Closures YTD to Follow-up (Starting 7/1/25)	Active Clients	YTD Trade	Active Follow-up	YTD Credentials	YTD OJT/WE/Int	YTD Employed at Closure
WIOA VCW Centers										
Adult Prog.										
Keysville	31	28	0	13	46		19	6		12
South Boston	18	20	1	11	27		10	5		9
Lake Country	15	21	1	13	23		13	9		11
Total	64	69	2	37	96	0	42	20	0	32
DLW Prog.										
Keysville	3	0	0	2	1		3	2		2
South Boston	4	5	0	3	6		3	1		1
Lake Country	2	3	1	1	4		1	1		1
Total	9	8	1	6	11	0	7	4	0	4
Grand Total	73	77	3	43	107	0	49	24	0	36

Customer Visits

	July	August	1st Quarter	October	November	2nd Quarter	January	February	3rd Quarter	April	May	4th Quarter
Keysville	13	7	24	8	6	16	6	4	12			
Lake Country	137	107	326	71	65	187	62	113	232			
South Boston	224	175	566	217	140	506	143	163	509			
Total	374	289	916	296	211	709	211	280	763	0	0	0

*** Active Client Carry Over + New Active Client Registrations YTD - Exits YTD = Active Clients

		Active Client Information					Follow Up Information	
Case Manager Assigned	County	Active Client Carry Over from Last Year as of July 1, 2023	New Active Client Registrations YTD (Cumulative)	Closures YTD not yet in Follow Up (Starting July 1, 2024)	Total Active Clients	New Active Client Registrations this Month	Closures YTD (Starting July 1, 2023)	Carry Over Follow Up (Starting July 1, 2025)
Katy Lockett	Amelia	1	1	1	0	0	0	
	Buckingham	1	1	1	0	0	1	1
	Cumberland	1	1	1	0	0	1	1
Briana Smith	Prince Edward	1	1	1	1	0	0	1
	Buckswood	4	2	3	3	0	1	1
	Mecklenburg	1	1	1	1	0	2	2
	Northway	2	1	3	2	0	3	3
Lalainya Allen	Charlotte	4	2	4	2	0	4	4
	Hallifax	1	1	1	1	0	1	1
	Lunenburg	1	1	1	1	0	1	1
Totals		14	10	13	11	0	13	10

		Active Client Information					Follow Up Information	
Case Manager Assigned	County	Active Client Carry Over from Last Year as of July 1, 2023	New Active Client Registrations YTD (Cumulative)	Closures YTD not yet in Follow Up (Starting July 1, 2024)	Total Active Clients	New Active Client Registrations this Month	Closures YTD (Starting July 1, 2023)	Carry Over Follow Up (Starting July 1, 2025)
Katy Lockett	Amelia	1	1	1	0	0	0	
	Buckingham	1	1	1	0	0	1	1
	Cumberland	1	1	1	0	0	1	1
Briana Smith	Prince Edward	1	1	1	1	0	0	1
	Buckswood	4	2	3	3	0	1	1
	Mecklenburg	1	1	1	1	0	2	2
	Northway	2	1	3	2	0	3	3
Lalainya Allen	Charlotte	4	2	4	2	0	4	4
	Hallifax	1	1	1	1	0	1	1
	Lunenburg	1	1	1	1	0	1	1
Totals		14	10	13	11	0	13	10

		Active Client Information					Follow Up Information	
Case Manager Assigned	County	Active Client Carry Over from Last Year as of July 1, 2023	New Active Client Registrations YTD (Cumulative)	Closures YTD not yet in Follow Up (Starting July 1, 2024)	Total Active Clients	New Active Client Registrations this Month	Closures YTD (Starting July 1, 2023)	Carry Over Follow Up (Starting July 1, 2025)
Katy Lockett	Amelia	1	1	1	0	0	0	
	Buckingham	1	1	1	0	0	1	1
	Cumberland	1	1	1	0	0	1	1
Briana Smith	Prince Edward	1	1	1	1	0	0	1
	Buckswood	4	2	3	3	0	1	1
	Mecklenburg	1	1	1	1	0	2	2
	Northway	2	1	3	2	0	3	3
Lalainya Allen	Charlotte	4	2	4	2	0	4	4
	Hallifax	1	1	1	1	0	1	1
	Lunenburg	1	1	1	1	0	1	1
Totals		14	10	13	11	0	13	10

