



BLUE RIDGE REGION

### Western Virginia Workforce Development Board Meeting

December 18, 2020 – 9:00 AM

<https://zoom.us/j/91218286516?pwd=bEdQWGxnUHZCNisrTXFpdW8xczVMQT09>

Phone Number: 1-301-715-8592, Access Code – 912-1828-6516, Passcode: 237429

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

Board Members <i>Private Sector</i>	Present	Board Members <i>Public Sector</i>	Present
Teresa Hammond	X	Joseph Brinley	X
Casey Nicely		Chuck Simpson	
David Olsen	X	Karen Michalski	X
Jeremy Adkins		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	
Amanda Forrester	X	Sue Goad	X
Kristi Mallory	X	Chris Simmons	X
Adrienne Ross	X		
Richard Mansell	X		
Ashley Bayne			

Guests	Present
Kim Dameron	X
Chris Pope	X
Toni McLawhorn	X

#### **Welcome & Review of Electronic Meeting Process**

In Casey Nicely’s absence, David Olsen called the meeting to order at 9am. He welcomed everyone to the meeting and reviewed the electronic meeting process.

#### **Public Comment**

There were no public comments.

#### **Consent Agenda**

David Olsen reviewed the Meeting Minutes from the September 18, 2020 meeting with the group. David shared that the Executive Committee had approved new Training Provider Program Applications at their last meeting, acting on behalf of the Board. Morgan Romeo noted that the Executive Committee, on behalf of the Board, had re-named the Workforce Center & Services Committee to the Program Oversight Committee. She invited any members that wanted to join this committee to contact Board staff.

**WWWDB Action:** A motion was made by Jason Suhr to approve the consent agenda as presented. The motion was seconded by Debra Lovelace. The motion was carried by a roll call vote as follows:

<b>Board Members</b> <i>Private Sector</i>	<b>Present</b>	<b>Board Members</b> <i>Public Sector</i>	<b>Present</b>
Teresa Hammond	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Amanda Rogers	Yes	Jason Suhr	Yes
Emily Smith	Yes	Dr. John Rainone	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes	Chris Simmons	Yes

**New Business**

David Olsen presented the draft version of the Strategic Plan – PY2020 – PY 2024 to the group, that was sent prior to the meeting via email. David noted that he appreciated the work of the group and partners in developing the Strategic Plan. Dr. Jon Rainone asked for more information on the ALICE Survey. Abby Hamilton explained that ALICE stands for asset limited, income constrained, employed. This section of the population may not fall under low-income guidelines on income alone but based on the cost of living and economic circumstances, may still not be able to meet their needs. The ALICE survey will be offered to the community by the United Way in partnership with local partners, including the Workforce Development Board, to get a picture of the needs that our community members have because of facing COVID-19 and its’ impacts.

**WWWDB Action:** A motion was made by Phil Peters to accept the Draft Strategic Plan as presented. The motion was seconded by Jason Suhr. The motion was carried by a roll call vote as follows:

<b>Board Members</b> <i>Private Sector</i>	<b>Present</b>	<b>Board Members</b> <i>Public Sector</i>	<b>Present</b>
Teresa Hammond	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Amanda Rogers	Yes	Jason Suhr	Yes
Emily Smith	Yes	Dr. John Rainone	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes	Chris Simmons	Yes

David Olsen noted that the Local Plan – PY2020 – PY2024 Draft is not being presented to the Board today. The document is still being developed but will be provided to Board members by January 4, 2021 to review prior to releasing for public comment on January 11, 2021. The Board will then review the final version, including public comments, at the February 2021 meeting for submission to the Governor’s office.

## **Director's Report**

Morgan Romeo directed attendees to review the Director's Report included in the packet and opened the floor for questions. Richard Mansell asked for clarification of the Resource Room at the Roanoke Center, with COVID-19 restrictions currently in place, is it open to the public or closed. Morgan noted that right now we are utilizing an online scheduling software to serve customers. Currently, the Resource Room is closed for walk-in traffic. The online system allows individuals to choose their service need and a date/time to speak with staff regarding multiple services.

