



BLUE RIDGE REGION

Western Virginia Workforce Development Board Meeting

September 18, 2020 – 9:00 AM – 10:30 AM

<https://vccs.zoom.us/j/95158613284?pwd=ay82YXo3Y2cwTWZ5MXJGcW01M1I3UT09>

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Bobby Welch	X
Brad Stephens	X
Michelle Brennan	X
Mark Holman	X

Board Members Private Sector	Present	Board Members Public Sector	Present
Teresa Hammond		Joseph Brinley	X
Casey Nicely	X	Chuck Simpson	X
David Olsen	X	Karen Michalski	X
Jeremy Adkins	X	Abby Hamilton	X
Debra Lovelace	X	Crystal Hall	X
Bill Jones		Lea DeCosta	X
Michael Gardner	X	Jason Suhr	X
Phil Peters	X	Dr. John Rainone	X
Todd Putney	X	Dr. Milan Hayward	X
Amanda Rogers	X	Susan Watkins	X
Emily Smith	X	Michael Burnette	X
Amanda Forrester	X	Sue Goad	X
Kristi Mallory	X		
Adrienne Ross	X		
Richard Mansell	X		
Ashley Bayne	X		

Guests	Present
Michelle Wells	X
Chris Simmons	X

Welcome

Casey Nicely called the meeting to order at 9:03am. He welcomed the new Board members and noted that two agenda items would be added under the Director’s Report: Roanoke City CARES Act funding and Performance Measure Negotiations.

Review of Electronic Meeting Process

Morgan Romeo reviewed a slide with the electronic meeting process details.

Public Comment

Morgan Romeo noted that no one had signed up for public comment prior to the meeting. Casey Nicely asked those in attendance if they would like to make any comment, all guests declined.

Consent Agenda

Casey Nicely asked the group to review the June 19, 2020 Meeting Minutes and Lease Agreement for the Covington Center. Casey opened the floor for discussion.

VVWDB Action: A motion was made by Dr. John Rainone to approve the consent agenda as presented. The motion was seconded by Karen Michalski. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Dr. Milan Hayward	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Kristi Mallory	Yes	Michael Burnette	Yes
Adrienne Ross	Yes	Sue Goad	Abstained
Richard Mansell	Yes		
Ashley Bayne	Yes		

New Member Introductions

Casey Nicely introduced and welcomed all the new Board members as follows:

- Casey Nicely - recently appointed to Board Chair, effective 7/1/2020, following Phil Peters as Chair
- Ashley Bayne – Human Resources Manager for Constellation Brands in Botetourt County
- Blair Cave – (not in attendance) works with Paint Bank General Store and is a representative from Craig County
- Amanda Forrester – works with the Roanoke Regional Small Business Development Center, serving the Roanoke area and the New River Valley
- Sue Goad – Director at Botetourt County Department of Social Services
- Kristi Mallory – Human Resources Manager for Eaton in Roanoke
- Richard Mansell – CEO of IVO Limited, in Covington
- Adrienne Ross – Human Resources with Integer
- Chris Simmons – VEC Regional Manager in Covington
- Emily Smith – Human Resources Manager for Orvis

Director’s Report

Morgan Romeo also welcomed and thanked the new Board members. She provided an update on the INSPIRE Grant opportunity. This is a grant opened by the Appalachian Regional Commission, serving Virginia, Tennessee, Kentucky, and West Virginia. They only cover 4 of our localities: Craig, Covington, Alleghany & Botetourt. Although we try to look at funding opportunities that serve the entire region, this is a project we are very interested in. This would be a project to support individuals who are receiving or have received treatment for being affected by the drug epidemic. A letter of intent is due in October, with the final application due in November. Board staff have spoken with the localities covered and they are interested in moving forward. Dave Olsen noted that this is an excellent opportunity, and we should not let it

go by. Phil seconded Dave's comments, noting it should be jumped on, even though it does not cover the entire region.

Morgan provided information on the National Dislocated Worker Grant opportunity, as well. This is a grant opportunity that the Department of Labor released in response to COVID-19. Each state was able to request funds, and Virginia received \$3.3 million. Each local area would be able to request funding for additional training for participants or emergency dislocated worker job placement services. The grant is due 9/28/2020. The Board staff are still flushing out the details but plan to submit a request for funding. Susan Watkins asked about the job placement services. Morgan explained that these would be up to 12 months of a position paid 20 hours per week. Abby Hamilton asked if this would apply to positions already hired in response to COVID-19, Morgan answered that they could not already be hired.