		Active Client Information					Follow Up Information	
Case Manager Assigned	County	Active Client Carry Over from Last Year as of July 1, 2023	New Active Client Registrations YTD (Cumulative)	Closures YTD not yet in Follow Up (Starting July 1, 2024)	Total Active Clients	New Active Client Registrations this Month	Closures YTD (Starting July 1, 2023)	Carry Over Follow Up (Starting July 1, 2025)
Katy Lockett	Amelia	1	1	1	0	0	0	
	Buckingham	1	1	1	0	0	1	1
	Cumberland	1	1	1	0	0	1	1
Briana Smith	Prince Edward	1	1	1	1	0	0	1
	Buckswood	4	2	3	3	0	1	1
	Mecklenburg	1	1	1	1	0	2	2
	Northway	2	1	3	2	0	3	3
Lalainya Allen	Charlotte	4	2	4	2	0	4	4
	Hallifax	1	1	1	1	0	1	1
	Lunenburg	1	1	1	1	0	1	1
Totals		14	10	13	11	0	13	10

OSY Monthly Report - Program Elements

Case Manager Assigned	County	YTD Labor for Kit Information	YTD Financial Literacy	YTD Leadership Development	YTD Tutoring, Study Skills, Dropout/Recovery	YTD Alternative Education/Drop out Recovery Services	YTD Paid/Unpaid Work Experience	YTD Occupational Skills Training	YTD Concurrent Workforce/Training Preparation activities	YTD Supportive Services	YTD OJT	YTD Follow Up Services	YTD Comprehensive Guidance and Counseling	YTD Entrepreneurial skills training	YTD Transitional Activities for Post-Secondary Education and Training
Keosauke	Amelia	1	1	1				1							
	Buckingham														
	Cumberland														
	Prince Edward														
Lake Country	Burnswick	2	2	2			1	2		2					
	Madocburg	1	1	1				1							
	Nottoway							6		3					
South Boston	Charfette	3	8	8						4					
	Hallfax	2	2	2			1	1							
	Lunenburg	1	1	1			1	1							
Totals		10	15	15	0	6	3	12	0	9	0	0	0	0	0

mandatory services for all participants

WIOA Youth Training Information	YTD Total Registered (Counted Once)	YTD Number of Credentials	YTD Number of Closures	YTD Number of Employment	# of Related Employment	# of Non-Related Employment	Exited to Edu/Military	Exited with no Placement/Transferred
Area of Services or Training	5	2	5	2	2			3
Not Enrolled in Training								
HVAC								
Powerline								
Work Experiences	3	NA	1	1	1			
GED	2		1	1		1		
Information Technology								
Automotive	5	1	2	1	1			1
CNA/Med Tech								
Diversification	4	4	1	1		1		
TDTS	1	1	1	1				
FACER	4	4	3	3	5			
Diesel Tech					7	2	0	
Total	24	12	13	9	7	2	0	4

