



# GUIDE TO WORKFORCE DEVELOPMENT SERVICES

## YORK COUNTY



**VIRGINIA ECONOMIC  
DEVELOPMENT PARTNERSHIP**

**YESVIRGINIA.ORG**

## **Workforce Support: An Overview**

The Virginia Economic Development Partnership (VEDP) stands ready to work with new and expanding businesses in the Commonwealth providing quality job and career opportunities for the Commonwealth's residents. The VEDP partners with York County to support the development of the workforce for business competitiveness and individual quality of life.

In today's economy, workforce development is a critical tool for businesses. Connecting individuals to work opportunities, and providing businesses with the skilled workforce and expertise they need are keys to ensuring broad economic success. As Virginia continues to grow and diversify our economy, the demand for a steady supply of well-educated and highly-skilled workers expands with it. That is why our workforce development system is the cornerstone of our economic vibrancy and global competitiveness.

York County's corporate citizens can expect the Commonwealth's workforce development services and support to be delivered through a team of agencies and programs committed to supporting the recruiting and training of an outstanding workforce. Virginia's workforce system can provide direct services like job postings, job descriptions, customized training, and organizational development, as well as financial support such as discounted services, in-kind services and cash incentives.

Please use this guide to orient you to the Commonwealth's workforce system. The Workforce Development division of the Virginia Economic Development Partnership (VEDP), and your dedicated Hampton Roads Business Manager – Toi W. Hunter - will introduce you to these resources, work with you to identify your workforce needs, find solutions and leverage regional resources to ensure that your workforce needs are met.

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### Virginia Jobs Investment Program

VEDP’s Virginia Jobs Investment Program (VJIP) has been a part of incentive packages that have supported workforce development for new and expanding York County companies. This easy, business-friendly incentive supports businesses’ workforce development needs by providing funding for each net new full-time job created in Virginia and for incumbent worker retraining needs as a result of new capital investment.

A dedicated Business Manager serves as a resource to connect human resources personnel with other state programs and resources that can be of assistance. With established relationships with several workforce partners providing a broad range of services, – such as the regional workforce development board Peninsula Council for Workforce Development, Thomas Nelson Community College, the Department of Labor and Industry, and the local Virginia Employment Commission office - Business Managers will convene these partners to deliver solutions for the long-term support of your talent needs.

<b>VJIP PROGRAMS AND ELIGIBILITY CRITERIA</b>	<b>Virginia New Jobs</b>	<b>Small Business New Jobs</b>	<b>Workforce Retraining</b>	<b>Small Business Workforce Retraining</b>
<b>Competitiveness</b>	Yes	No	No	No
<b>Jobs*</b>	25	5	10	5
<b>Capital Investment</b>	\$1MM	\$100,000	\$500,000	\$50,000
*All jobs must pay a minimum of \$9.79/hour, full-time (35-hours per week), and within a qualifying industry (Business-to-Business Information Technology, Corporate Headquarters, Distribution Centers, Manufacturing, Research and Development Facilities, Shared Service/Call Centers; at least 50% of business revenue from outside Virginia)				

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## Peninsula Council for Workforce Development

The Peninsula Council for Workforce Development (PCFWD), the regional Workforce Development Board, serves as a conduit for matching individuals seeking employment with businesses needing workers. PCFWD has the ability to provide detailed information on available workers, training resources and other data that allows businesses to make strategic workforce development decisions. PCFWD also oversees the local One-Stop centers, which assist job seekers in reaching their career goals. Several federal and state workforce grants are managed by the organization, allowing PCFWD to support work-based learning programs such as:

- **Incumbent Worker Training**  
Businesses may apply for funding to cover a portion of the cost of training existing employees who need skill upgrading to retain employment, be promoted and/or be successful in their employment with the company. Allowable expenses typically include: tuition, registration, fees, and required materials; employee travel (for training); instructor fees (which could include travel and per diem); and rental of tools or equipment needed for training.