Morgan provided an update on COVID-19 One Stop Operations to the group. The Roanoke center re-opened July 13 with restrictions, and has experienced a few concerning incidents, but no cases have been reported directly linked with the Center. She expressed thanks to the VEC staff and their support through the re-opening process. We have evaluated and revised processes and procedures at the Center many times to adapt to what is needed to keep all customers and staff safe. The Franklin Center is open to the public, but there are currently no Board staff there on-site. The Covington Center remains closed to the public.

Morgan provided an overview of the updates to the regional Memorandum of Understanding. The changes were discussed. Morgan noted the document is out for signatures currently.

Morgan noted that we need a volunteer or nomination for Finance Committee Chair, since Casey has moved into the Board Chair position this year. Our bylaws do not limit this position to be held by a private sector representative, so it can be any Board member. Casey shared about his experiences and the expectations of the position.

Morgan reviewed the CLEO-Board Agreement with the group. She directed them to review changes made to the agreement since the Board staff are now operating programs internally, rather than through a contractor.

WVWDB Action: A motion was made by Phil Peters to accept the CLEO-Board Agreement as amended. The motion was seconded by Dave Olsen. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Dr. Milan Hayward	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Kristi Mallory	Yes	Michael Burnette	Yes
Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes		
Ashley Bayne	Yes		

Morgan provided information regarding Roanoke City CARES Act funds with the group. She noted that Roanoke City has made some of their CARES Act funds available to non-profits. She shared that Board staff are interested in requesting some of these funds to help pay for services that allow operations through COVID-19 including DocuSign membership, full Zoom license and desks/furniture for the Roanoke Resource Room to ensure safety of customers and staff. Amanda Forrester noted that her organization could provide assistance with the spacing and design of the Resource Room for safety. Todd Putney requested Morgan share the CARES Act funding available through each locality with the Board, Morgan agreed she would do so.

Morgan provided information regarding Performance Measure Negotiations process with the group. She shared that every two years, the state negotiates performance with local areas across the state. She shared the resulting performance measures, now in place for the next two years. The Department of Labor has acknowledged that they did not take COVID-19 impacts into account when determining state performances goals, therefore the state is not considering impacts when determining local area performance goals. Todd Putney asked how we can accept goals when we know we will not be able to meet them. Morgan explained that because the state levels are already set when they come to the local areas, there is not much room for negotiation. Morgan also noted that the turnaround timeframe for negotiations is not very long. As a result of conversation, Morgan offered that the Board could submit a letter to VCCS explaining their concerns and disagreements with performance goals and the process.

WVWDB Action: A motion was made by Abby Hamilton to write a letter to acknowledge our objections and request the CLEO to jointly sign the letter, as well as table the vote on accepting the performance measures until we receive a response from that letter. The motion was seconded by Karen Michalski. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Dr. Milan Hayward	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Kristi Mallory	Yes	Michael Burnette	Yes
Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes		
Ashley Bayne	Yes		

Joe Brinley clarified that we only have preliminary performance actual results from this past year as of the date of the meeting. Abby Hamilton noted that we should focus on rebuilding the economy and our community by focusing on their needs rather than Department of Labor goals. Morgan requested to have the Executive Committee review the letter prior to submission, all agreed. Dr. Milan Hayward asked if performance goals are the same for all local areas, Morgan answered that they are not, each local area has different goals. Abby Hamilton also suggested copying the letter to the Governor's office and Legislator's offices, the group agreed.

WIOA Title I Adult & Dislocated Worker Operations Report

Michelle Brennan asked the group to review reports presented in the report. She shared that all the new staff started in July 2020 and were onboarded with thorough training. There was one personnel change since July, but that position has since been filled. The team is full of staff that is compassionate, energetic, and driven. There were only a few new enrollments in July, since that month was focused on training and reaching out to existing clients. 18 new enrollments were completed in August. She noted that the team is operating at 100% productivity now, within initial training completed, ongoing training throughout and everything being provided virtually as needed. Todd Putney requested we ensure we are constantly evaluating to ensure we are being successful moving forward. Susan Watkins asked if we had any performance measure data yet for this year, Michelle noted that we do not have that data as of right now. Leah Gibson noted, seconded by Morgan Romeo & Crystal Hall, that we have received many compliments on the new staff from partners and referring agencies.

