



BLUE RIDGE REGION

**Western Virginia Workforce Development Board
Executive Committee Meeting**

June 19, 2020 – 9:00 AM – 10:30 AM

<https://vccs.zoom.us/s/91797382167>

Event Number: 917 9738 2167

Event Password: 945818

Members	Present
Phil Peters, Chair	X
Dave Olsen, Vice-Chair	X
Casey Nicely, Treasurer	X
Michael Gardner	X
Crystal Hall	X

elcom	Present
Morgan Romeo	X
Leah Gibson	X
Brad Stephens	X

Welcome

Phil Peters welcomed everyone to the meeting and called to order at 10:05am.

Review of Electronic Meeting Process

Morgan Romeo reviewed the process for an electronic meeting of a public body during the COVID-19 crisis. A screen was shared with all Executive Committee members outlining the parameters of having an electronic meeting as approved by the Commonwealth of Virginia's Attorney General's office. Morgan noted that only items related to the COVID-19 pandemic and the continuation of operations during the pandemic could be discussed. Morgan also noted that if any votes were taken, they must be roll call votes and recorded as such in the minutes.

Public Comment

Phil Peters asked the staff if anyone had signed up for public comment prior to the meeting with the electronic registration. Brad Stephens reported that no one had registered. There were no guests on the call and no public comment was provided.

COVID-19 Operations Discussion

Virginia Career Works Center Reopening Update

Morgan Romeo shared with the group that the current plan is to re-open July 6, after the holiday. The local boards have still not received funding from the state for re-opening of centers. However, the VEC requested some funding from the state and we will be using those funds to order portable plexiglass for the centers on a reimbursement basis. The VEC will also be providing PPE for not only staff, but also customers to the center. The PPE has been shipped

but not yet received locally. The state Department of Human Resources Management also provided an update this week that only personnel that has medical credentials to do so can take temperatures and screening for entry to the centers. The state is trying to get the ability for us to get contract 1099 employees to do this for the centers. Once we have all of these in place, we will feel comfortable to re-open. There are already security guards on-site at the Roanoke Center, unarmed, and the armed guard will begin July 1. Casey asked Morgan when we would know if the July 6 date was not going to work. Morgan noted she is speaking with the VEC every Monday and will be able to make updates week to week based on status calls every Monday.

PY2020 Operational Items

Minutes Approval – May 28th and January 17th

The group reviewed the minutes as presented. Phil made one correction to the May 28th minutes, the adjournment time.

Executive Committee Action: A motion was made by Casey Nicely to approve the minutes as amended. The motion was seconded by Crystal Hall. The motion was carried by a roll call vote:

Phil Peters	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes
David Olsen	Yes

FY2021 Budget Discussion & Presentation

Morgan Romeo shared that with the waiver approval to have the Board operate the WIOA Title I Adult and Dislocated Worker, we had to make changes to the Board budget. Still working with estimates for current year carry forward, as those have been requested from Sherry Dean, but not yet received. Budget document shared today was developed utilizing conservative figures while waiting for final numbers. The budget was prepared by splitting it into two separate budgets: one for the Board administrative staff and one for the Program Services Unit. Since receiving the approval, board administrative staff has been able to offer hire to the Grant Accountant and the Adult & Dislocated Worker Program Manager. The Program Manager has already been accepted by Michelle Brennan, the current One Stop Operations Coordinator. Morgan expressed thanks to Crystal Hall for helping with interviews for the Program Manager position. Morgan went through the budget document with the group, noting that our Program Services Unit will have more funds available for direct client services than the contractors have allotted in previous years. The budget allows for us to meet the required 40% expenditure on training services.

Executive Committee Action: A motion was made by David Olsen to recommend the presented budget to the board for approval. The motion was seconded by Casey Nicely. The motion was carried by a roll call vote:

Phil Peters	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes

David Olsen	Yes
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Wagner-Peyser Contract Signature Approval

Morgan Romeo shared the Wagner-Peyser MOU between the Board and the VEC with the group. The MOU delineates services to be provided under the funding only, but no performance. Brad Stephens is developing internal tracking methods for us to be able to report our activities to the Board. We will be receiving \$263,150.63 in these funds, which is more than we received in a cut in our Title I program funds this year. The funds will only last through 12/31/2020. We are using the funds to help staff one of the career coach positions, and that individual will be working in the Resource Room at the Roanoke Center to provide these services. The agreement was the same template that was developed by the state last year, so we did not get our attorney to review it, as she approved it last year.

Executive Committee Action: A motion was made by David Olsen to approve signature of this agreement. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Phil Peters	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes
David Olsen	Yes

Premier Virtual Contract Signature Approval

Morgan Romeo presented the virtual job fair contract with the group. She shared that Brad Stephens was able to get the cost down, and it now totaled \$12,500. Morgan noted that she had received permission from the VEC to use the Wagner-Peyer funds above for this service, so it will be entirely funded through those funds. Our attorney had reviewed the contract, made a few revisions & those had been implemented. The contract is for 1 year.

Executive Committee Action: A motion was made by Casey Nicely to approve signature of this agreement. The motion was seconded by David Olsen. The motion was carried by a roll call vote:

Phil Peters	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes
David Olsen	Yes

Eligible Training Provider Applications

Morgan Romeo shared that we had received the following new program applications from training providers:

MedCerts BT-1000 Behavior Technician & the Medical Office

MedCerts BT-11000 Behavior Technician
MedCerts HI-6900 Clinical Medical Specialist
MedCerts HI-9700 Clinical Medical Professional
MedCerts RX-3000 Pharmacy Technician Professional

Virginia Western Community College Heavy Equipment Operator
Virginia Western Community College Computer Aided Drafting & Design

The group discussed the applications & that they had met all initial application requirements.

Executive Committee Action: A motion was made by Crystal Hall to approve the new training programs. The motion was seconded by Michael Gardner. The motion was carried by a roll call vote:

Phil Peters	Yes
Casey Nicely	Yes
Crystal Hall	Yes
Michael Gardner	Yes
David Olsen	Yes

Other Business

Phil Peters asked Morgan to provide an update on the transition with Ross' contract ending. Morgan shared the Transition Agreement with the group. Morgan and Leah have read through all active cases and provided feedback on all of them. Ross also appears to have misplaced 5 files currently. Leah is going to be taking physical inventory for assets next week. All keys will be turned in. Any expenses, files, or other items that are not remedied or located will be considered disallowed and will be recouped from them.

Phil Peters ask Morgan to provide an update on the fiscal agent agreement with Roanoke City. Morgan shared she met with the City attorneys last week and they had positive feedback. They did have to discuss further with the City Manager before they could make final decisions.

Upcoming Meetings

Phil shared that the next Western Virginia Workforce Development Board meeting is Friday, June 19 at 9am via Zoom. The next CLEO meeting is June 24 at 2:30pm via Zoom. Considering the Governor's announcement this week that Friday is going to be a state holiday for Juneteenth, the group discussed Friday's meeting. They agreed since it was a previously scheduled meeting and Governor just made the announcement yesterday, they would keep the scheduled meeting. Michael Gardner suggested putting together a training regarding bias, equality, diversity & discrimination for Board members and staff in the coming months.

Adjournment

Phil Peters adjourned the meeting at 11:02am.