PY 2024 State Level	ETA 9173 - Quarter 1			ETA 9173 - Quarter 2			ETA 9173 - Quarter 3			ETA 9173 - Quarter 4			PY 2024 - WIOA - ETA 9169 - Annual (Actual Unadjusted)		
	Quarter 1			Quarter 2			Quarter 3			Quarter 4 - PY Cumulative			Unadjusted		
	Actual Performance	% of Negotiated Level	State Level	Actual Performance	% of Negotiated Level	State Level	Actual Performance	% of Negotiated Level	State Level	Actual Performance	% of Negotiated Level	State Level	Actual Performance	% of Negotiated Level	State Level
Adult															
Employment 2nd Quarter after Exit	81.00%	98.8%	81.00%	100.1%	82.10%	83.10%	101.3%	83.10%	101.3%	83.00%	101.22%	83.00%	101.22%	83.00%	101.22%
Employment 4th Quarter after Exit	83.60%	104.5%	83.10%	103.9%	82.10%	82.10%	102.6%	82.10%	102.6%	82.10%	102.65%	82.10%	102.65%	82.30%	102.88%
Median Earnings 2nd Quarter after Exit	\$7,500.00	118.3%	\$8,872.00	117.8%	\$8,836.00	\$8,853.00	118.0%	\$8,853.00	118.0%	\$9,033.00	120.44%	\$9,033.00	120.44%	\$9,025.00	120.33%
Credentialed Attainment within 1 year	75.00%	99.6%	74.70%	99.3%	74.50%	73.90%	98.5%	73.90%	98.5%	72.40%	96.53%	72.40%	96.53%	73.50%	98.00%
Measurable Skills Gain	70.00%	54.1%	37.90%	87.1%	61.00%	65.60%	93.7%	65.60%	93.7%	75.30%	107.57%	75.30%	107.57%	78.10%	111.57%
Dislocated Workers															
Employment 2nd Quarter after Exit	86.00%	94.5%	81.30%	99.8%	85.80%	85.50%	99.4%	85.50%	99.4%	85.30%	99.19%	85.30%	99.19%	85.30%	99.19%
Employment 4th Quarter after Exit	84.00%	91.0%	76.40%	97.7%	82.10%	83.50%	99.4%	83.50%	99.4%	85.20%	101.43%	85.20%	101.43%	85.20%	101.43%
Median Earnings 2nd Quarter after Exit	\$9,500.00	99.1%	\$9,415.00	99.5%	\$9,457.00	\$9,822.00	103.4%	\$9,822.00	103.4%	\$10,063.00	105.93%	\$10,063.00	105.93%	\$10,063.00	105.93%
Credentialed Attainment within 1 year	73.00%	84.1%	61.40%	89.7%	65.50%	67.90%	93.0%	67.90%	93.0%	66.90%	91.64%	66.90%	91.64%	68.10%	93.29%
Measurable Skills Gain	67.00%	60.7%	40.70%	93.6%	62.70%	63.30%	94.5%	63.30%	94.5%	74.40%	111.04%	74.40%	111.04%	76.30%	113.88%
Youth															
Employment 2nd Quarter after Exit	77.00%	99.2%	76.40%	103.2%	79.50%	80.10%	104.0%	80.10%	104.0%	80.10%	104.03%	80.10%	104.03%	80.20%	104.16%
Employment 4th Quarter after Exit	76.00%	109.2%	83.00%	109.9%	83.50%	81.80%	107.6%	81.80%	107.6%	82.10%	108.03%	82.10%	108.03%	82.10%	108.03%
Median Earnings 2nd Quarter after Exit	\$4,500.00	124.4%	\$5,600.00	117.5%	\$5,287.00	\$5,337.00	118.6%	\$5,337.00	118.6%	\$5,965.00	132.56%	\$5,965.00	132.56%	\$5,968.00	132.62%
