

**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

January 28, 2021 at 9:00am

Zoom Meeting:

<https://zoom.us/j/93889611802?pwd=YUFpdGRhYU1QN21la09PUDdoUHFQQT09>

Members	Present
Karen Michalski	X
Joe Brinley	X
Dr. Milan Hayward	X
Crystal Hall, Chair	X

WWWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Michelle Brennan	X

Guests	Present
Toni McLawhorn	X

Call to Order

Crystal Hall called the meeting to order at 9:01am.

Review of Electronic Meeting Process

Leah Gibson reviewed the process and shared the process virtually with all those in attendance.

Public Comment

No public comment was requested or made.

Meeting Minutes Approval – August 11, 2020

The committee reviewed the minutes as presented.

Workforce Center & Services Committee Action: A motion was made by Karen Michalski to approve the minutes as presented. Joe Brinley seconded the motion. The motion was carried by a roll call vote:

Members	Vote
Karen Michalski	Yes
Joe Brinley	Yes
Dr. Milan Hayward	Yes
Crystal Hall, Chair	Yes

Old Business

GO Virginia Grant Update

Leah Gibson provided an update on this grant, that it was extended through March 31, 2021. The Incumbent Worker Training funds through this grant is expected to be gone by that date. We will also be using the funds from this grant to develop career pathway videos and we are in the process of procuring providers for that service.

WIOA Title I Youth Program Update

Leah shared that staff are still in conversation with The WorkPlace about their budget and spending. Mark Holman is steadily enrolling Youth and exceeding enrollment goals per month. However, The WorkPlace overspent their budgeted line item for Occupational Skills Training this year. This is of concern because of the requirement that 20% of the Youth funds be spent on Work Experience. With funds over-obligated to Occupational Skills Training, there are less funds available to meet the Work Experience requirement. A budget modification is expected for the Finance Committee to move funds to be able to meet that expenditure requirement. Morgan Romeo has had conversations with their leadership and will also be sending a written letter expressing our discontent with their operations of the program. Crystal Hall asked if The WorkPlace was aware of their budget and expenditure requirements. Leah responded that leadership and corporate staff did have the budget and requirement information, but we learned that local staff did not have knowledge of the budget figures. Dr. Milan Hayward asked for staff to explain what a Work Experience is and what can be counted towards that expenditure. Leah and Morgan explained the requirement and expenditures allowed. Dr. Milan Hayward also asked if The WorkPlace was fully staff. Leah reported that The WorkPlace had informed us they had offered the vacant second position to someone, but they had not yet started.

Economic Equity Grant Update

Leah shared that this is a grant we received from the Virginia Community College System that would allow us to operate cohorts of study for careers that would allow for hands on tutoring with Adult Education during the skills training. We are hosting students in the Nurse Aide program through TAP right now for this grant.

Submitted Grant Funding Applications

Leah shared that we had applied for an H-1B Grant through the Department of Labor. We recently found out we did not get awarded that funding but we have requested feedback on our application so we can learn and use that knowledge for the next opportunity. Leah also shared that we are awaiting a response from our application to the Appalachian Regional Commission for their INSPIRE grant project.

WIOA Title I Adult & Dislocated Worker Program Operations

Michelle Brennan reviewed the programs report that was provided in the packet with those in attendance. She shared pride in our staff that we were able to provide services completely virtually without hiccups over the last few months. She also shared that we have not had any turnover in staff since we got initially settled. Michelle shared that our staff person located in Covington is now serving the Highlands almost exclusively, due to demand. Michelle also noted that there are now, and expected to be in the future, more funding earmarked for tuition for participants that we serve, so that is causing some duplication with our partners. The Adult & Dislocated Worker staff are enrolling about 25 individuals each month and are expending funds consistently.

The group also discussed the funds remaining in the Dislocated Worker program relative to those remaining in the Adult program. Michelle noted that the demand for the Adult program has continued to be much higher than that for the Dislocated Worker program, and she expects that to continue through the year. As a result, staff requested that the Committee make a motion to the Finance Committee for a budget modification.

Workforce Center & Services Committee Action: A motion was made by Joe Brinley to request that the Finance Committee approve a budget modification of \$75,000 transferred from the Dislocated Worker program to the Adult program. Dr. Milan Hayward seconded the motion. The motion was carried by a roll call vote:

Members	Vote
Karen Michalski	Yes
Joe Brinley	Yes
Dr. Milan Hayward	Yes
Crystal Hall, Chair	Yes

New Business

Morgan Romeo provided an update on the Wagner-Peyser program, currently subcontracted to the Board by the VEC. The current contract for these services to be provided by the Board expires 3/31/2021 but there are conversations at the state level about extending that deadline. Staff will update the Board when we know more from the state.

Morgan also noted that board staff and the One Stop Operator are following all COVID-19 protocols put in place by the CDC and the Virginia Department of Health for our Virginia Career Works Centers. We are screening all customers and staff every morning and continue to follow social distancing protocols. All furnishings that were ordered for the Resource Room are now in place, so we can have 13 customers using our services with social distancing measures appropriately in place.

Policy Updates

Leah asked the group to review the Limited English Proficiency Policy included in the packet. She noted that staff have worked over the last couple of months diligently with staff from the VCCS and the VEC to ensure compliance and accuracy in this policy.

Workforce Center & Services Committee Action: A motion was made by Joe Brinley to approve the policy as presented. Dr. Milan Hayward seconded the motion. The motion was carried by a roll call vote:

Members	Vote
Karen Michalski	Yes
Joe Brinley	Yes
Dr. Milan Hayward	Yes
Crystal Hall, Chair	Yes

Upcoming Meetings

Next Program Oversight Meeting March 25, 2021 9:00am Location TBD

Next WVVDB Meeting February 19, 2021 8:30am Location TBD

Adjournment

Crystal Hall adjourned the meeting at 9:54am.