WVWDB Action: A motion was made by Todd Putney to accept the reports as presented. The motion was seconded by Phil Peters. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Susan Watkins	Yes
Amanda Forrester	Yes	Michael Burnette	Yes
Kristi Mallory	Yes	Sue Goad	Yes
Adrienne Ross	Yes		
Richard Mansell	Yes		
Ashley Bayne	Yes		

Regional Career & Technical Education Study Report

Morgan Romeo noted that she shared the written report with all via email last week. The study has been completed and Morgan expressed thanks once again to all school systems that participated. There were three main recommendations coming out of the report:

1. Create a regional CTE planning mechanism
2. Align CTE programs to meet business needs
3. Increase diversity in CTE program delivery

Morgan noted that the next steps are to create a regional CTE collaborate effort, and the schools have asked Morgan to lead that group moving forward. Todd Putney asked Morgan if the report had been provided to the Go Virginia Board. Morgan noted that the report had been provided to them, but she has not yet completed her presentation or 'exit interview' with that Board yet. Jason Suhr expressed thanks to Morgan and shared it is important to remember that the report only focused on five of the seventeen career clusters that are in place from the Virginia Department of Education. Dr. John Rainone noted discrepancies in the report from what educational institutions hear from businesses. Morgan noted that the report is to be used to start a conversation locally with the hands-on individuals to see how we can move forward.

WVWDB Action: A motion was made Dr. John Rainone to accept the report as presented. The motion was seconded by Dave Olsen. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Susan Watkins	Yes
Amanda Forrester	Yes	Michael Burnette	Yes
Kristi Mallory	Yes	Sue Goad	Yes
Adrienne Ross	Yes		
Richard Mansell	Yes		
Ashley Bayne	Yes		

Committee Updates

Finance Committee

Bobby Welch presented to the group notes from the Finance Committee. He shared the PY2019 Budget vs. Actual – Year End report. The budget shows some inconsistent figures because full grant figures had been entered for some grants, rather than just the single year’s budget.

WVWDB Action: A motion was made by the Finance Committee to accept the report as presented. The motion was seconded by Lea DeCosta. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Susan Watkins	Yes
Amanda Forrester	Yes	Michael Burnette	Yes
Kristi Mallory	Yes	Sue Goad	Yes
Adrienne Ross	Yes		
Richard Mansell	Yes		
Ashley Bayne	Yes		

Bobby presented the PY2020 Budget Revision. Morgan noted that the WIOA Title I Adult Program funds carried forward from last year were less than anticipated, but overall, we are in good shape.

WVWDB Action: A motion was made by the Finance Committee to accept the modification as presented. The motion was seconded by Phil Peters. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Chuck Simpson	Yes
Jeremy Adkins	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Todd Putney	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Susan Watkins	Yes
Amanda Forrester	Yes	Michael Burnette	Yes
Kristi Mallory	Yes	Sue Goad	Yes
Adrienne Ross	Yes		
Richard Mansell	Yes		
Ashley Bayne	Yes		

Workforce Center & Services Committee

Crystal Hall noted that the committee met August 11 and discussed grant updates as well as the re-opening of the Roanoke Center. She noted policy updates in the packet starting on page 37 for policies Adult, Dislocated Worker & Youth Eligibility, Individual Training Account, File & Information Maintenance and Supportive Services.

WVWDB Action: A motion was made by the Workforce Center & Services Committee to accept the policy updates as presented. The motion was seconded by Phil Peters. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Jeremy Adkins	Yes	Abby Hamilton	Yes
Debra Lovelace	Yes	Crystal Hall	Yes
Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Susan Watkins	Yes
Amanda Forrester	Yes	Michael Burnette	Yes
Kristi Mallory	Yes	Sue Goad	Yes
Adrienne Ross	Yes		
Richard Mansell	Yes		
Ashley Bayne	Yes		

Leah Gibson presented the new Work Experience policy to the group and reviewed content.

WVWDB Action: A motion was made by Crystal Hall to accept the policy as presented. The motion was seconded by Joe Brinley. The motion was carried by a roll call vote as follows:

Board Members <i>Private Sector</i>	Vote	Board Members <i>Public Sector</i>	Vote
Casey Nicely	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Jeremy Adkins	Yes	Abby Hamilton	Yes
Debra Lovelace	Yes	Crystal Hall	Yes

Michael Gardner	Yes	Lea DeCosta	Yes
Phil Peters	Yes	Jason Suhr	Yes
Amanda Rogers	Yes	Dr. John Rainone	Yes
Emily Smith	Yes	Susan Watkins	Yes
Amanda Forrester	Yes	Michael Burnette	Yes
Kristi Mallory	Yes	Sue Goad	Yes
Adrienne Ross	Yes		
Richard Mansell	Yes		
Ashley Bayne	Yes		

Other Business

Phil Peters asked for an update on the fiscal agent for the Board. Morgan noted that she has a meeting next week with Roanoke City to review an agreement.

Phil Peters asked for an update on the One Stop Coordinator. Morgan noted that Toni McLawhorn had been hired to fill the vacancy left by Michelle Brennan. Toni used to be the Career Services Director at Roanoke College before the position was eliminated and we are happy to have her on board.

Upcoming Meetings

Casey Nicely noted the next CLEO Meeting is September 23, 2020 at 2:30pm.

Adjournment

Casey Nicely adjourned the meeting at 10:58am.