



BLUE RIDGE REGION

Joint Meeting

Western Virginia Workforce Development Board & CLEO Consortium

March 19, 2021 – 9:00 AM

Virtual: <https://zoom.us/j/98459565294?pwd=NGhhSFA1ZmJERUNZSmJINVM4cURCdz09>

Phone: 1-301-715-8592; Meeting Number: 984 5956 5294; Access Code: 333144

CLEO Members	Locality	Present
The Honorable Stephen Bennett	Alleghany County	
The Honorable Billy Martin	Botetourt County	
The Honorable Tom Sibold, Jr.	City of Covington	x
The Honorable Kathi Toelke	Craig County	x
The Honorable E. Cline Brubaker	Franklin County	
The Honorable Sherman Lea	City of Roanoke	
The Honorable Martha Hooker	Roanoke County	
The Honorable John Saunders	City of Salem	
Alternate Members	Locality	Present
Jonathan Lanford	Alleghany County	x
Gary Larrowe	Botetourt County	x
n/a	City of Covington	
Dan Collins	Craig County	
Christopher Whitlow	Franklin County	x
The Honorable Joseph Cobb	City of Roanoke	x
The Honorable P. Jason Peters	Roanoke County	
n/a	City of Salem	

Board Members Private Sector	Present	Board Members Public Sector	Present
Teresa Hammond	x	Joseph Brinley	
Casey Nicely	x	Chuck Simpson	x
David Olsen	x	Karen Michalski	x
Jeremy Adkins	x	Vivien McMahan for Abby Hamilton	x
Debra Lovelace	x	Crystal Hall	x
Michael Gardner	x	Lea DeCosta	x
Todd Putney		Jason Suhr	x
Amanda Rogers	x	Dr. John Rainone	x
Emily Smith	x	Amanda Decker for Dr. Milan Hayward	x
Amanda Forrester	x	Susan Watkins	x
Kristi Mallory		Beth Simms	
Adrienne Ross	x	Sue Goad	
Richard Mansell	x	Dr. Chris Pope for Chris Simmons	x
Ashley Bayne	x		
Sharon Pandolfini	x		
Stephanie Aliff			

WWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Michelle Brennan	X
Danielle Hart	X
Bobby Welch	X
Mark Holman	X

Guests	Present
Kathy Hodges	X
Toni McLawhorn	X

Welcome

Casey Nicely called the meeting to order at 9:03am.

Review of Electronic Meeting Procedures

Casey Nicely reviewed the process with the group.

Public Comment

Richard Mansell shared his appreciation for the work that Brad Stephens did before he left, and the work Danielle Hart has done since taking over.

Minutes Approval

Casey Nicely asked the CLEO members present to review the minutes from their meeting on January 6, 2021. Chris Whitlow noted that Cline Brubaker is no longer the representative for Franklin County.

CLEO Action: A motion was made by Chris Whitlow to approve the minutes as amended. The motion was seconded by Jon Lanford. The motion was carried by a roll call vote as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
Jonathan Lanford	Yes
Gary Larowe	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Casey Nicely asked the Board members present to review the minutes from their meeting on February 19, 2021.

WWDB Action: A motion was made by David Olsen to approve the minutes as presented. The motion was seconded by Debbie Lovelace. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Present
Teresa Hammond	Yes	Chuck Simpson	Yes
Casey Nicely	Yes	Karen Michalski	Yes
David Olsen	Yes	Vivien McMahan for Abby Hamilton	Yes
Jeremy Adkins	Yes	Crystal Hall	Yes
Debra Lovelace	Yes	Lea DeCosta	Yes
Michael Gardner	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes

Emily Smith	Yes	Amanda Decker for Dr. Milan Hayward	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Richard Mansell	Yes	Dr. Chris Pope for Chris Simmons	Yes
Ashley Bayne	Yes		
Sharon Pandolfini	Yes		
Adrienne Ross	Not Yet Present		

Old Business

Morgan Romeo discussed the Transfer of Funds from the WIOA Title I Dislocated Worker program to the WIOA Title I Adult program. The Board has already discussed this transfer and voted to approve the request. Per policy, local workforce development can transfer up to 100% of funds between the WIOA Title I Adult and Dislocated Worker programs. Bobby has calculated expenditure projections based on the expenses thus far this year. Currently, based on these projections, we would have to give back some Dislocated Worker funds, as most participants are eligible under the Adult program. The Board has approved a transfer of \$75,000 from Dislocated Worker funds to the Adult program to meet the current needs of our region. The group discussed the transfer.