Credentialed Attainment within 1 year	68.50%	95.8%	65.60%	104.5%	71.60%	75.50%	110.2%	75.50%	110.2%	71.30%	104.09%	71.30%	104.09%	71.50%	104.38%
Measurable Skills Gain	67.00%	48.7%	32.60%	78.8%	52.80%	62.10%	92.7%	62.10%	92.7%	71.90%	107.31%	71.90%	107.31%	72.70%	108.51%
PY 2024 LWDA 08															
Adult															
Employment 2nd Quarter after Exit	83.0%	80.4%	66.70%	90.4%	75.00%	77.40%	93.3%	77.40%	93.3%	83.30%	100.36%	83.30%	100.36%	83.30%	100.4%
Employment 4th Quarter after Exit	83.0%	95.4%	79.20%	110.0%	91.30%	89.70%	108.1%	89.70%	108.1%	89.40%	107.71%	89.40%	107.71%	89.40%	107.7%
Median Earnings 2nd Quarter after Exit	\$7,500	150.7%	\$11,299.00	136.7%	\$10,250.00	\$10,476.00	139.7%	\$10,476.00	139.7%	\$12,029.00	160.39%	\$12,029.00	160.39%	\$12,029.00	160.4%
Credentialed Attainment within 1 year	75.00%	70.5%	52.90%	100.0%	75.00%	78.70%	104.9%	78.70%	104.9%	76.40%	101.87%	76.40%	101.87%	76.40%	101.9%
Measurable Skills Gain	75.00%	28.8%	21.60%	89.6%	67.20%	63.10%	84.1%	63.10%	84.1%	88.50%	118.00%	88.50%	118.00%	89.60%	119.5%
Dislocated Workers															
Employment 2nd Quarter after Exit	86.0%	96.9%	83.30%	103.4%	88.90%	85.70%	99.7%	85.70%	99.7%	81.30%	94.53%	81.30%	94.53%	81.30%	94.5%
Employment 4th Quarter after Exit	85.0%	117.6%	100.00%	100.8%	85.70%	76.90%	90.5%	76.90%	90.5%	81.30%	95.65%	81.30%	95.65%	81.30%	95.6%
Median Earnings 2nd Quarter after Exit	\$8,900	105.9%	\$9,429.00	89.1%	\$7,926.00	\$10,249.00	115.2%	\$10,249.00	115.2%	\$9,849.00	110.66%	\$9,849.00	110.66%	\$9,849.00	110.7%
Credentialed Attainment within 1 year	74.0%	135.1%	100.00%	67.6%	50.00%	50.00%	67.6%	50.00%	67.6%	50.00%	67.57%	50.00%	67.57%	60.00%	81.1%
Measurable Skills Gain	75.0%	60.7%	45.50%	84.8%	63.60%	83.30%	111.1%	83.30%	111.1%	92.30%	123.07%	92.30%	123.07%	92.30%	123.1%
Youth															
Employment 2nd Quarter after Exit	80.0%	104.1%	83.30%	98.3%	78.60%	78.90%	98.6%	78.90%	98.6%	80.00%	100.00%	80.00%	100.00%	80.00%	100.0%
Employment 4th Quarter after Exit	77.0%	86.6%	66.70%	107.0%	82.40%	78.30%	101.7%	78.30%	101.7%	74.20%	96.36%	74.20%	96.36%	74.20%	96.4%
Median Earnings 2nd Quarter after Exit	\$4,200	142.1%	\$5,968.00	121.9%	\$5,120.00	\$5,968.00	142.1%	\$5,968.00	142.1%	\$5,544.00	132.00%	\$5,544.00	132.00%	\$5,544.00	132.0%
Credentialed Attainment within 1 year	68.5%	146.0%	100.00%	146.0%	100.00%	100.00%	146.0%	100.00%	146.0%	93.30%	136.20%	93.30%	136.20%	93.30%	136.2%
Measurable Skills Gain	70.0%	85.7%	60.00%	119.0%	83.30%	77.80%	111.1%	77.80%	111.1%	100.00%	142.86%	100.00%	142.86%	100.00%	142.9%



