

Western Virginia Workforce Development Board Meeting

December 13, 2019 – 9:00 AM – 11:00 AM

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Teresa Hammond	Phone	Joseph Brinley	X
Casey Nicely	X	Chuck Simpson	
Tracy Nester		Karen Michalski-Karney	Phone
Shawn Hildebrand		Abby Hamilton	X
David Olsen		Crystal Hall	X
Jeremy Adkins	X	Katherine Holcomb	X
Debra Lovelace	Phone	Lea DeCosta	X
Bill Jones	X	Jason Suhr	
Michael Gardner		Dr. John Rainone	Phone
Phil Peters	X	Dr. Milan Hayward	X
Todd Putney	X	Susan Watkins	X
Amanda Rogers	X	Michael Burnette	Phone
Wayne Griffin			

WVWDB Staff	Present
Morgan Romeo	X
Brad Stephens	X
Leah Gibson	X
Jill Quinlan	X

Guests	Present
Michelle Wells	X
Chris Simmons	X
Chris Pope	X

Welcome

Phil Peters welcomed everyone to the meeting at 9:06 AM. The attendees of the meeting went around the room and introduced themselves to the Board members and the guests of the meeting.

Public Comment

There were no comments by the public.

Consent Agenda

The following items were presented to the Board as consent agenda items:

- Joint Meeting Minutes – September 26, 2019 Board & CLEO Consortium Meeting
- WIOA Title I Youth Program Contracts
- WIOA One-Stop Operator Contracts

WVWDB Action: A motion was made by Todd Putney to approve the consent agenda as presented with a correction on page 4 of the minutes to add the name of an additional guest. The motion was seconded by Joe Brinley. The motion was carried.

Old Business

Memorandum of Understanding & Infrastructure Funding Agreements

Morgan Romeo reported that the Board has successfully executed the MOU with all partners. There were three budgets for the Centers and they define how the services are provided throughout the region. This will be overseen by the Western Virginia Workforce Development Board and the Chief Local Elected Officials throughout the year. This particular MOU will be in place for three (3) years. Morgan reported that there would also be a new partner in the comprehensive Center – the Department of Social Services. This partnership will be between the Roanoke City, Roanoke County, Botetourt County, and Craig County Departments of Social Services.

Regional Career and Technical Education Study – Request for Proposals

Morgan Romeo reported that the Request for Proposals for the Career and Technical Education study had been released and directed the Board to review the packet starting on page 41. This Request for Proposals is due Monday to the WVVWDB offices. This will be \$40,000 for six months of work made possible by GO Virginia.

WVVWDB Action: A motion was made to accept the Request for Proposals as presented by Todd Putney. The motion was seconded by Bill Jones. The motion was carried.

Morgan stated that the selection committee would be made up of the Executive Committee members but that she would be asking K-12 staff to review to provide an education perspective. Morgan asked if any Board members would like to volunteer to review the proposals. Milan Hayward and Kathy Holcomb volunteered.

Director's Report

Staff Activity Update

Morgan Romeo reported that staff has continued to look for gaps in services at the Centers and within the region. The traffic at the Center continues to increase with the layoffs at Freightcar America, Norfolk Southern, and G.E. While the traffic increases, there are still populations that are not visiting the Centers. Morgan noted that the WVVWDB was not awarded funds through the Economic Equity grant during the first round but that a proposal was resubmitted through a second round. This proposal differed from the first in that an increased partnership with adult education and the community colleges is now present. There would also be funding for access points at different locations throughout the region that saw significant traffic and could benefit from a connection to workforce services.

Morgan also updated that staff was considering applying for Community Development Block Grant (CDBG) funding that would allow for additional support for transportation for work and training opportunities. This would provide a pilot program for daily and monthly bus passes and would not be restricted to just WIOA Title I participants. Morgan also said that they are considering a car donation program that is modeled after a successful setup in far Southwest Virginia but that this may be on the backburner with other programmatic options.

Potential Funding Opportunities

Morgan Romeo reported that the WVVWDB is official requesting funding from the localities this year. This will be based on population and the CLEO had been informed of this action. With 15 cents per capite, the total would be about \$50,000 that would be received from the localities to support the business services function with economic development along with Career Quest activities. Kathy Holcomb asked if all of the funding would go toward Career Quest and Morgan noted that while the majority would, the other would go toward Brad's time and effort and new flexible programs for business services.

40% State Code Policy Change

Morgan Romeo reported to the Board that the funding restriction on the Adult and Dislocated Worker programs needed to be discussed due to the new recommendation of free community college at the state level. Morgan noted that as funding has decreased, operational allocations have reduced as a result, which has led to a decrease in case management staff. This has resulted in less individuals served. Morgan reported that the statewide association of Workforce Development Directors had requested the policy to include case management staff time and effort since that was required to have folks enter in training and ultimately spend 40% of the funds on training. This has yet to take place and the debate continues between VCCS staff and the Virginia Board of Workforce Development. Todd Putney stated that it was important for the WVVDB to follow the rules and we need to do more work and analysis on what it would take to meet the 40% rule and communicate that to the state level. Phil Peters asked if there were best practices that could be used and Morgan said that yes, some Boards operate their own programs that allow them more flexibility and greater control over their programs. Kathy Holcomb asked if limiting training on more expensive programs (like CDL training) hurts our changes to meet the 40%. Morgan noted that it was a chicken and egg scenario because then we would serve even less individuals while meeting the expenditure requirement. Todd Putney requested that the Chief Local Elected Officials become involved in this discussion so that we can use them in the future if needed to advocate for the region.