Morgan provided an update on the waiver that allowed the Board to hire staff to provide the WIOA Title I Adult and Dislocated Worker programs. She noted accomplishments over the last 6 months and shared stories of compliments from customers and partners. She expressed gratitude to the Board and partners for their support and patience during the transition.

Morgan provided an update on the Women's Foundation Grant. The Board partnered with the Roanoke Redevelopment and Housing Authority on this grant application and received notice that we had been approved to receive \$55,000. The grant will help provide technology for the new EnVision Center that will be housed in the old Melrose Library. She expressed appreciation to Crystal for the work on the grant application and to make the new Center a reality. Abby Hamilton asked when the EnVision Center will be operational. Crystal responded that the Center is open right now in the Jobs Plus Center at Lansdowne and will be in the Library as soon as renovation is complete.

Morgan shared that the previously requested letter sent to the Virginia Community College System regarding WIOA Title I program performance measures had been submitted, but a response from the state had not yet been received. The Executive Committee met in October and as a result, there are conversations with The WorkPlace regarding underspending and performance of the Youth program. Morgan had a call with the President of The WorkPlace and expressed concerns and details of circumstances. She will have another call with him in January 2021. She noted that enrollments for the Youth program are steady and on track, but that the expenditure of funds is less than expected and overall performance is low. She plans to send a formal letter in January, following her scheduled call, outlining status of the contract at that time & the potential for renewal, if any.

## **Committee Reports**

### **Finance Committee**

Karen Michalski provided the Finance Committee report. The committee reviewed the FY2020 A-133 Audit report, which received an unqualified opinion.

**WVWDB Action:** A motion was made by the Finance Committee to approve the Audit report as presented. The motion was seconded by Joe Brinley. The motion was carried by a roll call vote as follows:

<b>Board Members Private Sector</b>	<b>Present</b>	<b>Board Members Public Sector</b>	<b>Present</b>
Teresa Hammond	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Amanda Rogers	Yes	Jason Suhr	Yes
Emily Smith	Yes	Dr. John Rainone	Yes
Amanda Forrester	Yes	Susan Watkins	Yes

Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes	Chris Simmons	Yes

Karen reviewed the 1<sup>st</sup> quarter Budget vs. Actual report with the attendees. The group had no questions

**WWWDB Action:** A motion was made by the Finance Committee to approve the budget report as presented. The motion was seconded by Chris Simmons. The motion was carried by a roll call vote as follows:

<b>Board Members</b> <i>Private Sector</i>	<b>Present</b>	<b>Board Members</b> <i>Public Sector</i>	<b>Present</b>
Teresa Hammond	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Amanda Rogers	Yes	Jason Suhr	Yes
Emily Smith	Yes	Dr. John Rainone	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes	Chris Simmons	Yes

Karen reviewed the FY2021 Budget Modification with the attendees. Bobby Welch noted that the changes made could be seen highlighted. He noted the administrative changes for the Regional CTE Study with GO Virginia, and the addition of the Roanoke City CARES Act funds.

**WWWDB Action:** A motion was made by the Finance Committee to approve the budget modification as presented. The motion was seconded by Teresa Hammond. The motion was carried by a roll call vote as follows:

<b>Board Members</b> <i>Private Sector</i>	<b>Present</b>	<b>Board Members</b> <i>Public Sector</i>	<b>Present</b>
Teresa Hammond	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Amanda Rogers	Yes	Jason Suhr	Yes
Emily Smith	Yes	Dr. John Rainone	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Adrienne Ross	Yes	Sue Goad	Yes
Richard Mansell	Yes	Chris Simmons	Yes

### Executive Committee

David Olsen presented the Executive Committee report in the absence of Casey Nicely. Morgan Romeo reviewed new policies and revisions with the group, noting that the new information was based on recommendations and policies from the state and federal government. David noted that the Executive Committee had approved these policies on behalf of the Board.