Virginia Department of Workforce Development and Advancement

**Workforce Innovation and Opportunity Act
Title I Programs
Annual Compliance Review**

Issued to:

South Central Workforce Development Board

Program Year 2025

April 8, 2026

Prepared by:

Lori Cumbo, BBA, CWDP

Compliance Monitor

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 Virginia Department of Workforce Development and Advancement (VDWDA), as the WIOA Title I Programs administrative entity, conducts the required annual compliance monitoring of Virginia's fourteen (14) local workforce development areas (LWDAs).

Dates of the Review

January 14, 2026 - March 3, 2026

Scope of the Review

Monitoring was conducted via enhanced desk review and onsite visits to:

- Ensure that Local Workforce Development Board (LWDB) activities and One-Stop System Operations are compliant with federal and state regulations and guidelines governing WIOA Title I funded activities.
- Determine that expenditures have been made against the proper cost categories and within the cost limitations specified in the federal and state regulations and guidelines.
- Ensure subrecipient compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards found at 2 CFR 200.
- Ensure that resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse.
- Ensure the Virginia Workforce Connection (VaWC) accurately reflects client participation and contains supporting documentation for all services provided.

This report contains the results of the administrative, fiscal, and program reviews for Program Year 2025. The report may include commendations, findings, concerns, and considerations. If the review team identified a finding or concern, a detailed description and the required or recommended actions are provided. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist. The following describes the difference between findings, concerns, and considerations.

- *Effective Practice:* Inclusion of an Effective Practice indicates a strategy, approach, process, or product in one or more key areas of implementation: governance, administration, service design and delivery, etc., that warrants highlighting in the 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 the monitoring of the local area.

The South Central Workforce Development Board (SCWDB) must provide a corrective action plan for all required actions as indicated in this report.

Findings

1. Workforce Development Board Members and Affiliation not Current on Website

Condition: The Virginia Career Works South Central Region website does not contain a current list of board members and their affiliations.

Cause: A review of the Virginia Career Works South Central Region website, at <https://vcwsouthcentral.com>, found that the Workforce Development Board (WDB) Member Roster was not current and continued to display the roster for the 2020–2022 term. This appears to have resulted from insufficient oversight of website content management and a lack of routine processes to ensure that required public information is updated in a timely manner.

Maintaining an accurate and current board roster is a core requirement under the sunshine provisions of WIOA and 20 CFR 679.390, which mandate that Local Workforce Development Boards conduct business openly and provide the public with up-to-date information on board membership and affiliations. When this information is outdated, it can create the appearance of limited transparency, hinder public understanding of board representation, and reduce confidence in the governance of the local workforce system. Over time, such gaps may affect stakeholder trust and raise concerns about the program’s commitment to accountability and compliance.

Criteria: 20 CFR 679.390, Code of VA 2.2-3707, 3707.1, 3707.3, VBWD Policy 20-02

Required Action(s): *The SCWDB must:*

- Update the Workforce Development Board (WDB) Member Roster on its public website to reflect the current board membership and affiliations.

- Develop and implement a formalized process to ensure ongoing oversight of website content, including routine reviews and timely updates of all information required under 20 CFR 679.390.

Documentation of the updated roster and the adopted oversight procedure must be submitted to the state within the specified corrective action period.

2. Virginia Workforce Connection (VaWC) Records Management

Condition: An electronic review of VaWC participant records revealed numerous policy violations.

Cause: During the review, targeted reports and a sample of participant records were examined, focusing on individual employment plans, assessment use, credentials, measurable skill gains, and compliance with fully electronic case-file requirements. The following issues were identified:

- One (1) youth record was missing a supportive service needs assessment for medical.
- One (1) youth record was missing supporting documents for a supportive service.
- One (1) youth record contained a PII violation.
- One (1) IEP was missing a supportive service objective in support of a training goal.
- One(1) record with improper use of 153 Job Search.

Collectively, these findings point to inconsistent case management practices and gaps in adherence to WIOA and state policy requirements.