Committee Reports

Workforce Center and Services Committee

Crystal Hall provided a meeting summary of the last Workforce Center and Services Committee. The meeting took place at the beginning of November and the committee heard lots of great updates from staff and partner programs. The committee continues to discuss and review the 25% limitation on CDL training and agreed to keep the limitations in place for now. The committee will review again in February to see if a change is needed.

Crystal also noted that the Board received several new and updated policies for review and approval by the committee. She referenced page 48 in the packet for the meeting.

WVVDB Action: A motion was made to approve the new and updated policies that were presented in the packet. The motion was seconded by Bill Jones. The motion was carried.

Crystal directed the WVVDB to page 66 in the packet which was a new application from MedCerts for their Patient Care Technician program. This provider was not brought before the Workforce Center and Services Committee as it was a late submittal. Crystal noted that it met all of the state criteria for approval.

WVVDB Action: A motion was made by Crystal Hall to approve MedCerts application for Patient Care Technician to be on the Eligible Training Provider List. The motion was seconded by Bill Jones. Dr. John Rainone, Dr. Milan Hayward, Susan Watkins, and Todd Putney abstained from the vote. Phil Peters voted no. The other members voted yes. The motion was carried.

Finance Committee

Morgan Romeo reported on the Finance Committee meeting as Casey is absent. The Finance Committee met at the end of November and received reports on the WVVDB's finances for the program year.

Morgan noted that the A-133 Audit is ready and was provided to the Finance Committee but that it was not in the packet today. The formal presentation would be at the March Board meeting

with Robinson, Farmer, and Cox present. Morgan noted that it was a clear audit but there was one recommendation from the auditors that minutes be approved on a timely basis. It was a one time error on staff and has been corrected.

Morgan reported that there was a budget modification that was being put forward to the WVVWDBB today. This included an adjustment in staff salaries to accommodate the hiring of the new Communications Coordinator as well as additional funding in legal fees for usage of Maryellen Goodlatte. There was also a requested increase in marketing funding for the Adult, Dislocated Worker, and Youth programs.

WVVWDB Action: A motion was made by the Finance Committee to approve the FY2020 Budget Modification as presented. The motion was seconded by Todd Putney. The motion was carried by a roll call vote as follows:

Teresa Hammond	Yes
Casey Nicely	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Abby Hamilton	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Susan Watkins	Yes
Michael Burnette	Yes

FY2020 Budget vs. Actual Report

Morgan Romeo reported that the Budget vs. Actual report for the first quarter was ready and it could be found on page 68-74 of the packet. This would just reflect first quarter activities so does not share much data that can be acted upon. Staff has reviewed the report and has not found anything of significance that needs to be addressed at this time.

WVVWDB Action: A motion was made by the Finance Committee to approve the Budget vs. Actual report as presented. The motion was seconded by Joe Brinley. The motion was carried.

Executive Committee

Phil Peters asked for a motion to request closed session pursuant to Virginia Code 2.2-3711 (A): 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

WVVWDB Action: A motion was made by Milan Hayward to enter closed session pursuant to Virginia Code 2.2-3711(A)(29). The motion was seconded by Bill Jones. The motion was carried by a roll call vote:

Teresa Hammond	Yes
Casey Nicely	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Abby Hamilton	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Susan Watkins	Yes
Michael Burnette	Yes

The WWWDB entered closed session to discuss the noted items.

WWWDB Action: A motion was made by Joe Brinley to end closed session and certify that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. The motion was seconded by Bill Jones. The motion was carried by a roll call vote as follows:

Teresa Hammond	Yes
Casey Nicely	Yes
Jeremy Adkins	Yes
Debra Lovelace	Yes
Bill Jones	Yes
Phil Peters	Yes
Todd Putney	Yes
Amanda Rogers	Yes
Joseph Brinley	Yes
Karen Michalski-Karney	Yes
Abby Hamilton	Yes
Crystal Hall	Yes
Katherine Holcomb	Yes
Lea DeCosta	Yes
Dr. John Rainone	Yes
Dr. Milan Hayward	Yes
Susan Watkins	Yes
Michael Burnette	Yes

Phil Peters noted that a WWWDB meeting would occur the first week of February to further discuss the Program Operator performance.

New Business

Board Bylaws

Morgan Romeo reported that in order to better align with state policy regarding electronic participation in meetings, a change needed to occur in the WWWDB bylaws. It also includes an addition of an Opportunity Youth Committee to the Board structure.

WVWDB Action: A motion was made by Crystal Hall to approve the bylaws as presented. The motion was seconded by Joe Brinley. The motion was carried.

Morgan Romeo also reported that an Opportunity Youth Plan had to be submitted to the state per Virginia Code. This notes how the region will serve youth that are considered Opportunity Youth, which directly aligns with the Out-of-School Youth Program. Morgan reported that it was mostly a repeat from the Local Plan that was already in place and will be revisited every year.

WVWDB Action: A motion as made by Bill Jones to accept the plan as presented. The motion was seconded by Joe Brinley. The motion was carried.

Morgan Romeo requested input from the Board on a strategic planning operation that was supposed to take place in early Spring of 2020. The Board discussed pushing the process to have a draft ready at the June 2020 meeting to start the strategic planning process in July 2020. Todd Putney asked for clarification between the local plan and the strategic plan. Morgan noted that the Local Plan was more operational in nature that should be guided by the strategic plan.

Other Business

Phil Peters reminded the WVWDB members that the Holiday Giving List was still occurring and that if individuals wanted to contribute they would need to do so by the end of the day.

Adjournment

Seeing no other business, the meeting adjourned at 10:59 AM.