The training must be skill-based or result in a certificate or accreditation and improve productivity, efficiency, or wages in the worker's existing job. The training should be short-term, and the business must have a demonstrated need for the training as a way to remain competitive in their industry or the economy.

- **On-The-Job Training (OJT)**  
OJT grants are a perfect solution for when an applicant may not quite fit all the job requirements and still needs additional training to be able to do the job. A contract is put in place between the workforce development board and the company before the candidate is hired. This contract includes details such as what the new hire needs to learn, how much time it will take, and how much the board will pay for the training. The candidate is then hired, making the same wages as any other "new hire" in that position, and the company receives a portion of the employee's wages reimbursed for the duration of the training period. At the end of the OJT period, the business gets a well-trained employee, based on its needs and processes.

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## Virginia Employment Commission (VEC)

The Virginia Employment Commission's mission is to promote economic growth and stability by delivering and coordinating workforce services to include: policy development; job placement services; temporary income support; Labor Market Information (LMI); and transition and training services. In Job Placement Services the VEC delivers services to employers and job seekers through the largest workforce labor exchange in the Commonwealth, the Virginia Workforce Connection (VWC), in order to match employers' needs with qualified applicants. The VEC also administers the Trade Adjustment Assistance (TAA) Program, the Work Opportunity Tax Credit Program (WOTC), non-agricultural Alien Labor Certification Program, Migrant and Seasonal Farm Workers Program, Local Veterans Employment Representative (LVER) Program, and Disabled Veterans Outreach Program (DVOP). The Employer Advisory Committee (EAC) is sponsored by the Virginia Employment Commission (VEC) as a forum for communication between the VEC and employers. The EAC provides valuable information on a variety of topics of importance to human resource professionals, as well as an opportunity for them to provide valuable input to us concerning VEC programs and services.

### Service Area Products and Services

**Businesses/Employers** have access to the state's largest pool of qualified workers, job seekers and business-related services to support their workforce and economic development needs. Such services include:

- Assistance in finding qualified workers, including job listing and applicant job matching services, worker retention and other technical assistance.
- Provide and coordinate interview facilities.
- Participate in, provide information on, and provide referral to business start-up, retention, and expansion services; Information on and referral to customized training programs; and Information on labor markets, workplace accommodations, and tax credits for new hires.

**Job seekers** have universal access to services designed to prepare them for job search, job advancement, and/or career change. Veterans of military service who are seeking employment receive priority of service. Services include:

- Access to the state's largest database of job openings;
- Job, career, and skill self-assessment tools and other assessment services;
- Career, job, and labor market information;
- Resume writing software and support materials;
- Directories of human service agencies and employers;
- Information on and/or direct assistance obtaining occupational and on-the-job training and job retention assistance available throughout the system.

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## Service Providers for Continuing Education

Continuing education programs offer degree and non-degree career training and certificates which can be delivered in a classroom setting, online, or at the company site. Options are available for individual student-employees through open-enrollment courses or for student-employee cohorts following an employer customized curriculum. Training topic areas cover a broad range of subject areas and time frames; some courses can last as short as one day. Popular training topics include leadership and management, finance and accounting, and project management.

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## Thomas Nelson Community College

Thomas Nelson Community College (TNCC) has been and will continue to be a key partner in supporting the retraining, upskilling and advancement of the current workforce as well as training for future workers. From assessing current skills and knowledge, to delivering customized specific training to fill gaps, to training industry certifications, TNCC stands ready to meet corporate training needs.

**FastForward** is a short-term workforce credential program to train Virginians for top, in-demand jobs across the Commonwealth. Most programs take between six and 12 weeks and are built so students can get their education while they work. At TNCC, students can gain the skills they need quickly and affordably, while creating more opportunity for their future. Virginia businesses struggle to hire top-flight talent—especially the skilled technicians and technologists who help drive our 21st-century economy. That’s why FastForward was created. FastForward Coaches at TNCC help potential students, and help businesses learn more about what our programs can do to help your company grow.