CLEO Action: A motion was made by Gary Larrowe to approve the transfer of funds as presented. The motion was seconded by Chris Whitlow. The motion was carried by a roll call vote as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
Jonathan Lanford	Yes
Gary Larrowe	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Morgan Romeo also presented the PY2020 – PY2024 Local Plan to the group. The document had been also sent out via email to the attendees and posted virtually on our website. The Local Plan must be updated once every four years, per state guidance. Most changes to our local industries can be seen within the Information Technology sector, as it now is included under a larger umbrella titled “Professional, Scientific and Technical Services”. Arts, Entertainment & Recreation is also now an in-demand industry in our region, which is evidence of the hard work put in by Virginia’s Blue Ridge, Roanoke Outside, and all our local tourism staff. The plan was released for public comment, as required, and we received 3 comments, discussed below:

- The first comment noted that mentoring programs provided in Franklin County needed to be identified in the plan. That service is being added to the plan document, incorporating this feedback.
- The second comment asked that The Franklin Center be included and listed as a partner agency. The group discussed and agreed that The Franklin Center is not an agency or organization, rather it is a facility owned and operated by Franklin County, a local government. It is also an Affiliate Center in our Virginia Career Works region and is included as such already within the document.
- The final comment noted our great work and suggested we do an outreach strategy for businesses, that focuses on the most used business services to draw new customers in. The group agreed this is a very helpful idea, and it will be incorporated into our services, but will not be incorporated directly into the Local Plan.

The group discussed the comments and the Plan. Casey Nicely thanked the staff for their hard work in developing the document.

CLEO Action: A motion was made by Joe Cobb to approve the Local Plan as presented with the comments discussed. The motion was seconded by Kathi Toelke. The motion was carried by a roll call vote as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
Jonathan Lanford	Yes
Gary Larowe	Yes
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

WVWDB Action: A motion was made by Crystal Hall to approve the Local Plan as presented with the comments discussed. The motion was seconded by Dave Olsen. The motion was carried by a roll call vote as follows:

Board Members Private Sector	Vote	Board Members Public Sector	Present
Teresa Hammond	Yes	Chuck Simpson	Yes
Casey Nicely	Yes	Karen Michalski	Yes
David Olsen	Yes	Vivien McMahan for Abby Hamilton	Yes
Jeremy Adkins	Yes	Crystal Hall	Yes
Debra Lovelace	Yes	Lea DeCosta	Yes
Michael Gardner	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Amanda Decker for Dr. Milan Hayward	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Richard Mansell	Yes	Dr. Chris Pope for Chris Simmons	Yes
Ashley Bayne	Yes		
Sharon Pandolfini	Yes		
Adrienne Ross	Yes		

New Business

Morgan Romeo shared two new policies and a plan with the group. The Limited English Proficiency Plan was developed with guidance from state monitors from the Virginia Employment Commission as part of the Equal Opportunity review. We worked with their staff to ensure compliance and accuracy in the Plan. The Supportive Services Policy has been updated to add language to ensure we have flexibility to assist customers as much as is allowable by law. Chris Pope asked if this edit impacted the ability to pay for tuition, Morgan shared that it does not, as Supportive Services are a separate service through our programs. The Harassment Policy is a new policy, also put in place through technical assistance received from the Equal Opportunity monitors from the Virginia Employment Commission. We do have a policy in place already for employees, but this policy applies to program services and participants. The group discussed the new documents.