Criteria: Virginia Workforce Letter (VWL) 24-03, Change 1 WIOA Title I Eligibility Guidance; Training and Employment Guidance Letter (TEGL) 21-16 WIOA Title I Youth Formula Program Guidance; TEGL 39-11 Personally Identifiable Information; VWL 25-02 Assessments for WIOA Title I Programs; VWL 21-02 Measurable Skill Gains Guidance; TEGL 23-19, Change 3 Guidance for Validating Required Performance Data; VWL 20-06 WIOA Participant Activity Code Definitions, Projected Durations, and Use Projection Limitations.

Required Corrective Action(s): The SCWDB must:

- Review the cases identified in Attachment A, collect missing information, and make appropriate corrections to the active participant records in the VaWC.
- Provide training for staff on the issues listed above to ensure an understanding of data entry and supporting documentation requirements. Documentation of these actions must be submitted to the VDWD Compliance Monitoring team for review.

Areas of Concern

No concerns were noted.

Considerations

- **Utilize Established Document Naming Conventions**

The SCWDB should ensure consistent use of the WIOA Title I Virginia Workforce Connection (VaWC) Document Naming Conventions outlined in VWL 20-07, Change 2, Attachment A.

Adhering to these standardized naming protocols will improve document organization, support accurate recordkeeping, and strengthen overall compliance with state documentation requirements.

References: VWL 20-07, Change 2, Attachment A

- **Enhance Case Note Clarity**

The SCWDB should encourage Case Managers to avoid using generic case note titles such as "Contact #1" and instead adopt titles that clearly describe the nature and purpose of the interaction.

Using more specific and descriptive case note titles enhances the clarity of participant records, supports more efficient case reviews, and strengthens the accuracy and completeness of documentation. This practice also improves continuity of services by enabling staff and monitors to quickly understand the context of each contact without needing to open every individual note.

- **Enhance Expenditure Tracking**

The current Cumulative Expenditure Form does not identify the specific type of supportive service provided (e.g., mileage reimbursement, childcare assistance, books, uniforms, etc.). To strengthen documentation quality, SCWDB should consider revising the current expenditure form to ensure that each entry clearly specifies the supportive service delivered.

Providing this level of detail enhances transparency, supports accurate fiscal tracking, and allows for more efficient monitoring and verification of allowable expenditures. Clear categorization also helps demonstrate that supportive service funds are being used appropriately and in alignment with participant needs and program requirements.

- **CEO/Board Agreement**

The Chief Local Elected Officials (CLEO) Agreement with the South Central Workforce Development Board has not been updated since October 28, 2016. This appears to have been

An Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities. Language assistance services are available and free of charge.

overlooked due to a lack of structured oversight and periodic review of foundational governance documents. Without a formal process to ensure routine evaluation and renewal of required agreements, critical documents may remain outdated despite changes in local leadership, board composition, or operational responsibilities.

While federal regulations do not prescribe a required review or re-execution schedule for CLEO agreements, the absence of a defined duration and periodic review may increase the risk that the agreement does not accurately reflect current governance structures, designated roles (including fiscal agent or one-stop operator responsibilities), or participating elected officials. Additionally, pursuant to Va. Code § 15.2-1300— Joint exercise of powers by political subdivisions, intergovernmental agreements between political subdivisions are expected to clearly define terms such as duration, responsibilities, and governing body approval. The lack of a duration provision and documented reapproval by current governing bodies may create ambiguity regarding the continued validity and applicability of the agreement.

It is recommended that the Local Workforce Development Board and CLEOs:

- Conduct a formal review of the existing CLEO agreement to ensure alignment with current WIOA requirements, organizational structure, and designated roles;
- Establish and document a defined duration or review cycle. (maybe every two years to align with board certification and local plan update timelines or every 4 years to align with local plan timelines)
- Obtain formal reaffirmation or re-execution of the agreement by current Chief Local Elected Officials, with documentation of approval by the respective governing bodies, as applicable under Va. Code § 15.2-1300.