Morgan Romeo noted that the VCCS PY2019 Annual Compliance Review had been reviewed by the committee. There were no fiscal findings in the report. There were some programmatic findings, which were results from the previous program operator, mostly due to data entry. The report was reviewed in detail by the committee and approved.

Michelle Brennan provided the PY2020 WIOA Title I Adult and Dislocated Worker programs update with the attendees. She directed the group to turn to page 9 of the packet and review reports. She expressed thanks to the Board for their contributions towards holiday gift giving for WIOA participant families as well. Michelle noted that her team is working virtually right now, due to COVID-19 precautions, but they are working at 100% capacity. The group had a discussion regarding efforts to recruit more Dislocated Workers during the pandemic. Morgan Romeo reviewed the Youth program reports with the group. The attendees expressed interest in exploring operating the Youth program in the manner we are currently operating the Adult and Dislocated Worker programs.

**Old Business**

Morgan Romeo gave the group an update on the Fiscal Agent changes. As of 1/1/2021, the Workforce Board will be its' own fiscal agent. Currently, Board staff already have taken on many of these responsibilities, but this change will also give us the responsibility to run our own payroll and benefits. Morgan and Bobby Welch have been working diligently to get benefits up and running effective 1/1/2021 and everything is ready to go. Morgan expressed appreciation to Karen Michalski for the information on the Center for Nonprofit Advancement for assistance with benefits. Phil Peters asked about retirement accounts and Morgan shared that our retirement accounts will stay with the ICMARC as they have been under the Commission, just will move to be under the Board. Todd Putney asked about checks and balance since the Board will be the direct recipient of our own funds from the state now. Morgan noted that the Treasurer reviews every credit card bill monthly and signs off. The Finance Committee is also reviewing the entire General Ledger every quarter, so they can review every financial transaction, including payroll. Morgan noted that Board staff will be using ADP for payroll processing.

Morgan noted changes to the Financial Operations Manual, Memorandum of Understanding – City of Roanoke, CLEO-Board Agreement, and the Employee Handbook to remove old fiscal agent language and implement these new procedures.

Phil Peters and Todd Putney expressed thanks to the Board staff for their work in this transition. David Olsen asked if the Board staff will have access to Employee Assistance Program (EAP). Morgan noted that she and Bobby Welch are exploring this option, but do not yet have the details.

**WVWDB Action:** A motion was made by Phil Peters to approve the above-mentioned changes as presented. The motion was seconded by Jason Suhr. The motion was carried by a roll call vote as follows:

<b>Board Members Private Sector</b>	<b>Present</b>	<b>Board Members Public Sector</b>	<b>Present</b>
Teresa Hammond	Yes	Joseph Brinley	Yes
David Olsen	Yes	Karen Michalski	Yes
Debra Lovelace	Yes	Abby Hamilton	Yes
Michael Gardner	Yes	Crystal Hall	Yes
Phil Peters	Yes	Lea DeCosta	Yes
Amanda Rogers	Yes	Jason Suhr	Yes
Emily Smith	Yes	Dr. John Rainone	Yes
Amanda Forrester	Yes	Susan Watkins	Yes
Adrienne Ross	Yes	Sue Goad	Yes

Richard Mansell	Yes	Chris Simmons	Yes
-----------------	-----	---------------	-----

**Old Business**

David Olsen recognized Phil Peters and Michael Burnette for their service to the Board, as their terms are ending with the end of the calendar year. David noted that Michael had received a promotion to the Assistant County Administrator of Franklin County, and as such must relinquish his seat representing Economic Development. David noted that Phil had served as the Board Chair and now as the Previous Chair, but has since officially retired from Optical Cable Corporation, so must vacate his seat on the Board. Phil Peters expressed his pleasure for having been able to serve.

Morgan Romeo introduced Toni McLawhorn, the current One Stop Coordinator, who joined us in August, and appreciation for her work thus far.

**Adjournment**

David Olsen adjourned the meeting at 10:23am.