CLEO Action: A motion was made by Gary Larowe to accept the new documents as presented. The motion was seconded by Jon Lanford. The motion was carried by a roll call vote as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes
Jonathan Lanford	Yes
Gary Larowe	Yes

Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

WVWDB Action: A motion was made by Teresa Hammond to accept the new documents as presented. The motion was seconded by Karen Michalski. The motion was carried by a roll call vote as follows:

Board Members Private Sector	Vote	Board Members Public Sector/	Present
Teresa Hammond	Yes	Chuck Simpson	Yes
Casey Nicely	Yes	Karen Michalski	Yes
David Olsen	Yes	Vivien McMahan for Abby Hamilton	Yes
Jeremy Adkins	Yes	Crystal Hall	Yes
Debra Lovelace	Yes	Lea DeCosta	Yes
Michael Gardner	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Amanda Decker for Dr. Milan Hayward	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Richard Mansell	Yes	Dr. Chris Pope for Chris Simmons	Yes
Ashley Bayne	Yes		
Sharon Pandolfini	Yes		
Adrienne Ross	Yes		

Morgan discussed the Emergency WIOA Title I Youth Operations with the attendees. As previously directed by the Board and CLEO, board staff sent a letter to The WorkPlace detailing our concerns with the operations of the Youth program. The WorkPlace did respond in writing that they would be willing to work with us to remedy the issues, however the CEO called Morgan over the phone and expressed the interest in terminating their contracts for the Youth program. The Board has already received some of this information, as they have met throughout this process. Morgan has worked with our attorney about the terms of the contract and developed a termination agreement. We received the signed termination agreement this week, ending their contracts for the Youth program as of the end of February 2021. The Board's path forward will need to be approved by the CLEO, since they award contracts for program operations. The Board could develop and release a Request for Proposals to provide these services, but it would take time to release it, receive proposals, review them, negotiate a contract, hire staff & train staff, leaving us without Youth program services for months. The other option is to use emergency procurement policies from Roanoke City to operate these services for a period ourselves. Staff recommend using the emergency procurement option through 9/30/2021 to continue operations and continue services to our localities. This would allow time to stabilize the participants already enrolled and provide services to them. The Board would then release an RFP in July 2021, to potentially have a contract in place to start 10/1/2021. The attendees discussed the idea of running the Youth program internally, as we are doing with the Adult and Dislocated Worker programs, and the success thus far with that operation. Currently, there are about 60 active Youth we are working to contact and re-establish services with them. Board staff are also working with businesses to start work experiences for participants that could benefit from this service and meet the expenditure requirement put in place by the state. Joe Brinley noted his appreciation for Board staff doing what was needed to continue working with our Youth and taking steps to make the program stronger.

CLEO Action: A motion was made by Joe Cobb to approve emergency procurement and operate the elements of the Youth program through 9/30/2021. The motion was seconded by Tom Sibold. The motion was carried by a roll call vote as follows:

CLEO Members	Vote
The Honorable Tom Sibold, Jr.	Yes
The Honorable Kathi Toelke	Yes

Jonathan Lanford	Yes
Gary Larrowe	Abstain
Christopher Whitlow	Yes
The Honorable Joseph Cobb	Yes

Other Business

Casey noted that Crystal Hall will be leaving her position on the Board. Casey noted that she is leaving the Housing Authority and moving into a new position with Virginia Western Community College with a new grant program. Casey noted her many years of service and expressed thanks for her hard work as the Program Oversight Committee Chair and serving on the Executive Committee. We will miss her on this Board but look forward to working closely with her in her new position. Crystal expressed thanks to everyone for all their continued work on the Board and for all the work done together thus far.

Richard Mansell shared a thank you to Mark Holman for his work he does with the Youth program. He is excited about the opportunity at hand with the transition with that program. He noted that he has a participant who has anxiety about job interviews and Mark made the individual feel comfortable and at ease.

Upcoming Meetings

Casey Nicely noted that the June Board meeting will be rescheduled since the date has now been declared a state holiday. A revised meeting invitation will be sent shortly.

Adjournment

Casey Nicely adjourned the meeting at 9:40am.