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## Regional Training Service Providers

ECPI University

Founded in Norfolk, Virginia in 1966, ECPI University provides undergraduate and graduate level education and workforce development training. ECPI University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). ECPI University’s academic offerings are organized into five colleges: College of Technology, College of Business & Criminal Justice, College of Nursing, College of Health Science, and College of Culinary Arts.

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### **Virginia Department of Labor and Industry (DOLI)**

The Virginia Department of Labor and Industry strives to make Virginia a better place in which to work and conduct business through the promotion of the best employment practices and job training opportunities through Registered Apprenticeships (RA). As many of York County's major employers have experienced, RA is a formalized training system that produces highly skilled workers to meet the current demands of employers competing in a global economy, through a combination of on-the-job training and theoretical classroom instruction. Industry workforce organizations, community colleges, and other training institutions utilize RA as a proven employment and talent development strategy. DOLI consultants are available to assist employers with identifying apprenticeable occupations and establish apprenticeship programs at no cost to the employer.

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### **Virginia Values Veterans (V3) Program**

The Commonwealth of Virginia has a unique opportunity to help Veterans gain career employment. The Virginia Department of Veterans Services administers the Virginia Values Veterans (V3) program which aims to educate and train employers on the best practices to recruit, hire, train and retain Veterans. The V3 program certifies companies that enroll and complete the curriculum and submits an Organizational Veteran Hiring Plan. The V3 program also assists businesses in connecting with job-seeking Veterans.

V3-Certified companies (with 300 or fewer employees) may be eligible for the V3 Employer Grant which is awarded per eligible Veteran hired and retained for at least one year.

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**Job Creation Economic Development Incentives, Grants and Tax Credits**

Disclosure: The incentives chart below gives a basic overview of existing programs. However, eligibility must be determined by the governing agency. Please contact the appropriate representative for more information. Consult a tax accountant/professional for the most appropriate advice and counsel.

	<b>Program Description</b>	<b>Qualifying Criteria</b>	<b>Contact</b>
<b>Virginia Jobs Investment Program</b>	Funding to mitigate costs to recruit, train, and onboard new employees or retrain existing employees	Job creation thresholds, capital investment, wage minimum (\$9.79), and industry specific	Virginia Jobs Investment Program (at Virginia Economic Development Partnership)
<b>Green Job Creation Tax Credit</b>	A credit against Virginia personal or corporate income tax for each new green job created within the Commonwealth by the tax payer	Limited to specific industry categories	Virginia Department of Taxation
<b>Major Business Facility Job Tax Credit</b>	Income tax credit for each new full-time job created over a threshold number of jobs	New and expanding companies; specific job classifications; company location determines threshold	Virginia Economic Development Partnership
<b>V3 Employer Grant</b>	Grant funding available for V3 certified employers hiring and retaining Veterans for at least one year	Specific employer and Veteran-employee criteria	Virginia Department of Veterans Services
<b>Virginia Registered Apprenticeship Related Instruction Incentive Program (ARIIP)</b>	Partial reimbursement for eligible sponsors and employers for certain costs of related instruction	Industry/trade specific; subject to available funding	Virginia Department of Labor and Industry
<b>Worker Retraining Tax Credit</b>	Income tax credit equal to 30% of all expenditures made by the employer for eligible worker retraining	Retraining must be certified by VEDP or approved by Commissioner of Labor and Industry	Virginia Jobs Investment Program (at Virginia Economic Development Partnership)
<b>Workforce Credentials Grant</b>	Grants available to partially fund industry credentials in high-demand occupations	Occupation/curriculum specific	State Council of Higher Education
<b>Workforce Innovation and Opportunity Act</b>	Federal funding for employment and training activities, including incumbent worker retraining and on-the-job training	Various eligibility criteria; client specific	Regional Workforce Development Board (Opportunity Inc. in Southside Hampton Roads or Peninsula Council for Workforce Development for Greater Peninsula)