Next Steps

Development of a Corrective Action Plan

Upon receipt of this report, the SCWDB 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 SCWDB must submit the completed form to the Virginia Works Compliance Monitoring Team for approval within **30 calendar days**, including documentation of any required actions completed within the 30 calendar days and a timeline for any remaining items. It is expected that work on corrective actions will be ongoing. All corrective actions are expected to be completed within **90 calendar days** from the date of the final report unless additional time is approved by the Virginia Works Monitor for specific items.

Follow-up

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

The Virginia Works Compliance Monitoring Team will monitor the implementation of corrective actions and provide technical assistance, as needed or requested, to ensure completion. If corrective actions are adequate to resolve the findings, a written notification will be issued to the SCWDB. If corrective actions are not resolved within the approved timeframes noted in the corrective action plan, the issues shall be referred to the Virginia Works Director of Compliance and EO for review and determination of further direction or the imposition of sanctions.

Attachment A: VaWC Records Management

Status Reports – Results		
State ID	Notes	Needed Action
	No issues found.	

File Review – Results		
State ID	Issue	Needed Action
331463 – DW Exited	<ul style="list-style-type: none"> The IEP does not include an objective to support the purchase of uniforms on 3/20/24. 	<ul style="list-style-type: none"> Because the record has exited, a case note should be added to the record stating the issue was identified during state monitoring but will not be corrected due to the record's status.
2301492 – DW Active	<ul style="list-style-type: none"> It appears the case has been kept open through periodic 153 Job Search activities occurring approximately every 60–90 days, during which the case manager provides the participant with job leads but no meaningful staff assistance. No additional services are documented between these intervals. These occurrences are reflected in the case notes on the following dates: 6/4/24, 9/3/24, 11/26/24, 2/18/25, 5/12/25, 8/4/25, 10/16/25, and 1/12/26. 	<ul style="list-style-type: none"> Provide meaningful staff-assisted individualized career services or close the case and discontinue the practice of keeping records open through periodic 153 Job Search activities without providing substantive staff-assisted services. Ensure future cases receive meaningful, documented services aligned with program requirements, and train staff on appropriate service delivery and case-closure criteria.
3696073 -OSY Exited	<ul style="list-style-type: none"> The Supportive Services Needs Assessment for medical (DOT physical - 482 4/7/25) was missing and could not be located in the VaWC uploads. No supporting receipts were attached to the Request for Reimbursement for the \$138 DOT physical and drug screen. The document was uploaded to VaWC on 4/14/25 as 'Supp Serv Medical Paid,' and no other upload could be located. 	<ul style="list-style-type: none"> Although the record has exited, all missing documents should still be uploaded to VaWC, with a case note explaining the corrective actions taken. Upload the required supporting receipts for the \$138 DOT physical and drug screen reimbursement. <u>If the supporting documentation cannot be provided, the associated expenditure will be treated as a disallowed cost.</u> Staff should receive refresher

		training on supportive service documentation requirements and proper upload procedures to ensure compliance moving forward.
3716651 – OSY Active	<ul style="list-style-type: none"> The participant’s drug screen results were uploaded on 7/16/25 in a file titled ‘Supp Serv DOT Physical and Drug Screen Bullock,’ which improperly included medical information and violated PII requirements. 	<ul style="list-style-type: none"> Remove the improperly uploaded document containing drug screen results and either destroy the PII in accordance with TEGl 39-11 or store it in a separate, secure, locked file as required. Provide staff training on PII protection, medical-information handling, and proper upload procedures to prevent future violations.



NOMINATION FORM

1-Name (First, MI, Last) Elizabeth Jamerson		2-LWDA # 8	3-Date 04/08/2026
4-Street Address 396 Pleasant Valley Road		13-Nominee Characteristics Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Race: White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
5-City Farmville	6-County Cumberland	14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship <input checked="" type="checkbox"/> 17-Private Sector (Business) <input type="checkbox"/> 18-Education <input type="checkbox"/> 19-VEC <input type="checkbox"/> 20-Economic Development <input type="checkbox"/> 21-VDARS/VDBVI <input type="checkbox"/> 22-DSS <input type="checkbox"/> 23-Career & Technical Education <input checked="" type="checkbox"/> 24-Optional/Other <input type="checkbox"/>	
7-State Virginia	8-ZIP 23901		
9-Home Phone (include area code) 434-392-6414	10-Work Phone (include area code) 804-492-4212		
11-FAX 804-492-9869	12-E-Mail ejamerson@cucps.k12.va.us		
15-LWDA Name South Central		17-Private Sector (Business) Representative Yes No Minority-Owned Business <input type="checkbox"/> <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Number of Employees _____	
16-Labor/ CBO/ Apprenticeship Representative Member _____ Cumberland Ed. Association _____ Title _____ Organization _____			
17-Private Sector (Business) Representative Title _____ Business _____ Type of Business _____		18-Education Representative Title <u>Assistant Superintendent for Human Resources</u> Institution <u>Cumberland County Schools</u> Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input checked="" type="checkbox"/>	
18-Education Representative			
20-Economic Development Representative Title _____		19-VEC Representative Title _____	
24-Nominator <i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i> Signature _____ Date <u>4-8-2026</u> Mary "Missy" Shores Printed/Typed Name & Title of Nominator Cumberland County Schools Nominator Organization (804) 492-4212 Phone _____ FAX _____ mshores@cucps.k12.va.us Email _____		21-VDARS/VDBVI Representative Title _____ 22-DSS Representative Title _____	
23- Optional/Other Representative Title _____ Agency _____		25-Action by Chief Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From <u>07/01/2026</u> To <u>06/30/2028</u> Signature of Chief Elected Official _____ Date _____	



I NOMINATION FORM

1-Name (First, MI, Last) Gary D. Walker		2-LWDA # 8 8		3-Date 04/08/2026																
4-Street Address P. O. BOX 1			13-Nominee Characteristics Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Race: White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>																	
5-City Charlotte Court House	6-County Charlotte																			
7-State Virginia	8-ZIP 23923																			
9-Home Phone (include area code)	10-Work Phone (include area code) 434-542-4301																			
11-FAX 434-969-1449	12-E-Mail garydwalker@hotmail.com		14-Recommended for (see section number) 16- Labor/ CBO/ Apprenticeship <input checked="" type="checkbox"/> 17-Private Sector (Business) <input checked="" type="checkbox"/> 18-Education <input type="checkbox"/> 19-VEC <input type="checkbox"/> 20-Economic Development <input type="checkbox"/> 21-VDARS/VDBVI <input type="checkbox"/> 22-DSS <input type="checkbox"/> 23-Career & Technical Education <input type="checkbox"/> 24-Optional/Other <input type="checkbox"/>																	
15-LWDA Name South Central																				
16-Labor/ CBO/ Apprenticeship Representative _____ member _____ Charlotte Court House Park <i>Title Organization</i>																				
17-Private Sector (Business) Representative Title President/Owner _____ Business Cornerstone Insurance _____ Type of Business Sales _____			<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Minority-Owned Business</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Female-Owned Business</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Number of Employees <u>2</u></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>				Yes	No	Minority-Owned Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Female-Owned Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/>			Number of Employees <u>2</u>		<input checked="" type="checkbox"/>
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20-Economic Development Representative Title _____		21-VDARS/VDBVI Representative Title _____																		
24-Nominator <i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i> <i>Signature</i> _____ <i>Date</i> 4/16/26 William A. Brown Jr. owner <i>Printed/Typed Name & Title of Nominator</i> Cornerstone Insurance <i>Nominator Organization</i> (434) 542-4301 <i>Phone</i> _____ <i>FAX</i> _____ garydwalker@hotmail.com <i>Email</i>		22-DSS Representative Title _____																		
		23-Optional/Other Representative Title _____ Agency _____																		
25-Action by Chief Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From 07/01/2026 To 06/30/2028																				
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